

# Citizens Memorial Hospital Emergency Medical Services Education Administration Manual

## Part 0 - Front Matter

### Section 0.330 - Approval Signatures

Version Number: v 7

Version Date: May 16th, 2018

CMH EMS Director: \_\_\_\_\_ (Neal Taylor)

CMH EMS Medical Director: \_\_\_\_\_ (Megan Carter, MD)

I certify the content and policy to be true and correct

CMH EMS Education Director: Theron Becker (Theron Becker)

### Section 0.500 - 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.

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the profession:

The Emergency Medical Services Professions include four levels: Paramedic, Advanced EMT, EMT, and Emergency Medical Responder. CAAHEP accredits educational programs at the Paramedic and Advanced EMT levels. Programs at the EMT and Emergency Medical Responder levels may be included as exit points in CAAHEP-accredited Paramedic and Advanced EMT programs. "Stand-alone" EMT and Emergency Medical Responder programs may be reviewed by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

This administration manual will be reviewed annually.

The most recent version of this document can be found here:  
<http://www.ozarksems.com/cmh-ems-education-manual.pdf>



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*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

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## Part 1 - General Requirements

### **Section 1.200 - Training Needs Evaluation / Mission Statements**

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 173) includes a section for assessing the need for future classes.

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

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

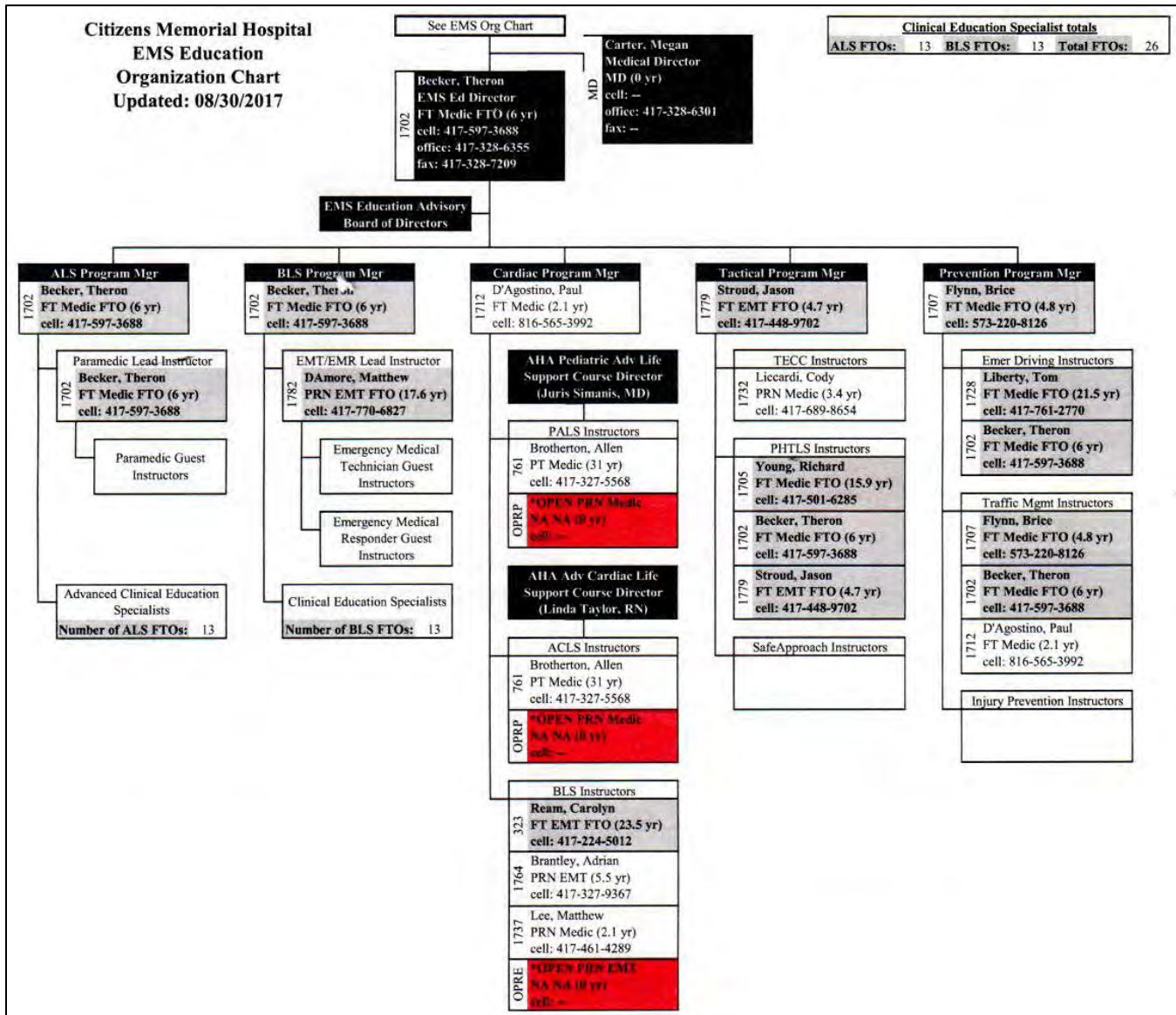
CMH Values: I am Positive, Respectful, Innovative, Dedicated, and Empowered.

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 Vision: Be the first choice for superior EMS Education.

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

## Section 1.400 - Organizational Chart



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## **Section 1.500 - Training Budget**

### **1.500.33 - Training Budget Purpose**

Provide fiscal support for personnel, acquisition, and maintenance of equipment, supplies, and faculty/staff continuing education.

### **1.500.66 - Current Budget Request**

The 2017-2018 budget requests for CMH EMS Education Department (rounded):

- \$23,000 for overall administration.
- \$19,000 for CEU program expenses. See Section 6.720 - Continuing Education (CE) program (page 403).
- \$11,000 for FTO program expenses. See Section 6.840 - Clinical Education Specialist Training Program (page 405).
- \$15,000 for EMT program expenses. See Section 6.360 - Emergency Medical Technician Program [EMT Academy] (page 309).
- \$99,000 for Paramedic program expenses. See Section 6.600 - Paramedic Program (Paramedic Academy) (page 335).

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## **Section 1.600 - Medical Director**

### **1.600.10 - Medical Director Purpose**

Fulfill responsibilities specified in CoAEMSP accreditation standard III.B.2.a and meet qualifications specified in CoAEMSP accreditation standard III.B.2.b.

### **1.600.20 - Medical Director Responsibilities**

These responsibilities are based on CoAEMSP Accreditation Standard II.B.2.a.

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.

These responsibilities are based on the NAEMT PHTLS Instructor's Manual. The course medical director has the following responsibilities:

1. The course medical director will be available, on site or by telephone, to the course coordinator to address medical questions that may arise in the progress of the course.
2. Ideally, the course medical director should actively participate in the course by lecturing, presenting skill stations, or evaluating students.
3. The course medical director will advise the national, regional, or state coordinator of any problems with courses or instructors in writing in a timely manner.



**1.600.30 - Medical Director Qualifications**

These qualifications are based on CoAEMSP Accreditation Standard II.B.2.b.

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.

These qualifications are based on NAEMT PHTLS Instructor's Manual.

1. The course medical director must be a licensed physician who is an ATLS or PHTLS provider and preferably an ATLS or PHTLS instructor.

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## **1.600.40 - Medical Director Job Description**

Official job description can be found on the CMH Intranet at:

F:\Depts\All\_Depts\CMH Policies & Forms\JobDesc\Hospital\Emergency Department

### **DEPARTMENT:**

Emergency Services

### **POSITION TITLE:**

MEDICAL DIRECTOR OF EMERGENCY SERVICES

Exempt

### **CITIZENS MEMORIAL HEALTHCARE MISSION**

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

### **DEPARTMENT OBJECTIVE**

To provide prompt, quality care (including assessment, intervention, evaluation, and referral) to all persons presenting to the Emergency Department, regardless of race, creed, sex, national origin, or ability to pay.

### **JOB SPECIFICATIONS**

#### Education & Training

- Current Missouri License to practice medicine
- Must pass annual competencies

#### Licensure & Certifications

- Current Missouri License to practice medicine
- ATLS Provider
- ACLS Provider
- PALS Provider
- Health Care Provider CPR within 6 months of employment

#### Experience

#### Reporting

- Reports to: Chief Executive Officer
- Supervises: Emergency Room Physicians

### **JOB SUMMARY**

Administers medical treatment to Emergency Services patients, stays current of regulations regarding medical care in the Emergency Room, coordinates policies and procedures with the Director of Emergency Nursing Services, identifies and meets the educational needs of the Emergency Department staff, coordinates departmental activities with other departments and personnel, maintains all required documentation, sets an example to staff and other employees by professional attitude and behavior; behaves in a manner consistent with mission and objectives of CMH and performs other duties as requested.

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**FUNCTIONAL REQUIREMENTS**

See appropriate Physical Requirements sheet for this position.

**MEDICAL DIRECTOR:**

- Serves as the Medical Director of the Emergency Department.
- Responsible for scheduling physician coverage for the Emergency Department, 24 hours per day, seven days per week, including holidays.
- Remains current of the regulations regarding medical care in the Emergency Department.
- Aids in the recruitment of Emergency Department physicians.
- Maintains guidelines and daily time records regarding time allocations for patients in the Emergency Department.
- Functions as the Medical Director of Pre-Hospital Services Department, Hickory County Pre-Hospital Services, and Polk County fire and Rescue, and Hickory county Fire and Rescue providing guidelines in protocol and conduct in the field, including total quality management.
- Is responsible for the rules and regulations of the medical staff that relate to patient safety and privileges and to the quality and scope of emergency situations.

**PHYSICIAN:**

- Provides services as a physician, which is rendered in a competent, efficient, and satisfactory manner according to the standards of medical practice and professional duties of medical practitioners as determined by the medical staff of CMH.
- Patients are seen in a timely manner as proscribed by quality improvement guidelines.
- Medical treatment provided will be appropriate to the patient's symptoms.
- Medical records are dictated, reviewed, and signed in a timely fashion as outlined in the Medical Records policies and procedures.
- Maintains adequate number of continuing medical education requirements as outlined in the employee contract.

---

## 1.600.50 - Medical Director Appointment Letter

Date: July 15<sup>th</sup>, 2017

Megan Carter  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: MD Appointment/Acceptance


Dear Dr. Carter:

**Citizens Memorial Hospital** is delighted to appoint **Megan Carter, MD, FACEP** to serve as **Medical Director** effective **July 15<sup>th</sup>, 2017**.

**Dr. Carter** appears to meet the following **Medical Director** qualifications as validated by their current Curriculum Vitae and State Medical license:

**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 and acutely ill and injured patients.
2. Have adequate training or 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 issued regarding the education of the Emergency Medical Services Professions.

  
\_\_\_\_\_  
Signature of Chief Executive Officer

7-7-17  
\_\_\_\_\_  
Date

**1.600.60 - Medical Director Acceptance Letter**

Date: July 15<sup>th</sup>, 2017

Donald Babb  
1500 N Oakland Ave.  
Bolivar, MO 65613

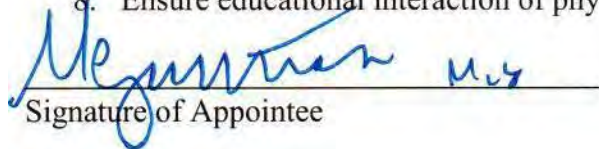
Re: MD Appointment/Acceptance

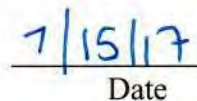
Dear Mr. Babb:

I, **Megan Carter** attest that I do meet or exceed the above listed qualification for the position of **Medical Director** and do hereby accept this appointment to perform the responsibilities of the position as described in the *CAAHEP Standards and Guidelines* (Standards III.B.2).

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




1. Review and approve the educational content of the program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed prehospital or emergency care practice.
2. Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in these standards.
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 paramedic program, and assist in the determination of appropriate corrective measures, when necessary.
5. Ensure the competence of each graduate of the paramedic program in the cognitive, psychomotor, and affective domains.
6. Engage in cooperative involvement with the 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 paramedic students.

  
Signature of Appointee

  
Date



## 1.600.70 - CoAEMSP Change in Medical Director Form

 <b>CoAEMSP</b> Accreditation is <i>credible</i> education		<b>Committee on Accreditation</b> of Educational Programs for the Emergency Medical Services Professions					
<h3>CHANGE IN MEDICAL DIRECTOR / ASSOCIATE MEDICAL DIRECTOR</h3>							
CoAEMSP Program Number: <b>600874</b>							
Sponsoring Institution/ <b>Citizens Memorial Hospital</b>							
Consortium Name:							
City: <b>Bolivar</b>		State: <b>MO</b> <input checked="" type="checkbox"/>		Zip: <b>65613</b>			
<b>MEDICAL DIRECTOR STATUS</b>							
<input checked="" type="radio"/> Medical Director		<input type="radio"/> Associate Medical Director		Please keep in mind, the same individual cannot simultaneously hold the position of Program Director and the position of Medical Director [Policy XVB].			
<input checked="" type="checkbox"/> Permanent		<input type="checkbox"/> Temporary				<input type="checkbox"/> Acting	
		Effective Date: <b>07/15/2017</b>					
*Explanation of status is located in Accreditation Policies XV Personnel Changes							
<b>FORMER MEDICAL DIRECTOR / ASSOCIATE MEDICAL DIRECTOR</b>							
Name: <b>Roger Merk</b>			Credentials: <b>MD</b>				
<b>NEW MEDICAL DIRECTOR / ASSOCIATE MEDICAL DIRECTOR (Office Contact Only)</b>							
Name: <b>Megan Carter</b>			Credentials: <b>MD</b>				
Address: <b>1500 N Oakland Ave</b>							
City: <b>Bolivar</b>		State: <b>MO</b> <input checked="" type="checkbox"/>		Zip: <b>65613</b>			
Email: <b>megan.carter@citizensmemorial.com</b>		Phone: <b>(417) 326-6000</b> Fax: <b>(417) 328-7209</b>					
State License Number:		<b>115508</b>		Expiration Date: <b>01/31/2018</b>			
Add'l State License Number (if applicable):				Expiration Date:			
Add'l State License Number (if applicable):				Expiration Date:			
Add'l State License Number (if applicable):				Expiration Date:			
<b>Please Note:</b> The Medical Director / Associate 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 or 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 the Emergency Medical Services Professions. [Standard IIIB2b / IIIB3b] [see also Accreditation Policies XV]							
<b>REQUIRED DOCUMENTATION (Submit All Items Together)</b>							
<input checked="" type="checkbox"/> 1. This completed form		<input checked="" type="checkbox"/> 4. CV with formal education/degrees & related exp.					
<input checked="" type="checkbox"/> 2. Signed/dated Letter of Appointment		<input checked="" type="checkbox"/> 5. Signed/dated Letter of Acceptance					
<input checked="" type="checkbox"/> 3. Copy of the State License for <b>EACH</b> State the MD is licensed							
<b>SUBMISSION OF ALL REQUIRED DOCUMENTATION</b>							
Email all items above to: <b>Lynn Caruthers at <a href="mailto:lynn@coaemsp.org">lynn@coaemsp.org</a></b>							
							
301 Lakeview Pkwy, Suite 111-312   Rowlett, TX 75088   Main 214-703-8445   Fax 214-703-8992   <a href="http://coaemsp.org">coaemsp.org</a>							

*Mission:* Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.

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**1.600.80 - Medical Director Curriculum Vitae**

Megan A. Carter, M.D.  
RR 1 Box 3548, Ava, MO 65608  
417-860-6698  
[meganleapley@yahoo.com](mailto:meganleapley@yahoo.com)  
Maiden Name: Megan Leapley

**Experience**

2017 - Present  
Citizens Memorial Hospital, Bolivar MO  
Medical Director of Emergency Services

2014 - Present  
Citizens Memorial Hospital, Bolivar MO  
Emergency Medicine Physician

2015 - 2017  
Ozarks Medical Center, West Plains MO  
Emergency Medicine Physician

2005 - 2013  
St. John's/Mercy Hospital, Springfield MO  
Emergency Medicine Physician

2003 - 2005  
Great Lakes Naval Hospital, Great Lakes IL  
U.S. Navy Officer, EMS Director, Emergency Medicine  
Staff Physician

2001 - 2003  
U.S. Naval Hospital, Naples Italy  
U.S. Navy Officer, EMS Director, Emergency Medicine  
Staff Physician

**Education**

University of Missouri at Kansas City Combined Bachelor of Arts and Medical Doctorate Program.  
Kansas City, MO. Graduated May 1997

**Post Graduate Training**

St. Vincent Hospital Transitional Medicine Program 1997-1998 Indianapolis, IN

U.M.K.C. / Truman Medical Center Emergency Medicine Residency 1998-2001 Kansas City, MO

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### **Research and Publications**

The Role of Clinical Factors, Wood's Lamp Examination and Slit Lamp Examination in the Diagnosis of Eye Disease in the E.D.

Published in Academic Emergency Medicine Vol.111, No. 5 575

Leapley, M: Abstract: Pain Documentation and E.D. Analgesic Practice

Published in Academic Emergency Medicine Vol.3 No. 5

Leapley, M: Review of Popnick JM et al: Use of Ventilatory Support System (BiPAP) for Acute Respiratory Failure in the E.D.

Published in Annals of Emergency Medicine September 1999

Leapley, M: Review of Straumann E et al: Hospital Transfer for Primary Coronary Angioplasty in High Risk Patients with Acute Myocardial Infarction

Published in Annals of Emergency Medicine June 1999

### **Licenses and Certifications**

American Board of Emergency Medicine

ATLS, ACLS, BLS, ABLIS, PALS,

Med Teams Instructor (National Institutes of Health)

Missouri Board of Healing Arts, BNDD

### **Military Experience and Awards**

Awarded the Navy Commendation Medal

National Defense Service Medal

Global War on Terrorism Service Medal

Overseas Service Ribbon

Security Clearance: Top Secret

Company Commander: Officer Indoctrination School

Newport, RI August 4, 2001 - September 14, 2001

Emergency Physician, Surgical Response Team Naples, Italy- Trained and prepared to respond to disasters in the European Theater

Forward deployed during Operation Iraqi Freedom as Officer in Charge: Trauma-Surgical Support Team with Joint Operations Task Force (JSOC) Sixth Fleet Maritime Interception Operations USS LA SALLE (AGF-3)

Honorably discharged as Lieutenant Commander August 2005

Department Head Leadership Training School Little Neck, VA

### **Personal Interests and Activities**



My husband, Craig Carter, is the Circuit Court Judge for the 44th district in Missouri. We have a farm in Ava, Mo and enjoy many outdoor activities including working with the Missouri Black Bear Project. I am an avid horseback rider and compete in equestrian endurance races that vary from 25-100 miles. I love mushroom hunting and am a member of the Missouri Mycological Society (MOMS). When not working, traveling, or outside, we can usually be found at home watching movies.

Co-Founder and medical director for the Glade Top Trail Run

Member of P.E.O

Principal Speaker Mansfield, Missouri Veterans Day Celebration Nov 2013

## 1.600.90 - Medical Director Credentials

### MISSOURI DIVISION OF PROFESSIONAL REGISTRATION

# Missouri Division of Professional Registration

**PR Home (/)**

**Detail**

## Primary Source Verification

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

<b>Licensee Name:</b>	Carter, Megan A
<b>Profession Name:</b>	Medical Physician & Surgeon
<b>Licensee Number:</b>	115508
<b>Expiration Date:</b>	1/31/2018
<b>Original Issue Date:</b>	3/18/1999
<b>Primary Business Address:</b>	1500 N. Oakland
<b>Address Con't:</b>	
<b>City, State Zip:</b>	Bolivar, MO 65613
<b>County:</b>	Polk
<b>Other Business Addresses:</b>	<b>View addresses (<a href="http://www.mdpreg.org/licensee-search-detail-branch.asp?passkey=1250851">licensee-search-detail-branch.asp?passkey=1250851</a>)</b>
<b>Board Certification:</b>	Emergency Medicine,  <b>Board certification is provided by the licensee. It has not been verified by the Board of Registration for the Healing Arts. To verify visit ABMS (<a href="http://www.abms.org/About_ABMS/member_boards.aspx">http://www.abms.org/About_ABMS/member_boards.aspx</a>) and AOA (<a href="http://www.osteopathic.org/osteopathic-health/about-dos/do-certification/Pages/default.aspx">http://www.osteopathic.org/osteopathic-health/about-dos/do-certification/Pages/default.aspx</a>).</b>
<b>Professional School:</b>	Missouri, University of - Kansas City
<b>Other Actions:</b>	
<b>Current Discipline Status:</b>	None

**AMERICAN BOARD OF EMERGENCY MEDICINE**

 <p>American Board of Emergency Medicine</p> 	<p><b>American Board of Emergency Medicine</b></p> <p>Established for the Certification of Emergency Physicians Hereby Declares that</p> <p><b>MEGAN ADELE LEAPLEY, M.D.</b></p> <p>Has Successfully Fulfilled the Requirements of the Emergency Medicine Continuous Certification Program and is Certified as a Diplomate of the American Board of Emergency Medicine</p> <p><b>October 24, 2013 – December 31, 2023</b></p> <p>President <u>James H. Jones M.D.</u></p> <p>Secretary <u>[Signature]</u></p> <p>Certification Number <u>31905</u></p>
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**ADVANCED TRAUMA LIFE SUPPORT**

**Megan Carter MD**

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

Issue Date: 10/13/2017

Expiration Date: 10/13/2021

*[Signature]*

*[Signature]*

Chairperson,  
ATLS Subcommittee

ACS Chairperson, State/Provincial  
Committee on Trauma


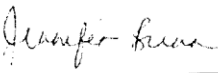
*[Signature]*

CS 51129-SR

Course Director

ATLS ID: 287147

**ADVANCE CARDIAC LIFE SUPPORT**

ADVANCED CARDIAC LIFE SUPPORT	
ACLS Provider	 ACLS Certification Institute™
Megan Carter	
This card certifies that the person listed above has successfully completed the Advanced Cardiac Life Support examination and skills scenarios review based on the latest American Heart Association and ECC guidelines.	
12/06/2016	12/06/2018
Issue Date	Renewal Date
ADVANCED CARDIAC LIFE SUPPORT	
Training Center:	Training Center #: 32633
ACLS Certification Institute	
Region:	Provider #: 0846248429
Ava, MO 65608	
Instructor:	Instructor #: 01201746832
Jennifer Bunn, RN	
Instructor's Signature: 	Provider's Signature:

**PEDIATRIC ADVANCED LIFE SUPPORT**

# Certificate of Course Completion

This is to certify that

**Megan Carter**

Has completed the course

**PALS Recertification**

On this 8th day of January, 2016

Administered by the National ACLS Testing Center

<http://www.acls.us>

**Megan Carter**

Is awarded four (4) CEH Advanced Credits for completing this course by the

**National Board for Emergency Continuing Medical Education**

Virginia Commonwealth University  
Department of Anesthesiology  
1250 East Marshall Street  
Richmond, VA 23298

The person who is listed on this certificate has completed the cognitive examination administered by the National ACLS Testing Center which is based on the latest AHA and ECC guidelines. This PALS Recertification Course is approved to provide Continuing Education Credit by the National Board for Emergency Continuing Medical Education. The Board awards four (4) CEH Advanced Credits for the completion of the PALS Recertification course administered by the National ACLS Testing Center.



Melissa Milan, M.D., M.S.  
Licensed Physician



Jaimison Baker, M.D.  
Licensed Physician  
Board-eligible Anesthesiologist

**CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE**

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE UNITED STATES DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION WASHINGTON, D.C. 20537		
DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
BC8946317	08-31-2019	\$731
SCHEDULES	BUSINESS ACTIVITY	DATE ISSUED
2,2N,3 3N,4,5	PRACTITIONER	07-13-2016
CARTER, MEGAN A CMH BOLIVAR EMERGENCY MEDICINE 1500 N OAKLAND BOLIVAR, MO 65613		
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.



**MISSOURI BUREAU OF NARCOTICS AND DANGEROUS DRUGS**

	<b>Missouri Department of Health and Senior Services</b> P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6321 Fax: 573-526-2569	
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**Bureau of Narcotics and Dangerous Drugs  
Missouri Department of Health and Senior Services**

**MISSOURI CONTROLLED SUBSTANCES REGISTRATION**

*This registration is not transferable*

Registrant Name:	CARTER, MEGAN A
BNDD Number:	30057
Description:	MEDICAL DOCTOR
Street Address:	1500 N OAKLAND AVE
City/State/Zip:	BOLIVAR, MO 65613.3011
Phone Number:	417-328-6301
Registration Effective:	1/31/2017
Registration Expires:	2/28/2018
BNDD Discipline:	NO
Drug Schedule Type:	2 3 4 5
Enrollment Date:	

**Validation Date of the Registration is: 2/13/2017**

Direct Inquiries to: BNDD  
PO BOX 570  
Jefferson City, Missouri 65102 0570



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## **Section 1.625 - Faculty, General**

### **1.625.33 - 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.

### **1.625.66 - Support Personnel Purpose**

Provide support personnel and services to ensure achievement of program goals and outcomes (i.e. admissions, registrar, advising, tutoring, and clerical).

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## **Section 1.650 - Faculty, Program Director**

### **1.650.09 - 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).

### **1.650.18 - Program Director 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.

### **1.650.27 - Program Director 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.

**1.650.36 - Program Director 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.

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### **1.650.45 - EMS Education Director Job Description**

The official document can be found on the CMH Intranet at:

F:\Depts\Pre-Hospital\Clinical\Professional Development\job descriptions

#### **DEPARTMENT:**

Pre-Hospital Services

#### **STATUS:**

Non-Exempt

#### **REPORTS TO:**

EMS Director

#### **EDUCATION & TRAINING**

- High school diploma or equivalent.
- Graduate of an accredited paramedic school (paramedic).
- Bachelors Degree.
- (Preferred) Masters Degree. Equivalent experience may be considered.
- Must pass annual competencies.
- NIMS 100 (ICS Intro) within 12 months.
- NIMS 200 (ICS Single) within 12 months.
- NIMS 300 (ICS Intermediate) within 12 months.
- NIMS 400 (ICS Advanced) within 24 months.
- NIMS 700 (NIMS Intro) within 12 months.
- NIMS 800 (National Framework) within 12 months.
- Hazardous Materials Operations within 6 months.
- (Preferred) CDP 900 (Healthcare Emergency Management) within 36 months.
- (Preferred) CDP 901 (Mass Casualty) within 36 months.
- NFA 139 (EMS Research) within 36 months.
- NFA 147 (EMS Operations) within 12 months.
- NFA 150 (EMS Management) within 24 months.
- NFA 151 (Advanced EMS Leadership) within 36 months.
- (Preferred) NFA 152 (EMS Special Operations) within 36 months.
- (Preferred) NFA 154 (Safety Program Operations) within 36 months.
- NFA 158 (EMS Quality) within 36 months.
- (Preferred) NFA 342 (Training Management) within 36 months.
- (Preferred) NFA 513 (Emergency Services Technology) within 36 months.

#### **LICENSURE & CERTIFICATIONS**

- Missouri Class E Driver License.
- Missouri Licensed Paramedic.
- (Preferred) National Registry Paramedic.

**LIFE SUPPORT CERTIFICATIONS**

- AHA Basic Life Support (BLS) within 1 month.
- AHA Advanced Cardiac Life Support (ACLS) within 3 months.
- AHA Pediatric Advanced Life Support (PALS) within 3 months.
- International Trauma Life Support (ITLS / PHTLS) or equivalent within 12 months.
- Tactical Emergency Casualty Care (TECC) or equivalent within 12 months.
- Defensive Tactics for EMS (DT4EMS) or equivalent within 12 months.
- (Preferred) AHA Neonatal Resuscitation Program.

**EXPERIENCE**

- Paramedic Experience: 5 Years.
- Supervisor Experience: 3 Years.
- CMH Experience: 4 Years.
- Exceptional pre-hospital ALS clinical skills.
- Exceptional pre-hospital BLS clinical skills.
- Exceptional organizational skills.
- Excellent presentation skills.
- Knowledgeable about methods of instruction, testing, and evaluation of students. (CAAHEP)
- Knowledgeable about the current versions of the National EMS Scope of Practice, the National EMS Educational Standards, and about evidence-informed clinical practice. (CAAHEP)
- Proficient in Microsoft Office software.

**JOB SUMMARY:**

Percent of scheduled time on ambulance: 5%. Serves as the manager of all clinical activities of the department. Also serves as program director for EMS Academy and Paramedic Program and as lead instructor for Paramedic Program. Primarily responsible for clinical activities and programs (including quality, education, and protocols). Responsibilities also include program director and lead instructor for paramedic education program and program director and manager of field training officers and preceptor programs. In a disaster, responds to department operations center and serves as planning chief. Serves as role model displaying an approachable, nonjudgmental attitude. Maintains professional behavior and behaves in a manner consistent with the mission, vision, and values of CMH. Performs other duties as requested.

**FUNCTIONAL REQUIREMENTS:**

See appropriate physical requirements sheet for this position.

**JOB SPECIFIC REQUIREMENTS:**

- Supervises EMS Education Officer
- Supervises EMS Advanced EMS Clinical Education Specialist
- Other duties as assigned
- Budget: Assist in development of department budget.
- Budget: Implement and adhere to department budget.
- Buildings: Clean buildings according to policy while on duty.
- Buildings: Maintain buildings and grounds according to policy while on duty.
- Communicate with dispatch center directors in an administrative capacity.
- Communicate with dispatchers via radio and telephone while responding, on scene, and transporting.

- Communicate with first responder chiefs in an administrative capacity.
- Communicate with first responders via radio and in person while responding, on scene, and transporting.
- Communicate with on-coming and off-going crews to provide and receive information about station, vehicle, and community status.
- Communicate with patients to perform a thorough assessment, inform them of treatment options, and alleviate their fears.
- Communicate with peers and partners.
- Communicate with students to facilitate their learning.
- Communicate with subordinates through email, messaging, phone, radio, and in person.
- Communicate with supervisors through email, messaging, phone, radio, and in person.
- Documentation - EPCR: Complete patient care reports on provided computer equipment for each run number issued to you. EPCRs are to be completed before the end of your shift.
- Documentation - EPCR: Implement EPCR tools and address issues brought to you by staff.
- Documentation - EPCR: Learn how to successfully utilize patient care reports.
- Documentation - Miscellaneous forms: Complete forms as necessary and required by supervisors, polices, and/or procedures. Forms may be paper, electronic, or other format.
- Documentation - Miscellaneous forms: Develop forms as necessary to track actions or events.
- Documentation - Miscellaneous forms: Implement and support department form completion through staff education and enforcement.
- Documentation - Miscellaneous forms: Learn how to successfully utilize department forms.
- Documentation - Training: Complete required documentation of training events and staff licensure/certifications.
- Documentation - Training: Develop documentation tools to record training events, staff licensures, and staff certifications. Documentation may take the form of paper folders, electronic databases, or other formats.
- Documentation - Training: Implement and support training records collection and maintenance.
- Documentation - Training: Learn how to successfully utilize training records.
- Education - CEUs: Assist in instructing CEU classes.
- Education - CEUs: Attend CEU classes as required to maintain your licensure.
- Education - Competencies: Successfully complete at least 90% of required competencies each year (usually five competencies per year).
- Education - EMS Academy: Assist in instructing modules for EMS Academy.
- Education - FTO class: Assist in instructing FTO class annually.
- Education - FTO class: Deliver a quality FTO class annually for all staff that may have a new hire, student, or job shadow rider.
- Education - FTO class: Develop an annual FTO class that addresses current needs for ambulance preceptors.
- Education - FTO class: Successfully complete FTO class annually.
- Education - Hazmat class: Assist in instructing annual hazmat operations class as needed.
- Education - Hazmat class: Successfully complete hazmat operations class annually.
- Education - New hire orientation: Assist in instructing new hires according to the current orientation packet to ensure their success as an employee.
- Education - New hire orientation: Develop the new-hire orientation packet and process to successfully integrate new hires to be successful EMTs, RNs, and paramedics.

- Education - On-ambulance students: Ensure the success of students riding with you. Teach them tricks of the trade and encourage their growth and love of the job.
- Education - Paramedic class: Assist in instructing modules of paramedic class, as needed.
- Education - Paramedic class: Deliver a paramedic class as needed in coordination with Bolivar Technical College. Act as the lead instructor and program director for the paramedic instruction program and be responsible for all aspects of the program.
- Education - Paramedic class: As program director, be responsible for the administration, organization, and supervision of the educational program. (CAAHEP)
- Education - Paramedic class: As program director, be responsible for the continuous quality review and improvement of the educational program. (CAAHEP)
- Education - Paramedic class: As program director, be responsible for long range planning and ongoing development of the program. (CAAHEP)
- Education - Paramedic class: As program director, be responsible for the effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program. (CAAHEP)
- Education - Paramedic class: As program director, be responsible for cooperative involvement with the medical director. (CAAHEP)
- Education - Paramedic class: As program director, be responsible for the orientation/training and supervision of clinical and field internship preceptors. (CAAHEP)
- Education - Paramedic class: As program director, be responsible for the effectiveness and quality fulfillment of responsibilities delegated to another qualified individual. (CAAHEP)
- Education - Paramedic class: Develop a successful paramedic curriculum through coordination with Bolivar Technical College.
- Education - Paramedic class: Facilitate paramedic advisory board meetings at least once per semester.
- Education - Refresher class: Assist in instructing modules of refresher class, as needed.
- Education - Safety class: Assist in instructing a safety class for employees.
- Education - Technical rescue class: Assist in instructing technical rescue classes as needed.
- Education - Technology classes: Assist in instructing technology classes to employees as needed.
- Education - On-ambulance students: Develop student clinicals and internship process.
- Equipment: Clean all ambulance and station equipment according to policy.
- Equipment: Ensure the proper operation of equipment at the beginning of each shift.
- Equipment: Learn the locations of equipment and how to operate equipment safely, properly, and efficiently.
- Equipment: Maintain equipment as needed. Maintenance may include preventative measures according to manufacturer recommendations and policies or may include contacting other departments for maintenance or repair.
- Equipment: Operate all equipment in a safe and proper manner.
- Equipment: Seek approval from medical director when identifying new equipment needs. Simulations and testing of new equipment may also be prudent prior to implementation of new processes or equipment.
- Leadership: Assist with employee coaching.
- Leadership: Be a role model.
- Leadership: In the absence of employee's direct supervisor, take a leadership role over paramedics, RNs, and EMTs.

- Leadership: When the situation and circumstances arise, be prepared to successfully serve as a member of the command or general staff on emergency scenes. This may include incident commander or other role assigned by the incident commander.
- Leadership: ""I expect you to lead at the upper levels of you knowledge, skill and authority. Be a teammate. What's good for the team has priority over what is good for you. Demonstrate professionalism in all that you do. Be sharp, look sharp. Teach coach, guide, and mentor your force, but do not claim experience you don't have. Never sacrifice what you know is right for what is convenient or expedient. Live the life of a leader – one of value, charter, courage and commitment. What you do and what you tolerate in your presence best demonstrates your standard. Empower your subordinate's leaders to work at the full level of their authority. Encourage your subordinate's leaders: train them, trust them, and hold them to standard. Remember – the prime measure of your performance is the performance of your men."" --Rear Admiral Eric Olson NSW
- Meetings: Assist in facilitating EMS staff meetings.
- Meetings: Assist in facilitating EMS supervisor and leadership meetings.
- Meetings: Attend area, regional, and state EMS meetings as available.
- Meetings: Attend EMS staff meetings as available.
- Meetings: Attend EMS supervisor and leadership meetings.
- Meetings: Attend hospital meetings as available and applicable.
- Meetings: Attend the monthly quality review meetings.
- Meetings: Chair the monthly quality review meetings.
- Patient care: Function as a team leader on the scene and during transport of ill and injured patients.
- Patient care: Provide safe, exceptional, and compassionate care following ALS protocols and medical direction.
- Patient care: Provide safe, exceptional, and compassionate care following BLS protocols.
- Policies and procedures: Follow applicable EMS department and hospital policies and procedures.
- Policies and procedures: Implement and enforce EMS department and hospital policies and procedures.
- Policies and procedures: Learn all applicable EMS department and hospital policies and procedures.
- Policies and procedures: Maintain EMS department policies and procedure documents.
- Program - Fitness: Assist in implementing the employee health and fitness program for the EMS department.
- Program - FTO: Assist in implementing the field training officer program for the EMS department to facilitate educating new hires, students, and job shadows.
- Program - FTO: Develop a field training officer program for the EMS department to facilitate educating new hires, students, and job shadows.
- Program - FTO: Maintain the field training officer program for the EMS department to facilitate educating new hires, students, and job shadows.
- Program - Hazmat: Assist in implementing the hazardous materials education and response program for the EMS department.
- Program - Quality: Assist in implementing the quality improvement, quality assurance, and performance improvement program for the EMS department.
- Program - Quality: Develop a quality improvement, quality assurance, and performance improvement program for the EMS department.

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*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*



- Program - Quality: Maintain the quality improvement, quality assurance, and performance improvement program for the EMS department.
- Program - Quality: Participate in the quality improvement, quality assurance, and performance improvement program as applicable.
- Program - Safety: Assist in implementing the occupational and incident safety program for the EMS department.
- Program - Technical rescue: Assist in implementing the technical rescue education and response program for the EMS department.
- Protocols: Assist in implementing medical and trauma protocols for the EMS department and partner agencies as needed.
- Protocols: Develop medical and trauma protocols for the EMS department and partner agencies as needed.
- Protocols: Learn the EMS department medical and trauma protocols.
- Protocols: Maintain the medical and trauma protocols for the EMS department and partner agencies as needed.
- Protocols: Seek approval from medical director on at least a quarterly basis for medical and trauma protocol changes.
- Protocols: Utilize EMS protocols appropriately and effectively.
- Vehicles: Clean the vehicle you are assigned according to policy at the end of every shift or as needed.
- Vehicles: Ensure the proper operation of the vehicle you are assigned at the beginning of shift.
- Vehicles: Operate vehicles in a safe and legal manner at all times.
- In the absence of your supervisor, performs your supervisor's duties as needed.
- Performs other duties as assigned.

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## 1.650.54 - Program Director Appointment Letter

Date: February 1<sup>st</sup>, 2017

Theron Becker  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: PD Appointment/Acceptance

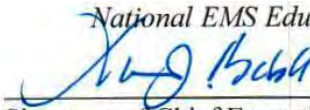
Dear Mr. Becker:

**Citizens Memorial Hospital** is delighted to appoint **Theron Becker, MMPA, BS-FPE, NRP** to serve as **Program Director** effective **February 1<sup>st</sup>, 2017**.

**Mr. Becker** appears to meet the following **Program Director** qualifications as validated by their current Curriculum Vitae, State and National Registry licensing, and official transcript:

**Qualifications - The Program Director must:**

1. Possess a minimum of a Bachelor's degree.
2. Have appropriate medical or allied health education, training, and experience.
3. Be knowledgeable about methods of instruction, testing, and evaluation of students.
4. Have field experience in the delivery of out-of-hospital emergency care.
5. Have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic.
6. Be knowledgeable about the current versions of the *National EMS Scope of Practice* and *National EMS Education Standards*, and about evidenced-informed clinical practice.

  
\_\_\_\_\_  
Signature of Chief Executive Officer

2-23-17  
\_\_\_\_\_  
Date

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**1.650.63 - Program Director Acceptance Letter**

Date: February 1<sup>st</sup>, 2017

Donald Babb  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: PD Appointment/Acceptance

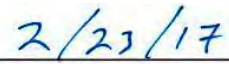
Dear Mr. Babb:

I, **Theron Becker** attest that I do meet or exceed the above listed qualification for the position of **Program Director** and do hereby accept this appointment to perform the responsibilities of the position as described in the *CAAHEP Standards and Guidelines* (Standards III.B.1).




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

1. The administration, organization, and supervision of the education program.
2. The continuous quality review and improvement of the education program.
3. Long-range planning and ongoing development of the program.
4. The effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program.
5. Cooperative involvement with the medical director.
6. The orientation, training, and supervision of clinical and field internship preceptors.
7. The effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.

  
Signature of Appointee

  
Date

## 1.650.72 - CoAEMSP Change in Program Director Form

 <p><b>CoAEMSP</b> Accreditation is <i>credible</i> education</p>	<p><b>Committee on Accreditation</b> of Educational Programs for the Emergency Medical Services Professions</p>	
<h3 style="margin: 0;">CHANGE IN PROGRAM DIRECTOR</h3>		
CoAEMSP Program Number:		
Sponsoring Institution/ Consortium Name: <b>Citizens Memorial Hospital</b>		
City: <b>Bolivar</b>	State: <b>MO</b>	Zip: <b>65613</b>
<b>PROGRAM DIRECTOR (PD) STATUS</b>		
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Acting   Effective Date: <b>02/01/2017</b> New PD is also Billing Contact <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>*Explanation of status is located in Accreditation Policies XV Personnel Changes   If No, please complete a Billing Contact Change Form</small>		
<b>FORMER PROGRAM DIRECTOR</b>		
Name: <b>NA</b> Credentials: <b>NA</b>		
Reason for Change: <b>Other</b>		
<b>NEW PROGRAM DIRECTOR (Office Contact Only)</b>		
Name: <b>Theron Becker</b> Credentials: <b>MMPA, BS-FPE, NRP</b>		
Address: <b>1500 N Oakland Ave</b>		
City: <b>Bolivar</b>	State: <b>MO</b>	Zip: <b>65613</b>
Email: <b>theron.becker@citizensmemorial.com</b>	Phone: <b>(417) 328-6355</b> Fax: <b>(417) 328-7209</b>	
National Registry Number :	<b>M8059368</b>	Expiration Date: <b>03/31/2019</b>
State License Number:	<b>P17622</b>	Expiration Date: <b>07/31/2021</b>
<p><b>Please Note:</b> The program director must 1) 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. <i>Program Directors should have a minimum of a Master's degree</i>; 2) have appropriate medical or allied health education, training, and experience; 3) be knowledgeable about methods of instruction, testing and evaluation of students; 4) have field experience in the delivery of out-of-hospital emergency care; 5) have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic; 6) be knowledgeable about the current versions of the <i>National EMS Scope of Practice</i> and <i>National EMS Education Standards</i>, and about evidenced-informed clinical practice. <i>For most programs, the program director should be a full-time position.</i> <b>[Standard IIIB1b] [see also Accreditation Policies XV]</b></p>		
<b>REQUIRED DOCUMENTATION (Submit Items 1-5 Together)</b>		
<input checked="" type="checkbox"/> 1. Completed PD Change Form <input checked="" type="checkbox"/> 2. CV with formal education/degrees & related exp. <input checked="" type="checkbox"/> 3. Signed/dated Letter of Appointment <input checked="" type="checkbox"/> 4. Signed/dated Letter of Acceptance <input checked="" type="checkbox"/> 5. Copy of the National Registry or State License <input checked="" type="checkbox"/> 6. Official Transcript*   [Transcript sent via <input type="checkbox"/> E-Transcript from college or <input type="checkbox"/> sealed envelope by mail]		
<p><small>*Transcript must document the award of a minimum of an earned baccalaureate degree from an accredited academic institution must be sent <b>directly from the awarding college to CoAEMSP in either a sealed envelope or via e-transcript.</b> If the new hire holds a Master's or doctorate, a transcript for the highest degree is all that is required. Unofficial or scanned copies are not acceptable. Failure to do so may result in recommendation for Administrative Probation or Probationary Accreditation.</small></p>		
<b>SUBMISSION OF ALL REQUIRED DOCUMENTATION</b>		
<p><b>Email items 1-5 above:</b>   <b>Lynn Caruthers</b>   <b>If sent by Mail:</b>   <b>CoAEMSP</b>  <b>(+ Item 6 if sent e-transcript)</b>   <b>lynn@coaemsp.org</b>   <b>Item 6 (only)</b>   <b>8301 Lakeview Pkwy, Suite 111-312</b>  <b>Rowlett, TX 75088</b></p>		
<p>8301 Lakeview Pkwy, Suite 111-312   Rowlett, TX 75088   Main 214-703-8445   Fax 214-703-8992   <a href="http://coaemsp.org">coaemsp.org</a></p> <div style="float: right; text-align: right;">  </div>		

*Mission:* Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.



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**1.650.81 - Program Director Curriculum Vitae****NAME**

Theron Becker

**EMAIL**[Theron.Becker@CitizensMemorial.com](mailto:Theron.Becker@CitizensMemorial.com)**ADDRESS**1370 E 455<sup>th</sup> Rd

Bolivar, MO 65613

**PHONE****417-597-3688****PHILOSOPHY OF EDUCATION**

It is the duty of an instructor to facilitate their student's success. To that end, a personal connection must be made to identify values, strengths, and abilities of each student. Bridges between current knowledge and experiences must be built and the student allowed to use those bridges to accomplish the curriculum objectives. Learning is an individual accomplishment but teamwork can be a great tool to use in the classroom environment to ensure each student's success. Successful organizations must employ individuals with the research and organizational skills gained through post-secondary degrees. I want to help current employees who have the needed skills and job experience gain those extra abilities through collegiate-level education.

**EDUCATION**

Currently enrolled (3<sup>rd</sup> year student) in National Fire Academy - Executive Fire Officer Program.

Graduated Nov 2007 with **Master of Management in Public Administration** from University of Phoenix.

- Thesis topic: Public Policy Analysis and Recommendations for Better Community Disaster Preparedness.

Graduated Dec 1998 with a **Bachelor of Science in Fire Protection and Safety Engineering** from Oklahoma State University.

- Senior project: Chemical Guide and Permeation Database for Campus Chemistry Labs and Emergency Responders.

**EMPLOYMENT EXPERIENCE**

Aug 2011 to present - **Paramedic**, then **EMS Clinical Chief**, then **Director of EMS Education** for Citizens Memorial Hospital, Bolivar, MO.

- Maintain progressive EMS protocols.
- Ensure staff are trained to safety and efficiently carry out those protocols.
- Ensure protocol compliance through comprehensive quality improvement program.

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Oct 2002 to Aug 2011 - **Emergency Planner and Communicable Disease Specialist** for Polk County Health Center, Bolivar, MO.

- Coordinate with the Missouri Department of Health to plan for, prepare for, and respond to public health emergencies in Southwest Missouri.
- Create and maintain a current, comprehensive plan that integrates with existing county, state, and federal emergency operation plans.
- Provide training to first responders, the medical community, and the public on topics ranging from disaster preparedness/family safety to general health department activities to responding to bioterrorism events.
- Maintain disease surveillance systems, determine community trends through statistics and mapping, and investigate causes of disease.

Apr 2002 to May 2005 - **Partner and Project Manager** for Equipment Intensive, Bolivar, MO.

- Manage a team of one to four CAD technicians and designers to create custom fire protection and safety engineering solutions for architecture firms, engineering firms, contractors, and government agencies.
- These solutions address issues such as fire sprinkler design, fire alarm design, advanced fire suppression problems, life safety issues, fire department effectiveness, OSHA compliance, ISO ratings, etc.

Oct 2000 to Apr 2002 - **Fire Protection Engineer** for Heideman & Associates, Springfield, MO.

- Worked within a team of mechanical, electrical, and structural engineers and supervised one to two designers to provide life safety, plumbing, and fire protection systems for existing and new buildings.
- Coordinated with the building architect and owner to customize these systems for their needs.
- Performed site visits and drew plans for these systems to be bid and installed.
- Reviewed and inspected installations and plans for compliance with codes and ordinances.

Aug 1999 to Oct 2000 - **Emergency Medical Technician** for Cox Paramedics, Springfield, MO.

- Worked with paramedics and first responders to provide emergency care to customers needing medical or rescue assistance.

May 1999 to Sep 2000 - **Fire Protection Engineer** for Atlantic Fire Protection, Springfield, MO.

- As the first and only engineer in a full-time capacity for this sprinkler contractor, performed many first-time tasks without supervision or direction from others.
- Designed and calculated fire sprinkler systems for many construction types.
- Coordinated with individuals, contractors, architects, and engineers.
- Worked closely with sprinkler fitters in the field to draw custom plans.

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Mar 1999 to May 1999 - **Fire Protection Engineer** for City of Bolivar, MO.

- A temporary position to evaluate the fire protection ability of the city's water supply.
- Determined the water flow available and provided a report for ISO standard evaluation.
- Worked independently to reach the defined goals and deadline.

Jul 1998 to Feb 1999 - **Clinical Assistant** for Warren Clinic, Stillwater, OK.

- Provided initial medical care to walk-in patients.
- Under physician's supervision, carried out medical procedures including treatment, appointment scheduling, and lab work

Aug 1996 to Dec 1998 - **Hazardous Materials Inspector** for Oklahoma State University, Stillwater, OK.

- Maintained university-wide hazardous waste system, which included radioactive and chemical waste.
- Performed safety inspections at multiple sites.
- Created a comparative Internet web page providing safety information.
- Responded to campus hazmat and EMS emergencies.
- Provided medical care to OSU event spectators and ensured life safety codes were met.
- As the senior EMT, supervised other students

### **VOLUNTEER EXPERIENCE**

2012 to 2014 - **Shift Lead / Lieutenant** for Bolivar City Fire Department, Bolivar, MO.

- Provided fire protection services for the city of Bolivar, MO.
- Serve as the first-line commander of all on-duty personnel on my shift (typically, four firefighters and EMTs).

Mar 2007 to 2012 - **Deputy Chief** for Central Polk County Fire Rescue, Bolivar, MO.

- Provided fire protection services for the rural Bolivar, MO area.
- Serve as the second in the chain of command.
- As chief of operations, supervise firefighters and medics during emergency events.

1999 to 2005 - **Training Officer** for Bolivar City Fire Department, Bolivar, MO.

- Provided fire protection services for the City of Bolivar, MO.
- Started and managed an organized effort to train new and current firefighters.
- Coordinated training activities within the county of Polk with area emergency services and Emergency Management Agency.
- Also, served as third in the chain of command and supervised from two to forty officers, firefighters, and Explorers during emergency and non-emergency events

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## **CERTIFICATIONS AND TRAINING**

### **COMMUNITY TRAINING**

1985 - Federal Communications Commission - Amateur Radio Operator - Novice  
1995 - Federal Communications Commission - Amateur Radio Operator - Technician Plus  
1996 - Polk County Emergency Management - Weather Spotter  
2003 - Missouri SEMA - Community Emergency Response Team Train-the-Trainer  
2005 - Federal Communications Commission - Amateur Radio Operator - General  
2017 - Federal Communications Commission - Amateur Radio Operator - Extra

### **FIREFIGHTING TRAINING**

1993 - University of Missouri - Introduction to the Fire Service  
1993 - University of Missouri - Basic Fire Stream Practices  
1994 - University of Missouri - Interior Attack  
1995 - Oklahoma State University - Fire Fighter I  
1995 - Missouri Division of Fire Safety - Fire Cause Determination  
1996 - Oklahoma State University - Live Firefighting  
1998 - National Wildfire Coordinating Group - Basic Firefighter Training  
2001 - State of Oklahoma - Engineer Intern  
2002 - NICET - Associate Engineering Technologist  
2003 - University of Missouri - Rapid Intervention Team Tactics Train-the-Trainer  
2003 - University of Missouri - Critical Search Operations  
2004 - University of Missouri - Killer in the Attic  
2004 - University of Missouri - Managing the Risks of Live Burn Training  
2004 - University of Missouri - Swiftwater and Flood Rescue  
2004 - American Institute of Architects - Fire and Life Safety  
2005 - University of Missouri - Engine Company Operations: Nozzles  
2005 - University of Missouri - Command Safety  
2005 - University of Missouri - Practical NIMS  
2009 - University of Missouri - Firefighter and Fire Officer Survival  
2009 - University of Missouri - Surviving the Routine Structure Fire  
2009 - University of Missouri - Fireground Logic  
2010 - University of Missouri - The Art of Reading Smoke  
2010 - Local Emergency Training Specialists - LETS Survive  
2010 - Missouri Division of Fire Safety - Fire Fighter I / II  
2010 - Kansas City LAST - Basic Large Areas Search Team Training  
2014 - Joe Glenn's Timber Harvest Training - Game of Logging I / II & Basic Chainsaw Safety  
2014 - University of Missouri - Fire Cause Determination  
2014 - Springfield Fire Department - Dave Dodson's Art of Reading Smoke



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**HAZMAT TRAINING**

1994 - University of Missouri - Handling LP Gas Emergencies  
1995 - Oklahoma State University - Basic LPG Emergency Operations  
1997 - Oklahoma State University - Emergency Medical Decon  
2001 - Missouri Division of Fire Safety - Hazardous Materials Awareness  
2001 - University of Missouri - Hazardous Materials Technician  
2003 - Missouri Division of Fire Safety - Hazardous Materials Operations  
2008 - Department of Homeland Security - Chemical Detection Kit  
2009 - University of Missouri - Hazardous Materials Awareness Train-the-Trainer  
2009 - University of Missouri - Hazardous Materials Operations Train-the-Trainer  
2010 - University of Missouri - Drug Lab Scene Awareness  
2011 - Missouri Emergency Response Commission - Chemical Suicide  
2013 - National Fire Academy - Foundational Concepts of Chemistry  
2014 - HazMatIQ - Above the Line / Below the Line

**INSTRUCTOR TRAINING**

1995 - Oklahoma State University - Fire Service Instructor I  
1997 - Oklahoma State University - EMS Instructor  
1997 - Oklahoma State University - Defibrillation Instructor  
2000 - University of Missouri - Active Training  
2000 - University of Missouri - Developing a Fire Department Training Program  
2000 - University of Missouri - Strategies for an Active Presentation  
2000 - Missouri Division of Fire Safety - Fire Service Instructor I  
2001 - University of Missouri - Tools for the Instructor's Toolbelt  
2001 - University of Missouri - Distinction Element  
2001 - University of Missouri - Managing the Classroom Environment  
2003 - USFA Emergency Management Institute - Exercise Design  
2004 - AHA Basic Life Support Instructor  
2008 - University of Missouri - Fire Service Instructor II  
2008 - Central Polk County Fire Rescue - EMS Instructor/Coordinator  
2009 - Missouri Division of Fire Safety - Evaluator  
2016 - International Trauma Life Support Instructor  
2017 - NAEMT Instructor Course  
2017 - NAEMT PreHospital Trauma Life Support Instructor  
2017- NAEMT All Hazards Disaster Response Instructor  
2017 - NAEMT Geriatric Education for EMS Instructor  
2017 - NAEMT Emergency Vehicle Operator Safety Instructor  
2017 - NAEMT Tactical Combat Casualty Care Instructor

**LAW ENFORCEMENT TRAINING**

2003 - Department of Justice - Emergency Response to Terrorism Train-the-Trainer  
2003 - University of Missouri - Emergency Vehicle Driver Train-the-Trainer  
2003 - New Mexico Tech - Incident Response to Terrorism Bombings  
2006 - Emergency Services Insurance Program - Emergency Vehicle Driver  
2009 - Volunteer Fire Insurance Service - Emergency Vehicle Driver  
2009 - State of Missouri - Concealed Carry Qualification  
2010 - Volunteer Fire Insurance Service - Highway Safety Instructor  
2013 - Department of Transportation - National Traffic Incident Management Train-the-Trainer

### MANAGEMENT TRAINING

1995 - National Fire Academy - Incident Safety Officer  
2000 - National Fire Academy - Leadership Strategies for Personal Success  
2001 - National Fire Academy - Leadership Strategies for Company Success  
2001 - University of Missouri - Incident Management Train-the-Trainer  
2002 - National Fire Academy - Leadership Strategies for Supervisory Success  
2002 - Ozarks Technical Community College - Basic Grant Writing  
2002 - University of Missouri - Advanced IMS: Command Staff and Operations  
2002 - University of Missouri - Advanced IMS: Planning, Logistics, and Finance  
2004 - University of Missouri - Fire Officer I  
2004 - USFA Emergency Management Institute - NIMS 100 Introduction to ICS  
2004 - USFA Emergency Management Institute - NIMS 700 National Incident Management  
2007 - University of Central Missouri - NIMS 300 Intermediate ICS  
2007 - University of Central Missouri - NIMS 400 Advanced ICS  
2008 - University of Missouri - Managing in a Changing Environment  
2008 - ProSkills - Leadership Skills  
2008 - USFA Emergency Management Institute - NIMS 800 National Response Framework  
2008 - Missouri SEMA - MERIS System Operator  
2008 - National Fire Academy - Managing Company Tactical Operations: Preparations  
2009 - National Fire Academy - Managing Company Tactical Operations: Decision Making  
2009 - Missouri Division of Fire Safety - Fire Officer I  
2010 - Missouri Division of Fire Safety - Fire Officer II  
2012 - Citizens Memorial Hospital - Field Training Officer  
2013 - National Fire Academy - Data Gathering Instruments  
2013 - National Fire Academy - Designing an Applied Research Project Proposal  
2014 - National Fire Academy - Incident Safety Officer  
2014 - University of Missouri - Creating and Inspiring Exceptional Fire Department Leaders  
2014 - University of Missouri - Fire Service Leadership Enhancement Program  
2015 - National Fire Academy - Applied Research  
2016 - National Fire Academy - Executive Analysis of Community Risk Reduction  
2016 - National Institute of Emergency Medical Training - Evaluator

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**MEDICAL TRAINING**

1995 - Meridian Technology Center - Emergency Medical Technician  
1995 - Oklahoma Department of Health - Emergency Medical Technician  
1996 - National Registry of Emergency Medical Technicians - Emergency Medical Technician  
1996 - Oklahoma State University - Airway Management  
1997 - Oklahoma State University - Pediatric Emergencies  
1999 - Missouri Department of Health - Emergency Medical Technician  
2003 - University of Missouri - Fire Department Medical First Responder Train-the-Trainer  
2004 - American Heart Association - BLS Instructor  
2004 - Missouri SEMA - Medical Considerations for Weapons of Mass Destruction  
2010 - American Academy of Pediatrics - Pediatric Education for Prehospital Providers  
2010 - International Trauma Life Support - Access  
2010 - International Trauma Life Support - Basic Provider  
2010 - International Trauma Life Support - Advanced Provider  
2011 - St John's Regional Health Center - Introduction to Anatomy and Physiology  
2011 - American Heart Association - Advanced Cardiac Life Support  
2011 - American Geriatrics Society - Geriatric Education for Emergency Medical Services  
2011 - American Heart Association - Neonatal Resuscitation Program  
2011 - St John's Regional Health Center - Paramedic  
2011 - National Registry of Emergency Medical Technicians - Paramedic  
2011 - Missouri Department of Health - Paramedic  
2011 - International Trauma Life Support - Pediatric  
2011 - American Heart Association - Pediatric Advanced Life Support  
2011 - St John's Regional Health Center - Ambulance Strike Team Leader  
2012 - International Trauma Life Support - Instructor  
2013 - University of Missouri - Advanced Airway Management and Trauma  
2013 - National Disaster Life Support Foundation - Basic Disaster Life Support  
2013 - National Disaster Life Support Foundation - Advanced Disaster Life Support  
2013 - National Academy of EMD - Advanced Emergency Medical Dispatcher  
2013 - National Fire Academy - EMS Quality Management  
2013 - National Fire Academy - Hot Topics in EMS Research  
2016 - Gordon Center for Research in Medical Education - Advanced Stroke Life Support  
2016 - National Association of EMTs - Tactical Combat Casualty Care  
2017 - Defensive Tactics for EMS - Escaping Violent Encounters

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**PUBLIC HEALTH TRAINING**

2002 - Missouri SEMA - Introduction to Emergency Management for Public Health  
2002 - Missouri SEMA - Department of Health Planning Workshop  
2002 - Missouri Department of Health - Principles of Epidemiology  
2002 - Missouri Department of Health - Bioterrorism Planning Session  
2003 - Kentucky Department of Health - Bioterrorism Awareness  
2004 - Missouri Department of Health - Regional Planners Skill Development  
2004 - Missouri Department of Health - Public Health Food, Chemical, and Radiological  
2005 - Safe Kids Worldwide - Child Passenger Safety Advocate  
2005 - Missouri SEMA - Agro-Terrorism  
2006 - Missouri Department of Health - Special Needs Population Planning  
2006 - Centers for Disease Control - Strategic National Stockpile Preparedness  
2006 - Missouri Department of Health - Local Public Health Workshop  
2006 - Missouri Department of Health - Missouri ESSENCE System  
2008 - Safe Kids Worldwide - Child Passenger Safety Technician  
2009 - Missouri Regional Poison Center - Poison Control Center Train-the-Trainer  
2009 - Centers for Disease Control - Emergency Use Authorization  
2014 - Southwest Baptist University - Disaster Mental Health and Psychological First Aid

**TECHNICAL RESCUE TRAINING**

1996 - Oklahoma State University - Trench Rescue  
1996 - Oklahoma State University - Auto Extrication  
1996 - Oklahoma State University - Confined Space Rescue  
1996 - Oklahoma State University - Rope Rescue II  
2002 - University of Missouri - Vehicle Rescue Technician Train-the-Trainer  
2005 - University of Missouri - School Bus Rescue  
2005 - University of Missouri - Farm Machinery Rescue  
2007 - University of Missouri - Aircraft Rescue  
2008 - Springfield Fire Department - Swiftwater Rescue  
2009 - University of Missouri - Rope Rescue Challenge  
2009 - Rescue 3 International - Swiftwater Rescue I  
2009 - University of Missouri - Planning, Training, and Exercising Aircraft Accidents  
2009 - University of Missouri - Confined Space Rescue Train-the-Trainer  
2012 - University of Missouri - Structural Collapse Rescue  
2012 - PADI - Open Water Diver  
2012 - PADI - Boat Diver  
2013 - University of Missouri - Electric Vehicle Rescue  
2013 - University of Missouri - Introduction to Technical Rescue  
2014 - University of Missouri - Outdoor Search and Rescue

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**PUBLICATIONS AND ACCOMPLISHMENTS**

National Fire Protection Association (NFPA) Fire Service Training Technical Committee.

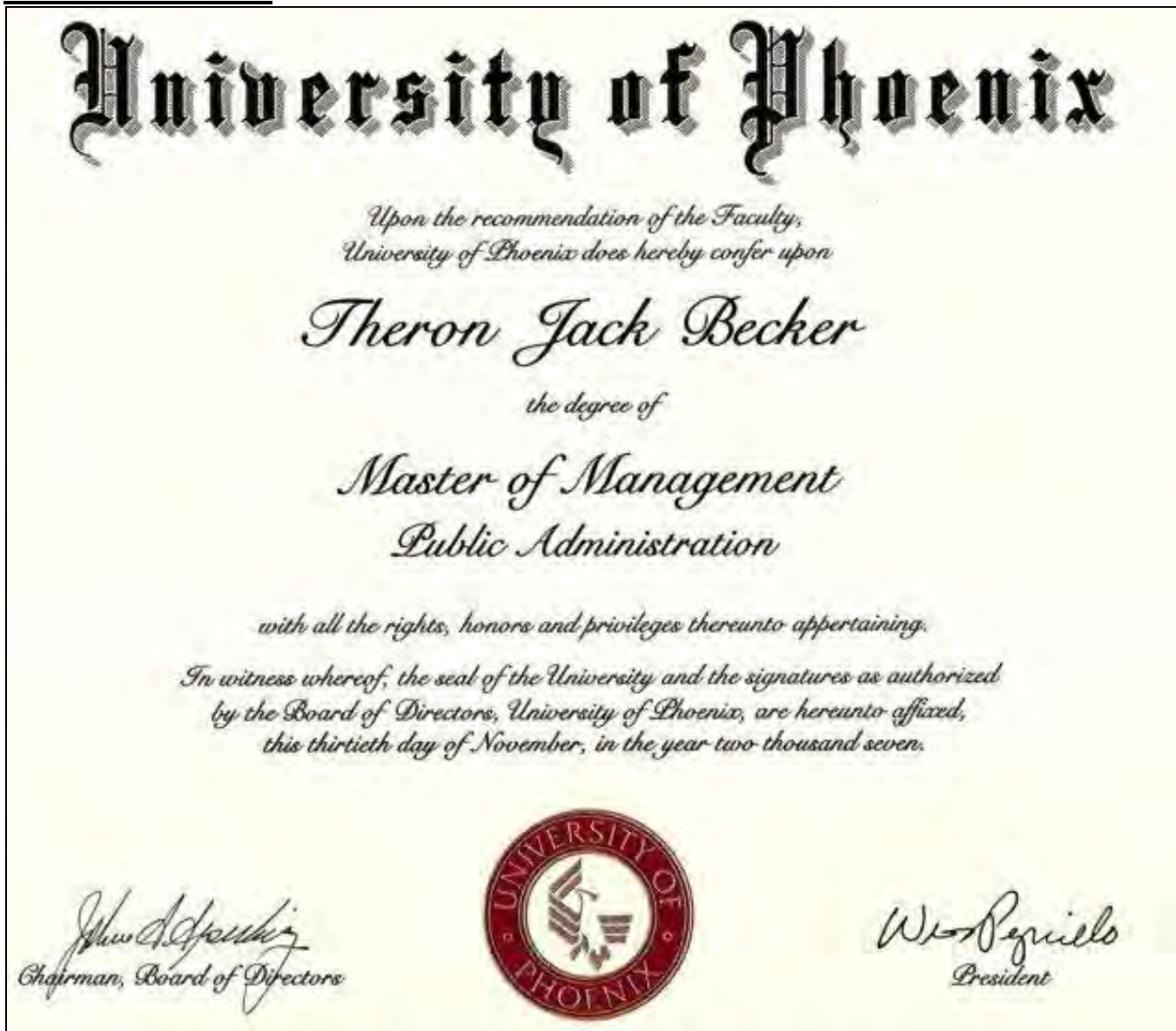
- NFPA 1407: Standard for Fire Service Rapid Intervention Training, 2009 Edition.
- NFPA 1402: Guide to Building Fire Service Training Centers, 2007 Edition.
- NFPA 1403: Standard on Live Fire Training Evolutions, 2007 Edition.
- NFPA 1451: Standard for a Fire Service Vehicle Operations Training Program, 2007 Edition.
- NFPA 1401: Recommended Practice for Fire Service Training Reports and Records, 2006 Edition.
- NFPA 1404: Standard for Fire Service Respiratory Protection Training, 2006 Edition.
- NFPA 1405: Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires, 2006 Edition.
- NFPA 13E: Recommended Practice for Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems, 2005 Edition.
- NFPA 1410: Standard on Training for Initial Emergency Scene Operations, 2005 Edition.
- NFPA 1452: Guide for Training Fire Service Personnel to Conduct Dwelling Fire Safety Surveys, 2005 Edition.

International Fire Service Training Association (IFSTA) Peer Review Committee.

- Plans Examiner for Fire and Emergency Services, First Edition (2005).

Grant writer/administrator for almost \$800,000 worth of successful applications.

**1.650.90 - Program Director Credentials**  
**MASTER'S DEGREE**



**BACHELOR'S DEGREE**



**INSTRUCTOR CERTIFICATIONS**

# ***Fire Service Training***

***Oklahoma State University***

through accreditation by the  
**International Fire Service Accreditation Congress**  
certifies that

**Theron Becker**

is a Nationally Certified

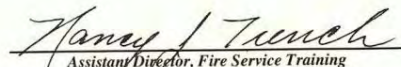
**Fire Service Instructor I**

*This certification is awarded for successful completion of requirements as established  
by the NFPA 1041 Standard for Fire Service Instructor Professional Qualifications.*



  
Vice President for University Relations and Public Affairs

November 18, 1995  
Date of issue

  
Assistant Director, Fire Service Training



# *Fire Service Training*

## *Oklahoma State University*

*This Certificate is awarded to*


*Theron Becker*

*In recognition of the satisfactory completion of a 16 hour*

*Emergency Medical Service Instructor  
Certification Workshop*


*Dated this 20th Day of June, 1997*

*To maintain this certification, attendance at a yearly  
update is required.*

  
Vice President for University Relations and Public Affairs

June 20, 1997

Date of issue

  
Director, Fire Service Training

Missouri Department of Public Safety

Missouri Division of Fire Safety



hereby certifies

*Theron Becker*

as

**FIRE SERVICE INSTRUCTOR I**

for having successfully demonstrated the ability to meet the standards and requirements of the Department of Public Safety, the Division of Fire Safety, and the National Fire Protection Association Standard Number 1041-1996.

In witness whereof this Certificate is Awarded

December 15, 2000



No. 00-109

*Greg B. Decker*  
Director, Department of Public Safety

*William L. Fann*  
Director, Division of Fire Safety

*Sherry M. Hoelscher*  
Training Deputy, Division of Fire Safety



**The Fire and Rescue Training Institute**

University Extension  
In recognition of study devoted to the  
development of skills instruction  
hereby awards this certificate to

**Theron J. Becker**

who has completed

**Fire Service Instructor II**

The Missouri POST Program approves this General Law Enforcement Course for continuing education in the area of  
16 hours Technical – 4 hours Interpersonal – 12 hours Skill



Brady J. Deaton  
Chancellor



Mill D. O.  
Vice Provost Extension



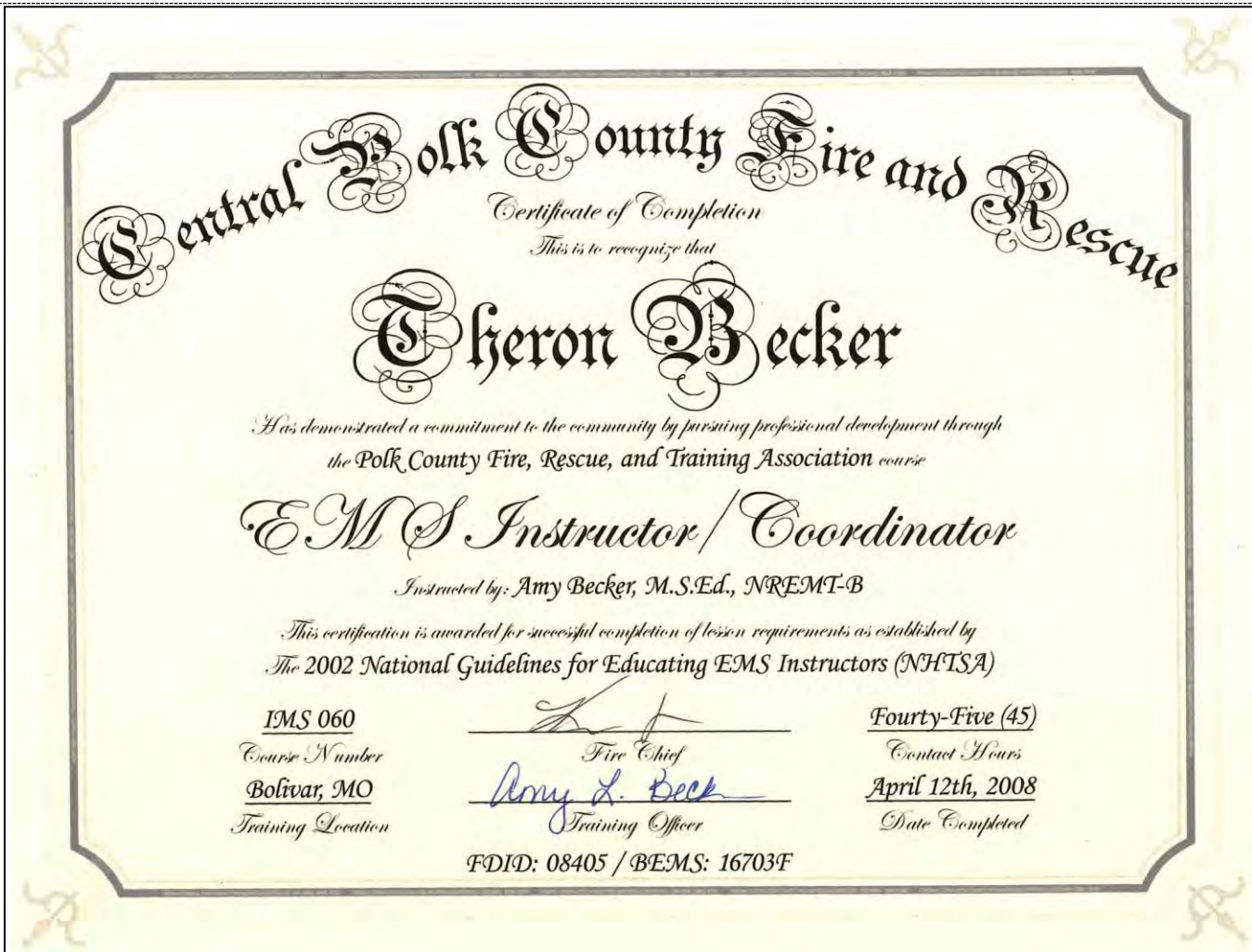


David E. Hedrick  
Director  
Fire and Rescue Training Institute

February 24, 2008  
Completion Date

The Missouri POST Program has approved this course for Approved Provider training credit.  
POST Control Number 706011040



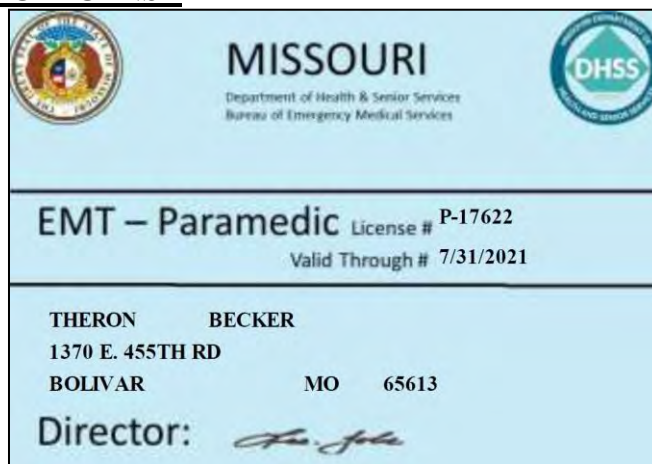




## NATIONAL REGISTRY PARAMEDIC LICENSE



## MISSOURI PARAMEDIC LICENSE



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## **Section 1.675 - Faculty, EMT Academy Lead Instructor**

### **1.675.16 - EMT 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).

### **1.675.32 - EMT Lead Instructor Minimum Qualifications**

- 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.

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### **1.675.48 - EMT Lead 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 aides 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.



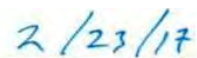
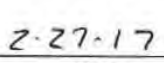
**1.675.64 - EMT Academy Lead Instructor Appointment/Acceptance Letter**Date: February 1<sup>st</sup>, 2017Matthew D'Amore  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: EMT Lead Instructor Appointment/Acceptance

Dear Mr. D'Amore:

**Citizens Memorial Hospital** is delighted to appoint **Matthew D'Amore, EMT** to serve as **EMT Lead Instructor** effective **February 1<sup>st</sup>, 2017**.**Mr. D'Amore** appears to meet the following **EMT Lead Instructor** qualifications as validated by their current Curriculum Vitae, State or National Registry licensing, and official transcript:**Qualifications - The EMT Lead Instructor must possess:**

1. Professional healthcare credential(s).
2. Experience in emergency medicine and prehospital care.
3. Knowledge of instructional methods.
4. Teaching experience to deliver content, skills instruction, and remediation.

  
\_\_\_\_\_  
Signature of Director of EMS Education  
\_\_\_\_\_  
DateI, **Matthew D'Amore** attest that I do meet or exceed the above listed qualification for the position of **EMT Lead Instructor** and do hereby accept this appointment to perform the responsibilities of the position as described in the *CAAHEP Standards and Guidelines* (Standards III.B.6).  
\_\_\_\_\_  
Signature of Appointee  
\_\_\_\_\_  
Date

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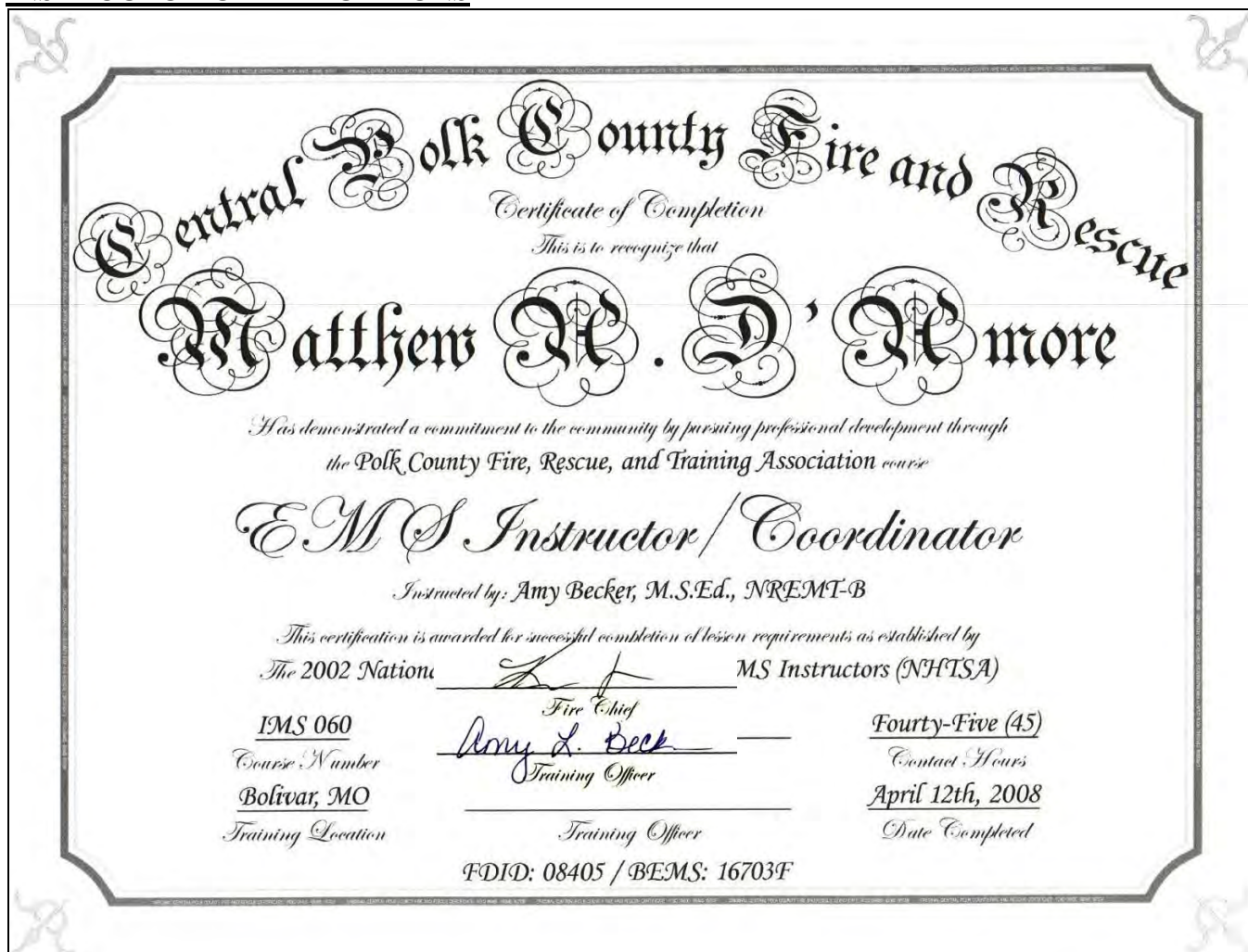
## **1.675.72 - EMT Lead Instructor Curriculum Vitae**


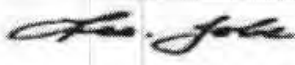
Matthew D'Amore

From application to 2008 EMS Instructor Class:

*I am a ITLS instructor, and was a CPR instructor for 9 years. I can't tell you how many CPR classes I have been a part of. I have helped with 5-6 BTLS-ITLS classes, and helped with 5 different EMT-T classes.*

4/12/08 - EMS Instructor Course

**1.675.80 - EMT Lead Instructor Credentials**  
**INSTRUCTOR CERTIFICATIONS****MISSOURI EMT LICENSE**

 <b>MISSOURI</b> Department of Health & Senior Services Bureau of Emergency Medical Services		
<b>EMT - BASIC License # B-42985</b>		
Valid Through: 8/31/2019		
MATT	DAMORE	
1406 W NORTHWOOD ST		
BOLIVAR	MO	65613
Director: 		

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## **Section 1.700 - Faculty, Paramedic Academy Lead Instructor**

### **1.700.12 - Paramedic 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).

### **1.700.24 - Paramedic Lead Instructor 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.

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**1.700.36 - Paramedic Lead 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 aides 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.

## 1.700.48 - Paramedic Academy Lead Instructor Appointment/Acceptance Letter

Date: February 1<sup>st</sup>, 2017

Theron Becker  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: Paramedic Lead Instructor Appointment/Acceptance

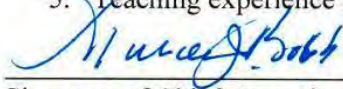
Dear Mr. Becker:

**Citizens Memorial Hospital** is delighted to appoint **Theron Becker, MMPA, BS-FPE, NRP** to serve as **Paramedic Lead Instructor** effective **February 1<sup>st</sup>, 2017**.

**Mr. Becker** appears to meet the following **Paramedic Lead Instructor** qualifications as validated by their current Curriculum Vitae, State or National Registry licensing, and official transcript:

### Qualifications - The Paramedic Lead Instructor must possess:

1. A minimum of an associate degree.
2. Professional healthcare credential(s).
3. Experience in emergency medicine and prehospital care.
4. Knowledge of instructional methods.
5. Teaching experience to deliver content, skills instruction, and remediation.



Signature of Chief Executive Officer

2-23-17

Date

I, **Theron Becker** attest that I do meet or exceed the above listed qualification for the position of **Paramedic Lead Instructor** and do hereby accept this appointment to perform the responsibilities of the position as described in the *CAAHEP Standards and Guidelines* (Standards III.B.6).






Signature of Appointee

2/23/17

Date



**1.700.60 - CoAEMSP Change in Paramedic Lead Instructor Form**

 <b>CoAEMSP</b> Accreditation is <i>credible</i> education		<b>Committee on Accreditation</b> of Educational Programs for the Emergency Medical Services Professions			
<b>CHANGE IN LEAD INSTRUCTOR</b>					
CoAEMSP Program Number:					
Sponsoring Institution/ <b>Citizens Memorial Hospital</b>					
Consortium Name:					
City: <b>Bolivar</b>		State: <b>MO</b>		Zip: <b>65613</b>	
<b>FORMER LEAD INSTRUCTOR</b>					
Name: <b>NA</b>		Credentials: <b>NA</b>			
Reason for Change: <b>Other</b>					
<b>NEW LEAD INSTRUCTOR (Office Contact Only)</b>					
Effective Date: <b>02/01/2017</b>					
Name: <b>Theron Becker</b>		Credentials: <b>MMPA, BS-FPE, NRP</b>			
Address: <b>1500 N Oakland Ave</b>					
City: <b>Bolivar</b>		State: <b>MO</b>		Zip: <b>65613</b>	
Email: <b>theron.becker@citizensmemorial.com</b>		Phone: <b>(417) 328-6355</b> Fax: <b>(417) 328-7209</b>			
National Registry Number :		<b>M8059368</b>		Expiration Date: <b>03/31/2019</b>	
State License Number:		<b>P17622</b>		Expiration Date: <b>07/31/2021</b>	
<p><b>Please Note:</b> When the Program Director delegates specified responsibilities to a lead instructor, that individual must possess: 1) a minimum of an associate degree; 2) professional healthcare credential(s); 3) experience in emergency medicine / prehospital care; 4) knowledge of instructional methods, and; 5) teaching experience to deliver content, skills instruction, and remediation. [Standard IIIB6b] [see also Accreditation Policies XV]</p> <p><i>Guidelines/Suggestions to the actual Standard. Lead Instructors should have a bachelor's degree. The Lead Instructor role may also include providing leadership for course coordination and supervision of adjunct faculty/instructors.</i></p> <p><i>The program director may serve as the lead instructor. (Keep in mind, while the program director may serve as the lead instructor, all Standards requirements for the program director position must be met.)</i></p>					
<b>REQUIRED DOCUMENTATION (Submit Items 1-5 Together)</b>					
<input checked="" type="checkbox"/> 1. Completed Lead Instructor Change Form		<input checked="" type="checkbox"/> 2. CV with formal education/degrees & related exp.			
<input checked="" type="checkbox"/> 3. Signed/dated Letter of Appointment		<input checked="" type="checkbox"/> 4. Signed/dated Letter of Acceptance			
<input checked="" type="checkbox"/> 5. Copy of the National Registry or State License					
<input checked="" type="checkbox"/> 6. Official Transcript* [Transcript sent via <input type="checkbox"/> E-Transcript from college or <input type="checkbox"/> sealed envelope by mail]					
<p>*Transcript must document the award of a minimum of an earned associate degree from an accredited academic institution must be sent <b>directly from the awarding college to CoAEMSP in either a sealed envelope or via e-transcript</b>. If the new hire holds a baccalaureate, Master's or, doctorate, a transcript for the highest degree is all that is required. Unofficial or scanned copies are not acceptable. Failure to do so may result in recommendation for Administrative Probation or Probationary Accreditation.</p>					
<b>SUBMISSION OF ALL REQUIRED DOCUMENTATION</b>					
Email items 1-5 above: <b>Lynn Caruthers</b>		If sent by Mail: <b>CoAEMSP</b>			
(+ Item 6 if sent e-transcript) <b>lynn@coaemsp.org</b>		Item 6 (only)		<b>8301 Lakeview Pkwy, Suite 111-312</b>	
				<b>Rowlett, TX 75088</b>	
<b>8301 Lakeview Pkwy, Suite 111-312   Rowlett, TX 75088   Main 214-703-8445   Fax 214-703-8992   coaemsp.org</b> 					

### **1.700.72 - Paramedic Lead Instructor Curriculum Vitae**

See 1.650.81 - Program Director Curriculum Vitae (page 40).

### **1.700.84 - Paramedic Lead Instructor Credentials**

See 1.650.90 - Program Director Credentials (page 50).



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## **Section 1.725 - Faculty, Clinical Education Specialists**

Clinical Education Specialists (CES) serve as field training officers and preceptors.

- Advanced Clinical Education Specialists (ACES) are ALS-level providers and educators. Paramedic students and Paramedic new-hires are assigned shifts with ACES.
- Clinical Education Specialists (CES) are BLS-level educators who may be BLS-level or ALS-level providers. EMT students, EMT new-hires, and job shadows are assigned shifts with CES.

### **1.725.16 - Clinical Educator 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.

### **1.725.32 - Clinical Educator 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.

### **1.725.48 - Clinical Educator 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.

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### **1.725.53 - Clinical Educator Training Curriculum**

Total of eight (8) hours of classroom time to be completed annually.

#### **SECTION 1 - PROGRAM ADMINISTRATION**

Objectives:

- Understand the Clinical Education program at CMH EMS.
- Be familiar with CMH EMS Education Department Program Administration Manual
- Discuss options to improve the quarterly employee competency program.

#### **SECTION 2 - QUALITY IMPROVEMENT**

Objectives:

- Be able to perform peer quality review of HealthEMS reports.

#### **SECTION 3 - RIDER ORIENTATION**

Objectives:

- Be able to apply adult education concepts.
- Be able to manage ambulance riders (new hires and students).
- Be able to utilize CMH EMS New Hire Orientation Packet and HealthStreams Checklists.
- Be able to evaluate student riders.

#### **SECTION 4 - SIMULATION MANAGEMENT**

Objectives:

- Be familiar with simulation programs and equipment at CMH and BTC.
- Be able to manage a pre-made simulation scenario.

**1.725.58 - Clinical Educator Training Rosters****2013 FIELD TRAINING OFFICERS**

ALS	BLS
<ul style="list-style-type: none"> <li>• Becker, Theron (10/18/12, 12/3/12)</li> <li>• Day, Sheila (10/18/12)</li> <li>• Dodson, Dustin (10/18/12)</li> <li>• Keller, Steven (12/3/12)</li> <li>• Liberty, Tom (10/18/12)</li> <li>• Loderhose, Chris (12/3/12)</li> <li>• Moore, Michael (10/18/12)</li> <li>• Nickos, Chris (12/3/12)</li> <li>• Young, Richard (10/18/12)</li> </ul>	<ul style="list-style-type: none"> <li>• Andrew, Cheryl (10/18/12)</li> <li>• Becker, Brianna (10/18/12)</li> <li>• Brantley, Adrian (10/18/12)</li> <li>• Burns, Kellie (12/3/12)</li> <li>• DAmore, Matthew (12/3/12)</li> <li>• Marsch, Jennifer (12/3/12)</li> <li>• Sawyer, Chris (12/3/12)</li> <li>• Struckhoff, Kyle (10/18/12)</li> </ul>

**2014 FIELD TRAINING OFFICERS**

ALS	BLS
<ul style="list-style-type: none"> <li>• Becker, Theron (9/11/13, 9/3/13)</li> <li>• Day, Sheila (9/3/13)</li> <li>• Dearing, Aaron (9/11/13)</li> <li>• Keller, Steven (9/3/13)</li> <li>• Loderhose, Chris (9/11/13)</li> <li>• Moore, Michael (9/3/13)</li> <li>• Pruett, Cassandra (9/11/13)</li> <li>• Roberts, Alice (9/3/13)</li> <li>• Seitz, Joshua (9/11/13)</li> <li>• Stockton, Donald (9/3/13)</li> <li>• Weaver, Aaron (9/3/13)</li> <li>• Young, Richard (9/11/13)</li> </ul>	<ul style="list-style-type: none"> <li>• Brantley, Adrian (9/3/13)</li> <li>• Dickover, Amanda (9/11/13)</li> <li>• Flynn, Brice (9/11/13)</li> <li>• Ludden, Jim (9/3/13)</li> <li>• Marsch, Jennifer (9/3/13)</li> <li>• Ream, Carolyn (9/11/13)</li> <li>• Tunender, Brandi (9/3/13)</li> <li>• Venning, Lee (9/3/13)</li> <li>• Wisdom, Matthew (9/11/13)</li> </ul>

**2015 FIELD TRAINING OFFICERS**

ALS	BLS
<ul style="list-style-type: none"> <li>• Beasley, Jeffrey (9/24/14)</li> <li>• Becker, Theron (9/24/14, 9/30/14)</li> <li>• Clark, Tammi (9/24/14)</li> <li>• Dearing, Aaron (9/24/14)</li> <li>• Erickson, Raegan (9/24/14)</li> <li>• Keller, Steven (9/24/14)</li> <li>• Nickos, Chris (9/30/14)</li> <li>• Pruett, Cassandra (9/24/14)</li> <li>• Roberts, Alice (9/30/14)</li> <li>• Stockton, Donald (9/30/14)</li> <li>• Weaver, Aaron (9/30/14)</li> <li>• Young, Richard (9/30/14)</li> </ul>	<ul style="list-style-type: none"> <li>• Andrew, Cheryl (9/24/14)</li> <li>• Davey, Eric (9/30/14)</li> <li>• Dickover, Amanda (9/30/14)</li> <li>• Flynn, Brice (9/24/14)</li> <li>• Kanzenbach, Linda (9/24/14)</li> <li>• Marsch, Jennifer (9/24/14)</li> </ul>

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## 2016 FIELD TRAINING OFFICERS

ALS	BLS
<ul style="list-style-type: none"><li>• Becker, Theron (10/30/15)</li><li>• Bradley, Timothy (10/30/15)</li><li>• Clark, Tammi (10/30/15)</li><li>• Day, Sheila (10/30/15)</li><li>• Liberty, Tom (10/30/15)</li><li>• Roberts, Alice (10/30/15)</li><li>• Ryan, Thomas (10/30/15)</li><li>• Young, Richard (10/30/15)</li></ul>	<ul style="list-style-type: none"><li>• Andrew, Cheryl (10/30/15)</li><li>• Davey, Eric (10/30/15)</li><li>• Dickover, Amanda (10/30/15)</li><li>• Flynn, Brice (10/30/15)</li><li>• Holden, Nathan (10/30/15)</li><li>• Holm, Peter (10/30/15)</li><li>• Igo, Emma (10/30/15)</li><li>• Ream, Carolyn (10/30/15)</li></ul>

## 2017 CLINICAL EDUCATION SPECIALISTS

ALS	BLS
<ul style="list-style-type: none"><li>• Becker, Theron (9/10/16, 9/19/16, 9/23/16)</li><li>• Flynn, Brice (9/19/16)</li><li>• Hutson, Robert (9/23/16)</li><li>• Keller, Steven (9/10/16)</li><li>• Liberty, Tom (9/19/16)</li><li>• Minter, Michael (9/10/16)</li><li>• Pruett, Cassandra (9/23/16)</li><li>• Roberts, Alice (9/23/16)</li><li>• Ryan, Thomas (9/19/16)</li><li>• Shaw, Timothy (9/23/16)</li><li>• Slothower, Tyler (9/19/16)</li><li>• Weaver, Aaron (9/19/16)</li><li>• Young, Richard (9/10/16)</li></ul>	<ul style="list-style-type: none"><li>• Andrew, Cheryl (9/19/16)</li><li>• Burns, Kellie (9/23/16)</li><li>• Childress, Eric (9/19/16)</li><li>• Crews, Levi (9/23/16)</li><li>• DAmore, Matthew (9/10/16)</li><li>• Dickover, Amanda (9/10/16)</li><li>• Fugate, Bruce (9/10/16)</li><li>• Holm, Peter (9/19/16)</li><li>• Masters, Goldie (9/19/16)</li><li>• Painter, Melisa (9/23/16)</li><li>• Pursselley, James (9/23/16)</li><li>• Ream, Carolyn (9/23/16)</li><li>• Sloan, Dawn (9/10/16)</li><li>• Stroud, Jason (9/19/16)</li></ul>

**2018 CLINICAL EDUCATION SPECIALISTS**

ALS	BLS
<ul style="list-style-type: none"> <li>• Beasley, Jeffrey (10/27/17)</li> <li>• Becker, Theron (10/5/17, 10/7/17, 10/27/17)</li> <li>• DAgostino, Paul (10/5/17)</li> <li>• Flynn, Brice (10/5/17)</li> <li>• Flynn, Brice (10/5/17)</li> <li>• Hutson, Robert (10/27/17)</li> <li>• Keller, Steven (10/5/17)</li> <li>• Liberty, Tom (10/5/17)</li> <li>• Minter, Michael (10/7/17)</li> <li>• OKeefe, Bobby (10/5/17)</li> <li>• Roberts, Alice (10/5/17)</li> <li>• Ryan, Thomas (10/5/17)</li> <li>• Shaw, Timothy (10/5/17)</li> <li>• Silva, Dinshaw (10/7/17)</li> <li>• Weaver, Aaron (10/5/17)</li> <li>• Young, Richard (10/5/17)</li> </ul>	<ul style="list-style-type: none"> <li>• Andrew, Cheryl (10/5/17)</li> <li>• Childress, Eric (10/5/17)</li> <li>• Crews, Levi (10/27/17)</li> <li>• DAmore, Matthew (10/7/17)</li> <li>• Holm, Peter (10/5/17)</li> <li>• Igo, Emma (10/27/17)</li> <li>• Masters, Goldie (10/27/17)</li> <li>• Painter, Melisa (10/7/17)</li> <li>• Ream, Carolyn (10/5/17)</li> <li>• Smith, John (10/7/17)</li> <li>• Stoddard, Adam (10/7/17)</li> <li>• Stroud, Jason (10/5/17)</li> <li>• Taylor, Lyman (10/5/17)</li> </ul>

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## **1.725.64 - Advanced EMS Clinical Education Specialist Job Description**

This document can be found on CMH Intranet at F:\Depts\Pre-Hospital\Clinical\Professional Development\job descriptions

### **DEPARTMENT:**

Pre-Hospital Services

### **STATUS:**

Non-Exempt

### **REPORTS TO:**

EMS Clinical Chief

### **JOB SPECIFICATIONS:**

#### Education & training

- High school diploma or equivalent.
- Graduate of an accredited paramedic school (paramedic).
- (Preferred) Associates Degree. Equivalent experience may be considered.
- Must pass annual competencies.
- NIMS 100 (ICS Intro) within 12 months.
- NIMS 200 (ICS Single) within 12 months.
- NIMS 700 (NIMS Intro) within 12 months.
- Hazardous Materials Operations within 6 months.

#### Licensure & certifications

- Missouri Class E Driver License.
- Missouri Licensed Paramedic.
- (Preferred) National Registry Paramedic.

#### Life support certifications

- AHA Basic Life Support (BLS) within 1 month.
- AHA Advanced Cardiac Life Support (ACLS) within 3 months.
- AHA Pediatric Advanced Life Support (PALS) within 3 months.
- International Trauma Life Support (ITLS / PHTLS) or equivalent within 12 months.
- Tactical Emergency Casualty Care (TECC) or equivalent within 12 months.
- Defensive Tactics for EMS (DT4EMS) or equivalent within 12 months.
- (Preferred) AHA Neonatal Resuscitation Program.

#### Experience

- Paramedic Experience: 2 Years.
- CMH Experience: 1 Year.
- Exceptional pre-hospital ALS clinical skills.
- Exceptional pre-hospital BLS clinical skills.
- Proficient in Microsoft Office software.

### **JOB SUMMARY:**

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***Mission:** Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

Percent of scheduled time on ambulance: 95%. Serves as the preceptor for ALS or BLS students and new hires assigned during the shift. Primarily responsible for ensuring the success of ALS or BLS new-hires in orientation, students, and job shadows that are assigned to the shift. Serves as a subject matter expert for specific ALS skills and/or equipment of his/her choosing. In a disaster, responds to staging or assigned station. Serves as role model displaying an approachable, nonjudgmental attitude. Maintains professional behavior and behaves in a manner consistent with the mission, vision, and values of CMH. Performs other duties as requested.

**FUNCTIONAL REQUIREMENTS:**

See appropriate physical requirements sheet for this position.

**JOB SPECIFIC REQUIREMENTS:**

- Buildings: Clean buildings according to policy while on duty.
- Communicate with dispatchers via radio and telephone while responding, on scene, and transporting.
- Communicate with first responders via radio and in person while responding, on scene, and transporting.
- Communicate with on-coming and off-going crews to provide and receive information about station, vehicle, and community status.
- Communicate with patients to perform a thorough assessment, inform them of treatment options, and alleviate their fears.
- Communicate with peers and partners.
- Communicate with students to facilitate their learning.
- Communicate with supervisors through email, messaging, phone, radio, and in person.
- Documentation - EPCR: Complete patient care reports on provided computer equipment for each run number issued to you. EPCRs are to be completed before the end of your shift.
- Documentation - EPCR: Learn how to successfully utilize patient care reports.
- Documentation - Miscellaneous forms: Complete forms as necessary and required by supervisors, policies, and/or procedures. Forms may be paper, electronic, or other format.
- Documentation - Miscellaneous forms: Learn how to successfully utilize department forms.
- Documentation - Training: Implement and support training records collection and maintenance.
- Documentation - Training: Learn how to successfully utilize training records.
- Education - CEUs: Assist in instructing CEU classes.
- Education - CEUs: Attend CEU classes as required to maintain your licensure.
- Education - Competencies: Assist in delivering competencies at your assigned station to ensure all personnel have the opportunity to attend.
- Education - Competencies: Successfully complete at least 90% of required competencies each year (usually five competencies per year).
- Education - EMS Academy: Assist in instructing modules for EMS Academy.
- Education - FTO class: Successfully complete FTO class annually.
- Education - Hazmat class: Successfully complete hazmat operations class annually.
- Education - New hire orientation: Assist in instructing new hires according to the current orientation packet to ensure their success as an employee.
- Education - On-ambulance students: Ensure the success of students riding with you. Teach them tricks of the trade and encourage their growth and love of the job.
- Education - Paramedic class: Assist in instructing modules of paramedic class, as needed.
- Education - Refresher class: Assist in instructing modules of refresher class, as needed.

- 
- Education - Safety class: Assist in instructing a safety class for employees.
  - Education - Technical rescue class: Assist in instructing technical rescue classes as needed.
  - Education - Technology classes: Assist in instructing technology classes to employees as needed.
  - Equipment: Clean all ambulance and station equipment according to policy.
  - Equipment: Ensure the proper operation of equipment at the beginning of each shift.
  - Equipment: Learn the locations of equipment and how to operate equipment safely, properly, and efficiently.
  - Equipment: Maintain equipment as needed. Maintenance may include preventative measures according to manufacturer recommendations and policies or may include contacting other departments for maintenance or repair.
  - Equipment: Operate all equipment in a safe and proper manner.
  - Leadership: Be a role model.
  - Meetings: Attend EMS staff meetings as available.
  - Patient care: Function as a team leader on the scene and during transport of ill and injured patients.
  - Patient care: Provide safe, exceptional, and compassionate care following ALS protocols and medical direction.
  - Patient care: Provide safe, exceptional, and compassionate care following BLS protocols.
  - Policies and procedures: Follow applicable EMS department and hospital policies and procedures.
  - Policies and procedures: Learn all applicable EMS department and hospital policies and procedures.
  - Program - FTO: Assist in implementing the field training officer program for the EMS department to facilitate educating new hires, students, and job shadows.
  - Program - Quality: Participate in the quality improvement, quality assurance, and performance improvement program as applicable.
  - Protocols: Learn the EMS department medical and trauma protocols.
  - Protocols: Utilize EMS protocols appropriately and effectively.
  - Vehicles: Clean the vehicle you are assigned according to policy at the end of every shift or as needed.
  - Vehicles: Ensure the proper operation of the vehicle you are assigned at the beginning of shift.
  - Vehicles: Operate vehicles in a safe and legal manner at all times.
  - In the absence of your supervisor, performs your supervisor's duties as needed.
  - Performs other duties as assigned.



**1.725.80 - EMS Clinical Education Specialist Job Description**

This document can be found on CMH Intranet at F:\Depts\Pre-Hospital\Clinical\Professional Development\job descriptions

**DEPARTMENT:**

Pre-Hospital Services

**STATUS:**

Non-Exempt

**REPORTS TO:**

EMS Clinical Chief

**JOB SPECIFICATIONS:****Education & training**

- High school diploma or equivalent.
- Emergency medical technician technical school (EMT).
- Must pass annual competencies.
- NIMS 100 (ICS Intro) within 12 months.
- NIMS 200 (ICS Single) within 12 months.
- NIMS 700 (NIMS Intro) within 12 months.
- Hazardous Materials Operations within 6 months.

**Licensure & certifications**

- Missouri Class E Driver License.
- Missouri Licensed EMT.
- (Preferred) National Registry EMT.

**Life support certifications**

- AHA Basic Life Support (BLS) within 1 month.
- International Trauma Life Support (ITLS / PHTLS) or equivalent within 12 months.
- Tactical Emergency Casualty Care (TECC) or equivalent within 12 months.
- Defensive Tactics for EMS (DT4EMS) or equivalent within 12 months.

**Experience**

- EMT Experience: 2 Years.
- CMH Experience: 1 Year.
- Exceptional pre-hospital BLS clinical skills.
- Proficient in Microsoft Office software.

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**JOB SUMMARY:**

Percent of scheduled time on ambulance: 95%. Serves as the preceptor for BLS students and new hires assigned during the shift. Primarily responsible for ensuring the success of BLS new-hires in orientation, students, and job shadows that are assigned to the shift. Serves as a subject matter expert for specific BLS skills and/or equipment of his/her choosing. In a disaster, responds to staging or assigned station. Serves as role model displaying an approachable, nonjudgmental attitude. Maintains professional behavior and behaves in a manner consistent with the mission, vision, and values of CMH. Performs other duties as requested.

**FUNCTIONAL REQUIREMENTS:**

See appropriate physical requirements sheet for this position.

**JOB SPECIFIC REQUIREMENTS:**

- Buildings: Clean buildings according to policy while on duty.
- Communicate with dispatchers via radio and telephone while responding, on scene, and transporting.
- Communicate with first responders via radio and in person while responding, on scene, and transporting.
- Communicate with on-coming and off-going crews to provide and receive information about station, vehicle, and community status.
- Communicate with patients to perform a thorough assessment, inform them of treatment options, and alleviate their fears.
- Communicate with peers and partners.
- Communicate with students to facilitate their learning.
- Communicate with supervisors through email, messaging, phone, radio, and in person.
- Documentation - EPCR: Complete patient care reports on provided computer equipment for each run number issued to you. EPCRs are to be completed before the end of your shift.
- Documentation - EPCR: Learn how to successfully utilize patient care reports.
- Documentation - Miscellaneous forms: Complete forms as necessary and required by supervisors, policies, and/or procedures. Forms may be paper, electronic, or other format.
- Documentation - Miscellaneous forms: Learn how to successfully utilize department forms.
- Documentation - Training: Implement and support training records collection and maintenance.
- Documentation - Training: Learn how to successfully utilize training records.
- Education - CEUs: Assist in instructing CEU classes.
- Education - CEUs: Attend CEU classes as required to maintain your licensure.
- Education - Competencies: Assist in delivering competencies at your assigned station to ensure all personnel have the opportunity to attend.
- Education - Competencies: Successfully complete at least 90% of required competencies each year (usually five competencies per year).
- Education - EMS Academy: Assist in instructing modules for EMS Academy.
- Education - FTO class: Successfully complete FTO class annually.
- Education - Hazmat class: Successfully complete hazmat operations class annually.
- Education - New hire orientation: Assist in instructing new hires according to the current orientation packet to ensure their success as an employee.
- Education - On-ambulance students: Ensure the success of students riding with you. Teach them tricks of the trade and encourage their growth and love of the job.
- Education - Refresher class: Assist in instructing modules of refresher class, as needed.

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***Mission:** Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

- 
- Education - Safety class: Assist in instructing a safety class for employees.
  - Education - Technical rescue class: Assist in instructing technical rescue classes as needed.
  - Education - Technology classes: Assist in instructing technology classes to employees as needed.
  - Equipment: Clean all ambulance and station equipment according to policy.
  - Equipment: Ensure the proper operation of equipment at the beginning of each shift.
  - Equipment: Learn the locations of equipment and how to operate equipment safely, properly, and efficiently.
  - Equipment: Maintain equipment as needed. Maintenance may include preventative measures according to manufacturer recommendations and policies or may include contacting other departments for maintenance or repair.
  - Equipment: Operate all equipment in a safe and proper manner.
  - Leadership: Be a role model.
  - Meetings: Attend EMS staff meetings as available.
  - Patient care: Function as a team leader on the scene and during transport of ill and injured patients.
  - Patient care: Provide safe, exceptional, and compassionate care following ALS protocols and medical direction.
  - Patient care: Provide safe, exceptional, and compassionate care following BLS protocols.
  - Policies and procedures: Follow applicable EMS department and hospital policies and procedures.
  - Policies and procedures: Learn all applicable EMS department and hospital policies and procedures.
  - Program - FTO: Assist in implementing the field training officer program for the EMS department to facilitate educating new hires, students, and job shadows.
  - Program - Quality: Participate in the quality improvement, quality assurance, and performance improvement program as applicable.
  - Protocols: Learn the EMS department medical and trauma protocols.
  - Protocols: Utilize EMS protocols appropriately and effectively.
  - Vehicles: Clean the vehicle you are assigned according to policy at the end of every shift or as needed.
  - Vehicles: Ensure the proper operation of the vehicle you are assigned at the beginning of shift.
  - Vehicles: Operate vehicles in a safe and legal manner at all times.
  - In the absence of your supervisor, performs your supervisor's duties as needed.
  - Performs other duties as assigned.

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## **Section 1.750 - Faculty, Guest Instructors**

### **1.750.25 - Guest Instructor 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.

### **1.750.50 - Guest Instructor 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.

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**1.750.75 - Guest Instructor 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.

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## **1.750.87 - Guest Instructor Curriculum Vitae**

### **ANDERSON, JEFF**

Jeff L. Anderson is an attorney who has practiced in a variety of areas in the law. Anderson has handled over 10,000 cases.

He has always been a solo practitioner, Anderson said, and he is the guardian ad litem for the Polk County Juvenile Office

Anderson: His career in law began in 1997, Anderson said. Prior to that, he taught high school social studies for five years, the last few of which were in Humansville.

He practices family, criminal, probate and civil law and has been the guardian ad litem for the county juvenile office for the last few years, representing abused, neglected or incapacitated children in care of the state. He was a past nominee for Hickory County judge for the Republican party.

Anderson has handled more than 10,000 cases. He is the chairman of the committee of Cub Scout Pack 128 and Boy Scout Troop 128 in Bolivar and belongs to the Masons and Shriners.

**ANDREW, CHERYL**[Cheryl.andrew@citizensmemorial.com](mailto:Cheryl.andrew@citizensmemorial.com)**SUMMARY**

Nationally registered emergency medical technician with drive, desire and exceptional people skills. Results-oriented with 7 years of experience in the EMS field. Creative professional with extensive project experience from concept to development.

**SKILLS**

Quick learner  
Client-focused  
File/records maintenance  
Results-oriented  
Financial records and processing  
Supply ordering and organization  
Training and development  
Medication ordering and organization  
Change Management  
New policy/procedures/ideas

**EXPERIENCE**

10/2010 to current

**NREMT at Citizens Memorial Hospital in Bolivar, MO**

NREMT, FTO, supplies and medication ordering.

06/2003 to 10/2010

**CHAA/Patient Access at Citizens Memorial Hospital in Bolivar, MO**

Certified health access associate. Registration of all patient in the hospital.  
PBX operator on overnight hours. Ambulance billing.

01/2001 to 06/2003

**911 Telecommunicator at Citizens memorial hospital in Bolivar, MO**

EMD, EFD. All 911 calls and Ambulance dispatching from CMH ER.  
All fire/rescue dispatching. Proctor for new 911 dispatchers.

10/1999 to 08/2000

**Dispatcher at Bolivar City Police Department in Bolivar, MO**

MULES certified. Dispatching of BPD and BCFD. All entries pertaining to MULES  
Telephone communications

03/1995 to 03/1998

**Senior sales clerk, senior supervisor at MWR on Camp Pendleton, CA**

Supervisor of store for opening/closing. Manager of toys and pets department. Accounts payable.

**EDUCATION AND TRAINING**

- 1989 Plantation High School in Plantation, FL. High school diploma with emphasis in Music and college prep courses
- 1990 Broward Community College in Coconut Creek, FL emphasis in music and music performance
- 2010 EMT course in Morrisville, MO course for NREMT testing.
- 2013 OTC in Springfield, MO for A & P I, II
- 2014 to 2015 OTC in Springfield, MO for Paramedic course
- 2015 CMH education in Bolivar, MO for ACLS

**ACTIVITIES AND HONORS**

Disabled American Veterans Auxiliary member. Juniors activity coordinator for DAVA. Ways and means coordinator For DAVA. Ozarks Memorial Honor Guard Flag Team. Volunteer for DAV Bingo.



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**BAY, MICHAEL**

RN, BSN. Neuro nursing at Cox Health since 2005.

**BECKER, BRIANNA**

From 2016 EMS Instructor Course Application:

*My name is Brianna Becker. I feel like the baby of the group, but we'll go with it. I have been in EMS since 2010 and was involved with the fire service for nine years. During my time in the fire service I was primarily volunteer, but the last 3 years were as a career firefighter. For now I am taking a break from Fire, but I'm still with Mercy EMS. I started with Mercy in Springfield on the BLS truck. I am currently out of Dallas County, as a PRN employee.*

*My instructor experience started with Dunnegan Fire teaching EMR monthly trainings to the department. Following that I was Training Officer for Bolivar City Fire Department and planned, scheduled and taught (or found instructors) weekly training nights. Additionally I had to create and oversee a mentor program for new volunteers. I have assisted with several EMR, Basic Fire, and EMT classes. I also teach CPR. With Mercy I don't teach formal classes, however we do have student EMT riders each year that we get to teach on the job. I have also helped with several CMH classes, like EMT refresher.*

9/4/16 - EMS Instructor Course

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**BECKER, THERON**

See 1.650.81 - Program Director Curriculum Vitae (page 41).

**BREESAWITZ, BRIAN**

RN, CCRN. Cardiovascular ICU since 2012. Cox Air Care full-time flight nurse since 2017.

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**BROOKS, JASON**

Dr. Jason L Brooks specializes in certified registered nurse anesthetist in Bolivar area. Dr. Jason L Brooks, CRNA has a medical practice at 1500 North Oakland Avenue, Bolivar MO, and has over 17 years of experience in the field of medicine. He graduated with his medical degree in 2000. He is affiliated with numerous hospitals, including Citizens Memorial Hospital (MO) and more. Dr. Brooks is accepting new patients at his medical office and practice location in Bolivar, Missouri. He is available for appointments, preventative care, medical care as well as ongoing patient care.

**CARNES, VICTORIA**

Phone: 417-234-5179

Email: [fire\\_parmdc@yahoo.com](mailto:fire_parmdc@yahoo.com)

License: Missouri Paramedic (P-13361)

9/4/16 - EMS Instructor Course

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**CHILDRESS, ERIC**

Graduated from Lincoln RII 1989

Served six years United States Army, Military Police, Combat Engineer.

Seven years volunteer firefighter/EMR for Morrisville Fire Rescue. Resigned at the rank of Lieutenant.

Over the road truck driver for nine years.

Third party Missouri State CDL Examiner for three years.

CDL Instructor Train-the-Trainer Instructor for three years.

CDL Instructor at C1 Truck Driving School for two years.

Presently employed with CMH Pre-Hospital for three years as EMT-B.

Presently employed for Fire Rescue for emergency medical standby providing first response for sporting events.

Presently small business owner for over two years.



**CROSS, STACI**

From 2016 EMS Instructor Course Application:

*Hello. My name is Staci Cross. I began my EMS career in 2002 obtaining my EMT-B in St Louis, Missouri. That same year I moved to Texas where I worked for a busy EMS system and obtained my EMT-I. I moved back to Missouri in 2004 and worked for Cox in Springfield before moving to Laredo, Missouri in 2007. I took a brief sabbatical from ground EMS to pursue nursing, obtaining my LPN in 2009, RN in 2010 and BSN in 2013. I am currently working fulltime as a Flight Nurse with Life Flight Eagle, and PRN as a staff ER nurse at Pershing Memorial Hospital.*

*My instructor experience includes anything from helping teach church Sunday school classes to CPR instructor. My formal instructing experience is limited to educational lectures given at staff meetings and precepting new employees. I briefly taught Sunday School as a teenager, and quickly discovered that wrangling children is not one of my spiritual gifts.*

9/4/16 - EMS Instructor Course

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**DAGOSTINO, PAUL**

3718 Hwy D ~ Bolivar, Missouri 65613 ~ 816-565-3992

Email: mdagostino911@gmail.com

A Professional Leader in emergency medical services dedicated to clinical excellence, quality patient care and exceptional field management. Exemplifying world class Emergency Medical Services training and operation within diverse populations. Establishes high standards in conjunction with development and training of emergency medical personnel. Outstanding achievements chronicled by outstanding performance reviews and meritorious awards.

**HIGHLIGHTS OF EXPERTISE**

- |                       |                        |                        |
|-----------------------|------------------------|------------------------|
| • Budget Management   | • Education/Training   | • Supervisory Skills   |
| • Community Relations | • Business Development | • Supply and Logistics |
| • Fleet Management    | • Media Relations      | • Career Development   |

**PROFESSIONAL EXPERIENCE**

Career Highlights:

- Work with Emergency Department Managers and Directors to improve work relations and process management in order to provide better clinical care.
- Researched and proposed new product lines, resulting in better equipment for the workforce and company savings greater than \$10,000.00.
- Research and implementation of ambulance design concepts to decrease accidents involving unintentional blindness and team member work injuries. Decreased from incidents from 6 per year to 0 within the first year, resulting in savings of greater than \$300,000.00 annually.
- Researched, developed, and implemented a just in time inventory management program resulting in significant cost savings and increased inventory turn reducing spoilage.
- Liaison at state and regional levels in developing rules and regulation for preferred routing of stroke and STMI patients
- Helped established tactical medic program at Jackson County Sheriff's Dept. and Kansas City Mo. Police Dept.

**CURRENT EMPLOYMENT**

**Citizens Memorial Hospital EMS, Bolivar, MO**

Paramedic (July 2015-Present)

Supervisor- Alice Roberts (417)880-2497

Responsibilities

- Provides pre-hospital care in accordance with established treatment protocols; prepares and maintains ambulances, equipment, and inventory; cooperates and communicates with Pre-Hospital Department (PHS) and Emergency Department staff; prepares and maintains ambulance and PHS Department logs, forms, reports, and documentation; maintains consistent, competent behavior in the workplace; promotes the general welfare of CMH and performs other duties as requested.

**PROFESSIONAL EXPERIENCE**

**Mercy Life Line 3, Bolivar, MO**

Flight Paramedic (April 2016-April 2017)

**MedStar Mobile Healthcare, Fort Worth, TX**

Operations Manager / Logistics  
(Feb. 2013- Feb. 2015)

**MedStar Mobile Healthcare, Fort Worth, TX**

Director of Operations (2012-2013)

**Bonner County Emergency Medical Service, Sandpoint, ID**

Operations Manager/ Shift Supervisor (2010- 2012)

**Metropolitan Ambulance Services Trust, Kansas City, MO**

Field Operations Supervisor (2006-2010)  
Paramedic/Driver(2004-2006)  
EMT/Driver(2002-2004)

**Kansas City Police Department, Kansas City, MO**

Tactical Medic – 2008 to 2010

**Jackson County Sheriff Department, Blue Springs, MO**

Tactical Medic – 2008 to 2010

**Odessa Emergency Medical Services, Odessa, MO**

Paramedic – 2007 to 2010

**Department of Defense, 469th Ground Ambulance Company, Wichita, KS**

Unit Administrator – 1999 to 2002

LICENSES

National Registry Paramedic # M0974962  
Missouri Paramedic # P-15085

EDUCATION

University of Iowa, Iowa City, IA ~ Paramedic Specialist ~ Graduate 2003  
Butler County Community College, El Dorado, KS ~ General Education ~ 1994 to 1996  
U.S. Army, Ft. Sam Houston, TX ~ Medical Specialist Course ~ Occupational Certificate 1996

CERTIFICATIONS/TRAINING

National Registry Paramedic	AWR 160 National WMD	National Fire Academy ICS for EMS
Pre-hospital Trauma Life Support	Awareness	Health Care Leadership Course
EPC Provider	ICS 100 – Introduction to ICS	Ambulance Service Management Course
AHA BLS Provider	ICS 200 – ICS Initial Action Incident	IAFF Labor Management Course
AHA ACLS Provider	ICS 300- Incident Management	WMD Tactical Operations
AHA PALS Provider	ICS 400 – Advanced ICS and General Staff	WMD Advanced Tactical Operations
ASHI ACLS Instructor/Provider	ICS 700 – NIMS Introduction	WMD Tactical
ASHI BLS Instructor/Provider	ICS 800 – National Response Plan	Commander/Management & Planning
ASHI PALS Instructor/Provider	ICE Rescue Certified	
NRP Provider	Low Angle Rescue Certified	
PHTLS Provider	Public Information Officer Training	
TCCC Provider		
Certified Just Culture Champion		

RECIPIENT OF THE 2009 AMERICAN AMBULANCE ASSOCIATION LOVE AWARD

“The Future of EMS Managers”

MILITARY/GOVERNMENTAL TRAINING/ACCOMPLISHMENTS

Unit Administration Course, Department of Defense  
Army Commendation Medal  
Unit Pay Administration Course, Department of Defense  
Army Achievement Medal (4)  
Combat Medic School AMED Schools, U.S. Army  
Certificate of Achievement (5)  
Chemical, Biological Casualty Treatment, U.S. Army  
Letter of Commendation (2)  
Platoon Leadership Development Course, U.S. Army  
Basic Non-commissioned Officer Course, U.S. Army

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**DAMORE, MATTHEW**

See 1.675.72 - EMT Lead Instructor Curriculum Vitae (page 62).

**ELSEY, SHELLY**

RN, CEN, EMT-P. Flight nurse since 1997. EMS experience prior to flight nursing since 1987. Two years experience in ER/Neuro Trauma.

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**EMERY, TOM**

RN, CEN, LCSW. Experience in ER since 2009. Experience in social work since 1997.

**FLYNN, BRICE**

Permanent Address: 111 West Hickory Street \* Bolivar, MO 65613

Contact Information: (573) 220-8126, brice.flynn@gmail.com

**EDUCATION****Paramedic**Mercy EMS Education, Springfield, Missouri  
AAS Emergency Medical Technician  
Summer 2015**Bachelor of Arts in Religious Studies**Southwest Baptist University  
Minor: Philosophy  
December 2008**WORK EXPERIENCE****Paramedic/Health and Safety Chief, Citizens Memorial Healthcare**

Bolivar, Missouri, August 2015--Present

- Provide excellent pre-hospital care to the sick and injured
- Perform FTO responsibilities
- Improve department health and safety

**Emergency Medical Technician, Citizens Memorial Healthcare**

Bolivar, Missouri, November 2012 -- August 2015

- Perform FTO responsibilities
- Maintain truck stock
- Assist paramedics on ALS ambulances

**Firefighter/EMT, Bolivar City Fire Department**

Bolivar, Missouri, July 2012- Present

- Respond to medical calls
- Perform assigned station duties to maintain trucks and equipment
- Participate in on-the-job training for apparatus use and maintenance

**Safety and Security Officer, Southwest Baptist University**

Bolivar, Missouri, November 2009 – April 2013

- Patrol university campus to ensure the safety of students, employees, and visitors
- Respond to service calls in a timely and professional manner
- Participate in and apply professional development training in order to carry out job responsibilities safely and effectively

**Youth Minister, Mount Olive Baptist Church**

Bolivar, Missouri, December 2008 – October 2010

- Planned and facilitated youth group lessons and activities three times a week
- Set up and maintained church and youth group websites
- Attended to the emotional and physical needs of students and their families

**Tile Setter/Apprentice, Lifespan FinishCrafts**

Springfield, Missouri, December 2008 – September 2009

- Assisted the lead craftsman by carrying out verbal and written directions for specific projects
- Demonstrated respect for equipment through proper operation and maintenance
- Maintained a clean and safe work environment

**Grounds Crew Member, Southwest Baptist University**

Bolivar, Missouri, August 2005- December 2008

- Maintained university grounds by mowing and trimming grass and shoveling and plowing snow
- Aided in the set-up and tear-down of special events and football games
- Operated one-ton dump truck and tractor for snow plowing
- Served as crew leader for various projects

**Youth Minister Intern, National Heights Baptist Church**

*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

Version: v 7 (May 16th, 2018)



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Springfield, Missouri, Summer 2008

- Facilitated weekly Bible discussion with students
- Prepared and presented lessons at youth group meetings
- Organized and led mission trip to Pittsburg, Missouri
- Developed and presented a series of lessons on relationships for a summer camp

**General Assembler, True Manufacturing**

Mexico, Missouri, Summer 2007

- Performed quality control on products
- Operated pneumatic drills and drivers in a safe and effective manner
- Organized product parts in order to ensure maximal production

**Die-Cast Worker, Spartan Light Metal Products**

Mexico, Missouri, Winter Break 2007

- Loaded metal ingots into die-cast machines to cast parts
- Efficiently checked castings for defects by dunk testing
- Cleaned and loaded castings into bins for shipping
- Cleaned out machine at the end of shift

**Activities Counselor, Camp Barnabas**

Purdy, Missouri, Summer 2006

- Led outdoor activities for disabled children, including archery, canoeing, riflery, and hiking
- Facilitated cabin Bible studies and prayer sessions
- Counseled campers and volunteers to ensure that their emotional, spiritual, and physical needs were met

**Parks Custodian, City of Mexico**

Parks Dept. in Mexico, Missouri, Summer 2005

- Dumped trash barrels in parks, ball fields, and cemetery
- Trimmed around headstones of cemetery
- Set up for town events such as Relay for Life

**Distribution Center Generalist, Brookstone**

Mexico, Missouri, November 2004 – January 2005

- Analyzed product orders and distributed items into correct packaging
- Oversaw the stocking of shelves in order to efficiently package products
- Notified supervisors of product shortages
- Maintained an orderly and safe work environment

**Parks Summer Trim Crew, City of Mexico**

Mexico, Missouri, Summer of 2003 and 2004

- Trimmed lawns of parks and cemetery
- Set up for town events, such as Relay for Life and the Miss Missouri Pageant

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***VOLUNTEER EXPERIENCE***

**Youth Mentor, Majestic Outdoor Adventures**

Fair Play, Missouri, March 2009- September 2010

- Mentored an at-risk teenage boy while engaging in outdoor activities
- Facilitated outdoor activities such as archery, mountain biking, and kayaking
- Organized and set up bow-shooting events

Relief Worker, Southwest Baptist University Mission Trip

**New Orleans, Louisiana, November and December 2005**

- Cleaned and repaired a school that was struck by Hurricane Katrina
- Prepared food and shelter for and handed out survival kits to hurricane refugees
- Organized clothes, food, and medical supplies for efficient distribution

**GRAY, WILLIAM**

Dr. William T Gray  
4414 N 5<sup>th</sup> St  
Ozark, Missouri 65721  
417-260-5245

**EXPERIENCE - PROFESSIONAL - MEDICAL**

## Texas County Technical Institute (2000-present)

- 6915 S Hwy 63
- Houston, Missouri 65483
- Vice president Board of directors
- Human resources officer
- Educator
  - Anatomy & Physiology/Chemistry/Microbiology/Pharmacology/Biology
  - Human Nutrition

## Houston High School (2000-2005)

- 423 W Pine
- Houston, Missouri 65483
- Educator
  - Anatomy & Physiology/Biology/Chemistry
- Science department chair person

## Drury University (2005-2010)

- Adjunct faculty
  - Anatomy & Physiology/Microbiology/Biology

## Missouri State University (2000-2005)

- Adjunct faculty
  - Anatomy & Physiology/Chemistry

## Southwest Baptist University (1997-2005)

- Adjunct faculty
  - Anatomy & Physiology/Biology

## Houston parks and recreation (1995-2000)

- 601 S Grand Ave
- Houston, Missouri 65483
- Parks and recreation director

## Golden Hills Resort (1992-1995)

- 19546 Golden Drive
- Raymondville, Missouri 65555
- Manager

## Golden's Health and Fitness Consultants (1990-1992)

- 631 S Gilbert
- Mesa, Arizona
- Owner/operator corporate wellness consultant firm

## Veterinarian (1981-1992)

- Sysel Animal Hospital
  - Mesa, Arizona
- American Pet Center
  - Chandler, Arizona / Phoenix, Arizona / Gilbert, Arizona
- Northern Animal Hospital
  - Phoenix, Arizona
- Decatur Animal Hospital
  - Las Vegas, Nevada

**EDUCATION**

## University of Missouri and Columbia (1999)

- Master of Science - Park and Recreation; Administration and Management

## Colorado State University (1981)

- Doctor of Veterinary Medicine

## Colorado State University (1977)

- Bachelor of Science - Physical sciences

## Central High School (1972)

- Davenport, Iowa
- High School graduate

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**HUTSON, ROBERT**

309 N Ridgeview Dr  
Warrensburg, MO 64093  
Cell: (660) 580-0041  
E-mail: [rhutson@yahoo.com](mailto:rhutson@yahoo.com)

**QUALIFICATION SUMMARY:**

Experienced Paramedic with 14 years experience with a good ability to perform advanced technical medical skills with a high degree of accuracy. I am capable of understanding and effectively dealing with the emotional and medical needs of victims of injuries, acute illnesses, or psychological emergencies. I am trained to maintain a professional and objective approach to the care of ill or injured persons. Open to learning new concepts in medical skills and techniques in pre-hospital care. I am able to understand and follow oral and written instructions and orders to maintain a professional attitude and competency. I am quite skilled at establishing and maintaining effective working relationships with other employees, assisting agencies, hospital personnel, and the general public. I am able to operate and drive emergency ambulance units.

**MILITARY SERVICE:**

02/92 - 04/96      Honorable Discharge: 05/15/1996 Rank: E-4  
MOS – 91-B10 Combat Medical Specialist  
Missouri Army National Guard  
HHD 175th MP BN Columbia, MO 65251  
04/96 – 04/98      US Army Reserve – Individual Ready Reserve (IRR)

**PROFESSIONAL ORGANIZATIONS:**

National Association of Emergency Medical Technicians, #120662, Expiration: 4/30/2019  
Missouri Emergency Medical Services Association, #5631, Expiration: 5/26/2018  
Phi Theta Kappa National Honor Society (Beta Zeta Epsilon Chapter), Inducted: 3/21/2010

**IDENTIFICATION & CREDENTIALS:**

United States Passport  
Merchant Mariners Document  
Water Survival/HUET/SafeGulf

**EDUCATION:**

Southwest Baptist University Bolivar, MO 65613 Graduated 07/1985 - BA / Psychology	Johnson County Community College Overland Park, KS 66210 Emergency Medical Technicians Course - Course Completed w/Honors - 12/1999
Boone County Fire Protection District Columbia, MO 65202 Fire Recruit Training - Graduated 11/1990	Kansas City Kansas Community College Kansas City, KS 66112 Mobile Intensive Care Technician Course - Course Completed - 05/2003
University of Missouri-Columbia Columbia, MO 65203 Emergency Medical Technicians Course - Graduated 02/1991	Eastern Iowa Community College – Scott Campus Bettendorf, IA Safety Management Certification – Completion - 1/2011 - Phi Theta Kappa Current Enrollment – AAS Safety Management-Completion – 5/2014
United States Army Health Sciences Academy Fort Sam Houston, TX 78234 Combat Medical Specialist Course - Graduated 03/1993	

**PROFESSIONAL LICENSES & CERTIFICATIONS:**

National Registry EMT-Paramedic License	#P0958091	Expiration:	03/2019
Missouri EMT-Paramedic License	#P-14814	Expiration:	08/2018
Kansas MICT License	#027693	Expiration:	12/2017
Certified Occupational Safety Specialist	#26843590	Expiration:	12/2019
OSHA 10 Hour Course General Industry	#20-700775132		
OSHA 10 Hour Course Construction	#20-002954352		
Basic Cardiac Life Support (BCLS)-Health Care Provider		Expiration:	04/2017

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***Mission:** Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

Advanced Cardiac Life Support (ACLS)	Expiration:	03/2019
Pediatric Advanced Life Support (PALS)	Expiration:	09/2017
Wilderness Advanced Life Support (WALS)	Complete:	02/2006
WALS Anaphylaxis Workshop	Complete:	02/2006
Pre-Hospital Trauma Life Support (PHTLS)	Expiration:	03/2018
Advanced Trauma Life Support (ATLS) / Paramedic Audit	Complete:	10/2003
Medical Person in Charge (MPIC)	Complete:	05/2011
Emergency Vehicle Operations Course (EVOC)	Complete:	08/2011
NIEMT & MEMSA Evaluator	Since:	06/2013

**FEMA NIMS COURSES**

NIMS IS-22	An In-Depth Guide to Citizen Preparedness	Completion:	09/2011
NIMS ICS-100.b	Introduction to ICS	Completion:	05/2009
NIMS ICS-100.Hcb	Intro to ICS for Healthcare/Hospitals	Completion:	05/2011
NIMS ICS-200.b	ICS for Single Resources	Completion:	05/2009
NIMS ICS-300.b	Intermediate ICS for Expanding Incidents	Completion:	09/2009
NIMS ICS-400.b	Advanced ICS for Command/General Staff	Completion:	08/2015
NIMS ICS-700.a	NIMS: An Introduction	Completion:	03/2005
NIMS ICS-800.b	National Response Framework,	Completion:	05/2009

**EMS WORK EXPERIENCE:**

11/16-03/17 MDG-509	Whiteman Air Force Base – Knob Noster, MO 65336 DOD Contract Paramedic	09/09 – 12/09 Facility/Pine Bluff Arsenal	Pine Bluff Chemical Disposal Pine Bluff, AR 71602 Facility Paramedic
06/15-Present St. Clair County Base 24 Hrs/Week	Citizens Memorial Hospital – Bolivar, MO 65613 Float Paramedic-Ambulance	06/09 – Present Ellett Memorial Hospital Appleton City, MO 64724 Paramedic – Emergency Room Management & Ambulance Attendant	
06/11 – 10/16 Hospital	Golden Valley Memorial Clinton, MO 64735 Paramedic- Ambulance	05/05 – 04/09	Fairfield Industries, Inc. Sugarland, TX 77478 Offshore Paramedic/MPIC
06/11 – Present Paramedic - Ambulance	Cole Camp EMS Cole Camp, MO 65325 ALS/Critical Care Transport	12/03 - 05/05 District	Johnson County Ambulance Warrensburg, MO 64093 Paramedic – Ambulance
08/11 – Present Productions, Inc	Contract Medic - Ron Garrison Sedalia, MO 65301 Ring Medic – MMA/Cage	05/02 - 04/03 Emergency Medical Services	Leavenworth County Leavenworth, KS 66048 EMT-I - Ambulance
Fights		07/00 - 11/01	Ameristar Casino Kansas City, MO 64161 EMT-B/Security Officer
12/09 - 04/11 Advisor	Fairfield Industries, Inc Sugarland, TX 77478 Offshore Paramedic/HSE	12/99 - 07/00	Isle of Capri Casino Kansas City, MO 64120 EMT-B/Security Officer

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**IGO, EMMA**

9/4/16 - EMS Instructor Course

**KELLER, STEVEN**

20650 E1000 Rd  
Stockton Mo  
(417)399-5321  
skelle@citizensmemorial.com

**OBJECTIVE**

Continue as Field Training Officer and EMS Instructor

**EXPERIENCE**

5/2010 to Present

Citizens Memorial Healthcare  
Bolivar MO

**Paramedic/Field Supervisor**

- Staff Paramedic
- Field Supervisor
- Order and Maintain Supplies

3/2012 to Present

Lucas Oil Speedway  
Wheatland MO

**Emergency Engineer in Charge (EEIC)**

- In Charge of all Safety aspects of the entire venue including oval track, drag boat track and off road track
- Supervise onsite Fire/Rescue
- Provide Safety Training/Briefing at each event

6/2013 to Present

Lucas Oil Drag Boat Series  
Marble Falls TX

**Paramedic/Firefighter**

- Paramedic/Firefighter for National Drag Boat Series
- Elevate and Recommend Medical Supplies to Use
- Brief Local Ambulance staff at each event

11/2001-5/2011

Citizens Memorial Healthcare  
Bolivar MO

**Director of Pre-Hospital Services**

- Was in Charge of 2 County Ambulance Service
- Responsible for over \$1,000,000 annual budget
- Responsible for hiring, firing and discipline of employees

**EDUCATION**

1/1991-12/1991

Cox Health Systems  
Springfield Mo

**Paramedic Training**

- Hold Missouri State Paramedic License, Critical Care Paramedic Training, 10 hour and 30 Hour OSHA General Safety Course, Safety Credential with Sports Production Safety Group

**INTERESTS**

Serve as Missouri State Coordinator for Reel Recovery

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**KINGSTON, JOSH**

9/4/16 - EMS Instructor Course

**KOWAL, RICHARD**

314 North 3rd Street  
Thayer, MO 65791

Mobile: (417) 280-1382

E-Mail: rmk.richkowal@gmail.com

Professional and experienced National Registered Paramedic and EMS Instructor seeking an opportunity to provide primary and continuing adult education in a service based training program or post-secondary education facility.

**PROFESSIONAL ACCREDITATIONS/MEMBERSHIPS:**

National Registry of Emergency Medical Technicians- Paramedic (2010-Current)

National Registry of Emergency Medical Technicians- EMT (2003-2010)

National Association of Emergency Medical Technician- (2016-Current)

Armature Radio Relay League- (2017-Current)

**PROFESSIONAL LICENSURES:**

Missouri Paramedic-(2010-Current)

Missouri Emergency Medical Technician-(2003-2010)

Arkansas Emergency Medical Technician- (2009-2010)

Arkansas Paramedic- (2010-2012)

Missouri Certified Nursing Assistant (2001-Current)

Extra Class Armature Radio License (2017-Current)

Missouri Class E Driver's License (Current)

**ADDITIONAL ACCREDITATION:**

Missouri EMS Instructor

American Heart Association Instructor-BLS, ACLS, PALS

National Association of Emergency Medical Technician Instructor-PHTLS

Armature Radio Relay League Instructor

**PROFESSIONAL CAREER EXPERIENCE:****Citizens Memorial Hospital Bolivar, MO**

- National Registered Paramedic

- Primary EMT Instructor

**Oregon County Ambulance District Thayer, MO**

- National Registered Paramedic
- Training Officer

**Ozarks Medical Center West Plains, MO**

- Patient Care Technician

**Baxter County Regional Hospital Mtn. Home, AR**

- National Registered Paramedic

**South Howell County Ambulance District West Plains, MO**

- Nationally Registered Emergency Medical Technician

**South Howell County Ambulance District West Plains, MO**

- National Registered Paramedic

**Air Evac Life Team West Plains, MO**

- Nationally Registered Emergency Medical Technician
- Communications Specialist II

**PROFESSIONAL INSTRUCTOR/COORDINATOR EXPERIENCE:****24/7 First Aid Consulting**

Owner/Instructor

- Consulting clients regarding safety and first aid needs for their industry

- o Wal-Mart

- o Department of Mental Health

- o Department of Social Services-Children's Division

- o Various other clients

- Providing education opportunities for clients

- o First Aid, CPR, and AED

- o Education and usage of First Aid Equipment

- Development and instruction of outdoorsman first aid

**Oregon County Ambulance District**

Training Officer

- Providing primary education to EMR and EMT Students in accordance with Federal and State guidelines and standards

- o Over 95% first attempt pass rate of psychomotor and computer based testing

- Managing and coordinating student clinical rotations through the EMS system

- Development of Primary and Continuing Education Program

- Development, coordinating and instructing Continued Education to all levels of

- Prehospital care providers

*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*



- o Refresher for EMT and Paramedic
- o BLS, ACLS, & PALS
- o PHTLS
- o Basic Cardiac Dysrhythmia and EKG interpretation
- o Rapid Sequence Intubation/Induction
- o Basic and Advanced Airway Management
- Development and instructing community education and support for First Aid, CPR, and AED usage
- Development of CERT programs
- Development of EMS Cadet Program and Junior EMT Program
- Researching, reviewing, drafting, and implanting EMS protocols
- Orientation and mentoring of new hire employees
- Managing a team of Emergency Medical Responders

#### **Ozarka College**

Practical Nursing Guest Instructor

- Education of nursing students for Pre-hospital patient care
- Assisting primary Nursing Instructor with student activities regarding EMS operations and pre-hospital care of patients
- Primary BLS instructor for practical nursing and nursing students
  - o Primary ACLS and PALS instructor for nursing students
- Basic Cardiology and 12 lead ECG
- Pharmacology for Cardiology

#### **Ozarks Medical Center**

Secondary American Heart Association Instructor

- Providing initial and refresher courses to hospital staff and community members

#### **EDUCATION EXPERIENCE:**

**Westerns Governors University St. Louis, MO**

January 2018 Enrolment

Bachelor of Business-Health Care Administration

**PERCOM Abilene, TX**

2011 EMS Instructor

**Arkansas State University Mtn. Home, AR**

- o Heart Saver
- o BLS, ACLS, & Pals

- Assisting Nurse Educator with AHA courses and instruction
- Service and maintenance of medium and high-fidelity simulator

#### **South Howell County Ambulance District**

Primary EMT Instructor

- Providing primary education to EMT Students in accordance with Federal and State Standards.
  - o Over 90% first attempt pass rate on psychomotor and computer based testing
- Development, administration, and proctoring of student exams
- Administration of skills exams following NREMT Skills Exam
- Servicing, maintenances, and instruction of high-fidelity simulator
- Development of mass causality exercises for EMS students
- Assisting Education Manager with scheduling of clinical rotation of students
- Assisting Education Manager with instructing of EMT and Paramedic Refreshers

#### **Texas County Technical College**

Adjunct Paramedic Instructor

- Assisting the primary instructor with presenting educational material to paramedic students
- Administering and proctoring student exams
- Assisting primary instructor with skill/practical laboratory exercises

2010 Associates of Applied Science- Paramedic Technology  
Cum Laude  
Phi Theta Kappa

**Liberty High School Mtn. View, MO**

1999 High School Diploma

**KRTEK, MICHAEL**

Michael Gene Krtek, BS, NREMT-P  
(Currently reside in Riyadh, KSA)  
4762 County Lane #137  
Carthage, MO 64836  
SS# \*\*\*-\*\*-0748  
Nationally Registered Paramedic  
Igama # 2308460639 – KSU ID# 90747

Spouse: Shirley F. Krtek  
Children: Devin M.  
Dustin J.  
Colin T.

**EDUCATION:**

\*McAuley Regional High School, Joplin, MO  
1965 to 1969  
\*Missouri Southern State University, Joplin, MO  
Fall 1969 to Spring 1971

\*University of Missouri-Kansas City, Kansas City, MO  
BA Psychology-Special Education/Minor Sociology,  
Spring 1974

**EMPLOYMENT:**

\* King Saud University, Prince Sultan College for  
Emergency Medical Services, EMS Program Director,  
Riyadh, Kingdom of Saudi Arabia,  
June 19, 2011 to Present  
\*Missouri Southern State University, Joplin, MO  
Department Head, Emergency Medical Education 1995-  
June 1, 2011  
\*Carthage Ambulance Service, Carthage, MO  
Paramedic/ER Tech. May 1991 - 1995  
\*Joplin Emergency Medical Services, Sarcoxie, MO

Director JEMS-Sarcoxie, 1989-1991  
\*Joplin Emergency Medical Services, Joplin, MO  
Paramedic Field Supervisor 1982-1989  
\*Missouri Southern State College, Joplin, MO  
EMS Coordinator/Paramedic Instructor, August 1983-  
present  
Department Head (full-time), EMS Training 1994-2011  
\*McCune Brooks Hospital-Carthage Ambulance  
Services, Carthage, MO  
Paramedic/ER Tech. January 1979 - May 1981

**CERTIFICATIONS:**

\*ITLS Instructor April 2015 – present  
\*Emergency Medical Technician December, 1980  
\*Emergency Medical Technician-Paramedic, July, 1981  
\*ACLS/Instructor Provider, October, 1981-present  
\*Paramedic Instructor/Evaluator, State of Missouri, 1983-  
present  
\*EMICT Kansas, December 1983  
\*AHA-CPR Instructor/Trainer February, 1983-present

\*National Registry-Paramedic, March, 1986-present  
\*PHTLS Certification and Instructor, April, 1986-present  
\*PEMSTP Certification, Children's Hospital,  
Washington, D.C. May 1987  
\*AHA-BLS/ACLS Regional Faculty, American Heart  
Association 1986-2015  
\*AHA-ACLS Instructor Certified 1986-present  
\*AHA-PALS Certified, 1993-present

**COURSES TAUGHT:**

\* Paramedic National Curriculum  
\* Cardiology  
\* Emergency Medications (EMS Pharmacology)  
\* Medical Emergencies in EMS  
\* Clinical Decision Making in EMS  
\* Mass Gathering and Disaster Management  
\* EMS Research and Evidenced Based Practice  
\* Assessment Based Management  
\*Cardiopulmonary Resuscitation (approx. 250  
students/year)  
\*American Heart Association, Basic Life Support  
Instructor/Instructor Trainer Courses (~50 students/yr.)

\*ITLS Instructor  
\*Advanced Cardiac Life Support Courses  
\*Pediatric Advanced Life Support  
\*First Responder Certification Courses LE-190 (~ 180  
students/yr.)  
\*First Responder - Police Academy certification  
\*Emergency Medical Technician-Paramedic I and II  
Courses PARA-295  
\*Twelve-Lead E.K.G. and Thrombolytics  
\*Brain Attach – Stroke and E.M.S.

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**MEMBERSHIPS:**

- \*Missouri Emergency Medical Association (MEMSA) 1982-present
- \*National Association of Emergency Medical Technicians (NAEMT) 1984-present
- \*National Registry of EMT-Paramedics, 1986-present
- \*National Association of Emergency Medical Services Educators (charter member)
- \*National Association of Emergency Medical Technicians - Society of EMS Instructors/Evaluators (charter member)

**COMMITTEES:**

- \* PSCEMS Accreditation Committee for NCAAA and CoAEMTP
- \* PSCEMS Exam Committee
- \* PSCEMS E-Learning Committee
- \* PSCEMS Research Projects Reviewer
- \* PSCEMS Curriculum Committee
- \* Southwest Missouri Committee on EMS, 2001-2011
- \* Elected to the Board of Directors, Missouri Emergency Medical Services Association 1988-1997
- \* Member of the South Regional Trauma Committee
- \* Governor's Advisory Committee - E.M.S. Legislation
- \* Missouri Committee on Trauma Legislation

**HOBBIES:**

- \* Sailing
- \* Music
- \* Golf
- \* Fishing

**MASTERS, GOLDIE**

[goldie.masters@citizensmemorial.com](mailto:goldie.masters@citizensmemorial.com)

417-276-1875

14635 E 676 RD,  
Stockton, MO 65785

**EXPERIENCE**

**Emergency Medical Technician**

Citizens Memorial Hospital  
Bolivar, Missouri  
2014 / Present

Emergency Medical Services. Pre-Hospital ambulance care and transport.

**Medical Assistant**

Citizens Memorial Hospital  
Stockton, Missouri  
Jul 2016 / Present

Patient care. Room patients. Draw labs. Enter computer data.

**Medical Assistant**

Bolivar Family Care Center  
Bolivar, Missouri  
Aug 2005 / Jul 2006

Patient care. Room patients. Draw labs.

**EDUCATION**

**Lifestar**

2012-2012

Emergency Medical Technician

**Springfield College**

2003-2005

AAS Medical Assistant

**SKILLS**

CPR caregiver

ITLS

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**MAY, DAVID**

9/4/16 - EMS Instructor Course

**MCGOUGH, AMANDA**

Phone: 417-540-9823

Email: [amcgough80@gmail.com](mailto:amcgough80@gmail.com)

License: Missouri Paramedic (P-18708)

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**MINTER, MICHAEL**

20615 E Highway H Fair Play, Missouri 65649, United States  
[Roguemedic5@yahoo.com](mailto:Roguemedic5@yahoo.com) 417-217-0962

**EMS EDUCATOR**

Furthering the future of the EMS education, by training like you plan to treat.

**EDUCATION / CERTIFICATION**

**University of Phoenix**

Masters in Adult Education and Training  
Phoenix, AZ  
June 2015 - April 2016

**Drury University**

Bachelor of Science in Instructional Technology  
Springfield, MO  
August 2010 - May 2014

**CLASSROOM EXPERIENCE**

- Developed learning program goals and plans, including equipment replacement, quality assurance, and course offering plans.
- Assessed learning technological or educational needs and goals.
- Developed, directed and implemented a basic and advanced EMS education program.
- Directed ancillary training activities for all basic and advanced field practitioners.
- Prepared and managed the education program budgets.
- Analyzed data to assess the education program status
- Prepared reports on the program data, summarizing the learning program objectives and accomplishments.

**RELATED EXPERIENCE**

**Citizens Memorial Hospital-EMS**

Field Paramedic/FTO  
Bolivar, MO  
October 2013 - Present  
Currently a Field Paramedic/FTO

March 1993 - May 2005  
ER Technician/EMT  
Paramedic Licensure-1996  
MO State EMS Instructor-1999

**Medic-CE**

EMS Educator/On-Line  
Lehi, UT  
November 2016 - Present  
Currently an on-line EMS Educator

**Lear Siegler/Saudi Arabia**

Airport Fire Fighter/Crew Chief  
Taif, Saudia Arabia  
August 1992 - March 1993  
Also served as a Fire Instructor for Saudi Air Force Firefighters

**South Howell County Ambulance**

EMS Education Coordinator/Field Paramedic  
West Plains, MO  
October 2006 - July 2013  
Education Program Director for Nationally Accredited Paramedic Program  
Missouri State EMS Evaluator

**United States Air Force**

Fire Protection Supervisor/SSgt/E-5  
Worldwide  
March 1982 - August 1990  
Promoted to E-5/SSgt in under 4 years  
Assistant Chief of Operations  
Assistant Chief of Training

**St. Johns/Mercy-EMS**

Field Paramedic  
Lebanon, MO  
June 2005 - October 2006

**Princess Anne Courthouse Volunteer Fire Dept.**

Volunteer FireFighter/EMT  
Virginia Beach, VA  
August 1977 - March 1982  
Initial EMT Licensure-1979  
Firefighter Level I/II-1980

**Texas County Memorial Hospital-EMS**

Field Paramedic  
Houston, MO

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**ADDITIONAL EDUCATION****EMS Education**

EMT Basic Course-1979  
EMT Paramedic Course-1995  
EMS Instructor Course-1999  
Emergency Response Driving-2001  
Critical Incident Stress Management Course-2001  
HAZMAT Response Awareness-2002  
EMS Evaluators Workshop/MO-2009  
Basic and Advanced Disaster Life Support-2010  
PHTLS and AMLS Instructor (past)  
Incident Safety Officer-2016  
Traffic Incident Management-2016  
ACLS/PALS/NRP/PHTLS (current)

**Military Education**

Basic Firefighters Course  
Basic Rescuemans Course  
Fire Protection Specialist Course  
Fire Protection Supervisor Course  
Non-Commissioned Officers Leadership School  
Multiple Fire Vehicle Training Courses

**Military College Education**

Introduction to Public Administration  
Principles of Management  
Fire Protection Systems  
Fire Service Hydraulics  
Arson Investigation

**FEMA Education**

Incident Command System  
National Incident Management System  
EMS Operations at Mass Casualty Incidents  
Professional Development Courses

**Education Skills**

Proficient in Microsoft Office Suite  
Knowledge of several Learning Management Systems



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**MOURNING, CRYSTAL**

Phone: 417-229-4975

Email: [mourningcrystal@gmail.com](mailto:mourningcrystal@gmail.com)

License: Missouri EMT (B-62455)

From 2016 EMS Instructor Course Application:

*My name is Crystal Mourning and I've done a little bit of everything. I started out working as a clerk at a small ED 8 years ago. I then moved on to tech before deciding that emergency medicine is my home. I decided to go back to school and get my EMT, then my RN and CEN. I started working as a volunteer firefighter last fall and I love every moment. I want to help expand the education offered for my volunteer fire department.*

*I actually went to school for art initially, with the intent to teach it. I graduated and started working as a substitute teacher with the ED as a weekend job. The more I did ED, the less I enjoyed teaching at public schools. I have always kept an interest in teaching.*

9/4/16 - EMS Instructor Course

**OKEEFE, BOBBY**

Bobby J. O'Keefe  
Address: 504 E Hillcrest St. Stockton, MO 65785  
Email: emt\_bob@yahoo.com  
Phone: (417) 955-0013

**EDUCATION:**

2009- Mercy Emergency Service Education Center  
Paramedic

2007- Ozark Technical College, Springfield, MO  
Emergency Medical Technician

2005- Stockton R-1 High School, Stockton, MO

**CREDENTIALS:**

- Critical Care Emergency Medical Transport Program. Mercy/University of Maryland Baltimore County, Baltimore, MD
- Current National Registry
- Current International Trauma Life Support - Advanced Provider
- Current Advanced Cardiovascular Life Support Experienced Provider
- Current Pediatric Advanced Life Support
- Current Flight Paramedic Certification
- Current Hazmat Awareness
- Current ICS 100, 200, 700, 800
- Current NRP Certification
- Former SRT Tactical Medic
- Former Field Training Officer for Mercy EMS

**EMPLOYMENT:**

- 2017- Current- Citizen's Memorial Emergency Medical Services, Bolivar, MO. Paramedic- PRN
- 2016- Current - Mercy Emergency Medical Services, Mount Vernon, MO. Paramedic- Lawrence County
- 2016- Current – Mercy Life Line, Joplin, MO. Flight Paramedic- Mercy Life Line 4
- 2011- 2016 - Mercy Emergency Medical Services, Springfield, MO. Paramedic- Greene County
- 2009-2011 - Mercy Emergency Medical Services, Stockton, MO. Paramedic- Cedar County
- 2010-2011 - Citizen's Memorial Emergency Medical Services, Bolivar, MO. Paramedic- Part time
- 2007-2009 - Mercy Emergency Medical Services, Stockton, MO. Emergency Medical Technician - Cedar County

**COMMUNITY INVOLVEMENT:**

- 2007- Current- Stockton Volunteer Fire Department
- 2007- Current - Cedar County First Responder
- 2008-2011 – Cedar County Office of Emergency Management
- 2010 – Current – 3rd Degree Master Mason at Stockton Masonic Lodge #283
- 2010 – Current – Nobel at Abou Ben Adhem Shine Club

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**PAINTER, MELISA**

2155 E 505th Road, Half Way, MO 65663 - (417) 299-3758 - [kd0rwx@gmail.com](mailto:kd0rwx@gmail.com)

**OBJECTIVE**

To gain employment within the EMS Field with an ambulance service in Southwest Missouri.

**EXPERIENCE**

January 20, 2014 to Present  
Citizens Memorial Hospital  
Bolivar, MO

**EMT on ALS Ambulance**

- Practices within the scope of practice for an EMT-B in the State of Missouri
- FTO (CES)
- Monthly Newsletter Publisher
- Continuing Education
- BLS CPR
- ITLS
- MO EMS
- NREMT
- NIMS 100, NIMS 200 & NIMS 700

January 2011 to Present  
Pleasant Hope Fire Protection District  
Pleasant Hope, MO

**First Responder/Firefighter**

- Basic Firefighter
- First Responder/EMT-B
- NIMS 100, NIMS 200 & NIMS 700
- Ground Operations Training (Flight Scene)
- Emergency Vehicle Driver Training Certified
- Hazardous Materials/WMD Incident Response Awareness
- Top Training Award 2012 (Most Training/Continuing Education Hours)
- Top Training Award 2013 (Most Training/Continuing Education Hours)
- Responder of the Year 2013

May 17, 2003 to April 1, 2014  
Bass Pro Shops/Sportsman's Distribution  
Springfield, MO

**Reverse Logistics Coordinator Transportation Coordinator Receiving Clerk**

- Liaison to Vendors of Bass Pro regarding consumer returned items
- Rate Quotes for inbound merchandise & coordinating partial loads into cost efficient transportation charges using a variety of different trucking companies
- Creating, distributing and verifying receiving documents to multiple associates in a fast paced receiving environment.

Aug 18, 1994 to April 12, 2002  
Champion Products/Corning Cable Systems  
Strafford, MO

**Assembly Line, Parts Lead/Coordinator, Shipping Lead**

- Assembly line for fiber optic telecommunication equipment
- Planning job pick sheets for completion prior to the work order being sent to the assembly floor
- Coordinating outbound product shipping according to recipients preferred shipping method.

**EDUCATION**

February 2013 – June 2013  
Lifestar Training Specialists  
Bolivar, MO

**EMT-B**

- Highest Overall Percentage in Class (95%)

August 1981 – May 1985 Pleasant Hope High School  
Pleasant Hope, MO

**General Studies**

- GPA

**RASCHER, RYAN**14033 County Road 405  
Dexter, MO 63841[Engop8r@yahoo.com](mailto:Engop8r@yahoo.com)  
573.820.7652**WORK EXPERIENCE****Bolivar City Fire Department**

- 2016-Present
- Shift Supervisor: Responsible for the daily activities of a platoon.. Ensure departmental operational goals are met. Responsible for department improvement projects in the areas of operations, EMS, and training.

facilitating special operations/technical training, including rope, confined space, trench, structural, and swiftwater rescue. Also responsible for delivering initial and ongoing hazardous materials training to public safety professionals and industrial clients.

**Neosho Fire Department**

- 2016-2016
- Battalion Chief of Training: Responsible for developing, facilitating, and implementing company and departmental level training. Updated/developed Standard Operating Guidelines to reflect current best practices. Interact as a liaison between NFD and surrounding public safety agencies. Currently expanding EMS response services from First Responder to EMT and Paramedic level.

**Cape Girardeau Fire Department**

- 2007– 2015
- Master Firefighter and Critical Care Paramedic: Respond to fire and EMS calls within the city. Tasked with prevention and training activities. Member of EMS and Public Education Committees. Member of Technical Rescue Team. Participate in public education programs for both fire prevention and CPR/First Aid.

**University of Missouri Fire & Rescue Training Institute**

- 2015– Present
- Special Ops Coordinator - Adjunct Faculty: Responsible for developing, coordinating, and

**National Fire Academy**

- 2014– Present
- Contract Instructor: Facilitate courses within the EMS and Responder Health & Safety curriculum as both an instructor and an exercise controller.

**PROFESSIONAL CERTIFICATIONS**

2015- Incident Safety Officer\*  
 2014– MO Fire Marshal's Office  
 Lead Evaluator  
 2014–Certified Flight Paramedic  
 (BCCTPC)  
 2013–AHA ACLS Instructor  
 2013– MO Driver/Operator  
 2012– MO Fire Officer I\*  
 2011–Swiftwater Rescue  
 Technician  
 2011– MO Fire Inspector\*  
 2010–Confined Space Rescue  
 Technician

2010–Trench Rescue Technician  
 2010–Rope Rescue Technician  
 2009–Structural Collapse  
 Technician  
 2009– MO Fire Instructor II\*  
 2009– MO Fire Investigator\*  
 2008– MO Fire Instructor I\*  
 2008–UMBC Critical Care  
 Paramedic  
 2007–Introduction to Technical  
 Rescue  
 2004– National Registry EMT -  
 Paramedic

2004–DARE Instructor  
 2002–EMS Instructor (TRCC)  
 2002– Hazardous Materials  
 Technician  
 2002–AHA BLS Instructor  
 2001– MO Class B Law  
 Enforcement  
 2001– MO Firefighter I & II\*  
 1998– MO EMT - Basic  
 \*denotes IFSAC Accreditation

**EDUCATION**

Managing Officer - National Fire Academy, 2016  
 Bachelors of Science, Fire Science - Columbia Southern  
 University, Orange Beach, AL; 2013  
 Associates of Arts, General Studies - Three Rivers  
 Community College, Poplar Bluff, MO; 2002

**National Fire Academy Courses Attended:**

- 2015 – 21<sup>st</sup> Century Fire and EMS Training  
 Officer
- 2015 – Command & Control of Incident  
 Operations

- 2014 – Special Operations Program Management
- 2013 – Safety Program Management
- 2013 – Hot Topics: Emergency Medical  
 Research
- 2012 – EMS Incident Operations
- 2011 – Leadership Strategies for Community  
 Risk Reduction
- 2010 – Fire Service Course Design
- 2009 – EMS for Special Operations
- 2008 – ALS for Hazardous Material Incidents

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**SCOTT, LUCAS**

From 2016 EMS Instructor Course Application:

*My name is Lucas Scott. I have been in public service for 16 years, starting as a volunteer firefighter and enjoying all the experiences from there to admin and education. I became a Fire service instructor roughly 10 years ago as a prerequisite to other goals I had in mind. As I advanced through the fire service it became necessary to teach younger firefighters along the way and much to my surprise, I enjoyed it. Teaching daily training activities was a requirement and was the motivation to accept larger educational tasks such as assisting in courses such as EMT-B, First Responder, and eventually Lead instructor for Firefighter 1&2.*

9/4/16 - EMS Instructor Course

**SHAW, GARY**

From 2016 EMS Instructor Course Application:

*My name is Gary Shaw. I have taught Firefighter 1 and 2, Hazardous Materials for First Responders, Fire Service Instructor 1, Fire Officer 1, and assisted with instructing Medical First Responder and EMT.*

9/4/16 - EMS Instructor Course

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**SHAW, TIMOTHY**

Timothy M. Shaw  
4926 S. 172 Road  
Bolivar, Mo. 65613  
(520) 403-3373

**QUALIFICATIONS:**

Serving in the Fire/EMS industry for 29 years as a Firefighter and Paramedic in Arizona and Missouri. Currently serving as a Paramedic for Citizen's Memorial Hospital Pre-Hospital Services in St. Clair County, and Fire/EMS for Emergency Medical Standby Services. Arizona service included Senior Firefighter and Acting Captain of the Drexel Heights Fire Department; active member of the Pima County Regional Hazardous Materials Teams, and the Technical Rescue Team. Served as a member in the following committees: Safety and Training, Apparatus and Equipment & Self Contained Breathing Apparatus; implemented safety, training and testing curriculums for Self-Contained Breathing Apparatus equipment. Missouri service includes providing Advanced Life Support to Southwest Missouri area, as well as providing in-house continuing education training topics. Provides Fire and EMS services for Lucas Oil Speedway.

**EMPLOYMENT:**

**2014-Current, Citizens Memorial Hospital, Bolivar, MO**

Provide advanced life support services to St. Clair County; transport patients and transfer care to higher level of emergency medicine. Daily duties include vehicle operational checks, inventory and reorder of medications and supplies; oversee base station maintenance. Field Training Officer for new hires and new transfers to Pre-Hospital Services. Assistant instructor for Hazardous Materials training for Pre-Hospital Services personnel. Served as instructor for Professional Police Consultants and Trainers, LLC S.W.A.T. School trauma training for law enforcement.

**2014-2015, Firefighter/Paramedic – Bolivar Fire Department, Bolivar, MO**

Responded to various types of emergency and non-emergency incidents including fire, medical and special rescue operations; provided advanced life support to victims.

**2001-2013, Sr. Firefighter/Paramedic - Drexel Heights Fire District, Tucson, AZ**

Duties include the following, but are not limited: Response to various types of fire, medical and rescue emergencies including rendering advanced life support to victims; served as acting captain at various stations within district; provided non-emergent assistance to law enforcement, residents and business owners; completed daily operational maintenance of emergency vehicles and equipment; Firefighter I & II certification training academy coordinator; served as a Training Specialist for one year in the Training Division, and emergency vehicle driving instructor.

**1999-2001, Firefighter/Paramedic - Tucson Estates Fire District, Tucson, AZ**

Responded to various types of emergency and non-emergency incidents including fire, medical and special rescue operations; provided advanced life support to victims. Tucson Estates and Drexel Heights Fire Department merged in 2001.

**1997-1999, Firefighter/Paramedic - Northwest Fire/Rescue District, Tucson, AZ**

Responded to various types of emergency and non-emergency incidents including fire, medical and special rescue operations; provided advanced life support to victims.

**1990-1998, Captain/Paramedic - Rincon Valley Fire District, Tucson, AZ**

Responsible for overseeing a three person crew during emergency response to fires, medical emergencies and special rescue operations and daily operations. I was also the district Fire Marshal, Safety officer and Training officer for three Firefighter I & II training academies.

**1989-1991, Firefighter/EMT - Mount Lemmon Fire District, Tucson, AZ**

Responded to fires, medical emergencies, rope rescues and special rescue operations in and out of the fire district boundaries in the Santa Catalina Mountain Range.

**1988-1989, Firefighter/EMT - Corona De Tucson Fire Depart, Tucson, AZ**

Responded to fires, medical emergencies and special rescue operations in and out of the fire district boundaries; responsible for vehicle operational checks and routine maintenance.

**EDUCATION:**

1984-1987 General Education, Santa Rita High School – Tucson, AZ.

1988-Present General Courses - Fire Science degree, Pima Community College – Tucson, AZ

Continuing Education includes ACLS Provider, BLS Provider, ITLS Advanced Provider Course, PALS Provider, Neo-Natal Resuscitation Program Provider

**CERTIFICATIONS:****Arizona State Fire Marshal Office:**

Fire Inspector I

Firefighter I & II Instructor Evaluator

Rope Rescue I, II & III

Trench Rescue

Confined Space Rescue

Fire Ground Tactics and Procedures

Fire Ground Operations Company Officer

Leadership I, II & III

Fire Instructor I

**Division of Emergency Management**

Hazardous Materials First On Scene

Hazardous Materials First Responder Operations (40 hour)

Hazardous Materials Technician (160 hour)

**National Fire Academy**

Instructor Methodology

Hazardous Materials – Rail

**Miscellaneous Certifications:**

VFIS Instructor course: Highway Safety for Emergency Services Personnel, Emergency Vehicle Response Safety, Emergency Driver Training Program

National Safety Council Emergency Vehicle Operator – Fire

NWCG I-100 & I-200 Basic Incident Command, Basic Wildland Firefighter

Pima County Emergency Services – Managing the Hazardous Materials Emergency

Technical Services Group Health/Safety – Air Pack Service and Overhaul Technician

Public Safety Consultants: Practical and Effective Firehouse Leadership

Scott: Self Contained Breathing Apparatus Technician



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**SLOAN, DAWN**

5580 South 1875th Road  
Humansville, Missouri 65674  
417.860.7463  
nymoemt@gmail.com  
dawn.sloan@citizensmemorial.com

**SUMMARY**

I have pursued my passion in Emergency Medicine for 18 years, and this upcoming spring I plan to continue my own education by attending the Paramedic Program hosted by CMH. Throughout that time I have discovered a love of education, which I intend to develop my skills as an educator and look forward to passing the love of this field on to future Emergency personnel.

**SKILLS**

- |                            |                         |                               |
|----------------------------|-------------------------|-------------------------------|
| • EMS Instructor           | • Patient Assessment    | • Multitasking                |
|                            | • Situational Awareness | • Scene Control               |
| • Experienced and licensed | • Labor and Delivery    | • Maintain composure          |
| Driver                     | • Critical Thinking     | during high stress situations |

**EXPERIENCE**

10/2015

**EMT-B, FTO, EMS Instructor**

Citizens Memorial Hospital – Bolivar, Mo

10/2005 to 3/2009

**EMT-B, FTO**

Cox Medical Center – Springfield, Mo

01/2004 to 02/2005

**EMT-B**

Transcare Ambulance Service – Brooklyn, NY

08/2001 to 01/2005

**EMT-B**

Nyack Community Ambulance – Nyack, NY

05/2000 to 02/2005

**EMT-B, Secretary**

Ardsley-Secor Volunteer Ambulance Corp – Ardsley, NY

**EDUCATION AND TRAINING**

1996 High School Diploma

Humansville R-IV – Humansville, Mo

1999 EMT-Basic Certification

Asnattuck Community College—Einfield, CT

2005 Associates of Applied Science

Ozarks Technical Community College

**ACTIVITIES AND HONORS**

Volunteer for Susan G Komen Race for a Cure 2010-2016

Member of St Catherine of Sienna Catholic Church in Humansville, Mo

EMT of the Year 2004 ASVAC

**SMILEY, JENNIFER**

From 2016 EMS Instructor Course Application:

*My name is Jennifer Smiley, I started my EMS journey here at CMH in 2006 as an EMT student; and despite having completed both a BS and an MS since that time, I still find myself unable to imagine doing anything else. I am also a crazy Great Dane lady.*

*My experience as an educator is multifaceted and I have experience preparing and presenting both formal and informal lectures. Throughout the course of my graduate education I have had the opportunity to teach a number of undergraduate courses, as well as to prepare and present scientific lectures to peers. I have also worked as an educator for the US Army Corps of Engineers and the New Mexico State Parks Department, and presented a variety of classes during my tenure with those organizations. The bulk of my vocational experience has, however, been in healthcare (ER, Anesthesia, and EMS predominantly) and I am looking forward to learning to provide formal education to healthcare providers.*

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**SMITH, JOHN**

1471 E 455<sup>th</sup> Rd  
Bolivar, MO 65613  
417.298.8577  
[oldfartmaker@yahoo.com](mailto:oldfartmaker@yahoo.com)

**OBJECTIVE**

Field Training Officer

**WORK HISTORY**

**Citizens Memorial Hospital, Bolivar, MO, 417.326.6000**

12/2015-Current  
EMT Basic

**Parks Department, Bolivar, MO, 417.326.5572**

2/2016-9/26/16  
Responsible for mowing, weed eating, and cleaning city properties under parks department.  
Reason for leaving - difference of opinion.

**Firefighter, Bolivar, MO, 417.326.2489**

3/2014-2/2016  
Responsible for B-shift, running fire calls, medical calls, education presentations, and public service.  
Reason for leaving - retirement from fire service.

**Parts Specialist, O'Reilly Auto Parts, Bolivar, MO, 417.326.2468**

4/2007-2/2016  
Responsible for cash drawer, customer service, stock parts, and deliver parts to customers.  
Reason for leaving - Hours didn't coordinate with full-time job.

**Mill Operator/Warehouse, Farmers Market of Bolivar, Bolivar, MO, 417.326.2434**

1/1997-1/2007  
Responsible for grinding and mixing feed, repair equipment, assist in maintaining feed trucks, customer service, order product, inventory control, etc.  
Reason for leaving - Exposed to mold in feed dust, doctor's orders.

**Warehouse, Race Bros. Farm Supply, Springfield, MO 417.881.2701**

3/1976-3/1994  
Responsible for sanitation, production work, line operator, forklift driver, and inventory control

**EDUCATION**

High School Diploma, Marion C. Early Schools, Morrisville, MO  
EMT Basic License, Lifestar, Bolivar, MO  
Firefighter 1 & 2, Hazmat Awareness and Operations

**SMITH, MOLLY**

Phone: 479-366-4160

Email: [MedicDiveInstructor@gmail.com](mailto:MedicDiveInstructor@gmail.com)

License: Missouri Paramedic (P-19371)

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**SWEANEY, STEVEN**

From 2016 EMS Instructor Course Instructor Biography:

*My name is Steve Sweaney. I started my Fire/EMS career at the age of 16 as a cadet ff. For the last 15 years I have worked for the Springfield Fire Dept. and am currently a training captain. I have taught anything from CPR to FF 1&2 classes. My job role now is EMS education for current employees and EMT school beginning this fall for new hire employees.*

9/4/16 - EMS Instructor Course

**TAYLOR, JANET**

Janet L Taylor, RN, CEN, NREMT-B  
4551 SE Hwy 13  
Collins, MO 64738  
Janettaylor6@icloud.com  
www.emsteacher.com  
417-327-6890

**EDUCATION**

Stockton Missouri High School May 1991  
Southwest Baptist University May 1998 – Associate of Science in Nursing  
Western Governors University May 2013 – Bachelors Degree in Science and Nursing

**CURRENT POSITION**

Full Time Flight Nurse 2004 – Present. Janet works with all levels of EMS in Critical Care transport from all types of scenes in addition to inter-facility transports.  
Owner of www.emsteacher.com and part time EMS Conference speaker

**CERTIFICATIONS**

Advanced Cardiac Life Support  
Pediatric Advanced Life Support Instructor  
Neonatal Advanced Life Support  
Hazardous Material- Awareness Level  
Advanced Burn Life Support  
Flight Nurse Advanced Trauma Core Course  
ITLS Instructor and Site Coordinator for local hospital.  
Certified Emergency Nurse – 2003 – present  
CCEMT-P 2008 – present  
Certified National Association of Emergency Medical Services Instructor-Level I  
NREMT-B April 2010- present

**WORK EXPERIENCE**

Citizens Memorial Hospital 1998- 2005 Areas worked: ER, L&D, ICU, Psychiatric and Outpatient.  
Citizens Memorial Hospital 2010-present. Part time consultant for Education Department.  
St. John's Life Line 2004 – present Flight Nurse  
St. Johns EMS Education January 2008 – present Part time instructor.

**PROFESSIONAL DEVELOPMENT**

St. John's Life Line Flight Crew Member of the Year 2009  
Education Coordinator for St. Johns Life Line 3 2010-2011  
Guest Speaker for University of Maryland at Baltimore County Paramedic Program 2012-present  
Editorial Board Member and contributing author of Missouri EMS Connection Magazine 2014-present  
Module Writer for Code3CME

**RECENT SEMINAR PRESENTATIONS**

New Mexico Region 3 EMS Conference – April 2015  
Public Health Expo – Charleston, WV 2015  
CCEMT-P Course (portion of it including cadaver lab) Baltimore, MD July 2015  
Tennessee EMS Conference July 2015  
Massachusetts EMS Conference Oct. 2015  
AMTC Conference - October 2015  
EMS Trendsetters Conference - November 2015  
ITLS Conference - November 2015.  
West Virginia Trauma Symposium – February 2016  
South Carolina EMS Conference – February 2016

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**TAYLOR, LYMAN**

Graduated from golden city high school in 1997  
Went to EMT school at Lamar VoTech 2000  
Golden City Ambulance 2001 to 2007  
Director of Golden City Ambulance from 2003 to 2007  
Barton County Ambulance District 2003 to 2015  
AHA Instructor BLS, Heart Saver, First Aid 2005 to 2016

**TAYLOR, NEALON (NEAL)**Email: [neal.taylor@citizensmemorial.com](mailto:neal.taylor@citizensmemorial.com)

Address: 1223 W Pine, Bolivar, MO 65613

Phone: 417-298-0410

**EDUCATION**

A.A.S in Emergency Medical Technology Southwest Baptist University Bolivar, Mo.  
Management of Emergency Medical Services, National Fire Academy

**EXPERIENCE**

2011 to Present Citizens Memorial Hospital Bolivar, Mo

- Director of Pre-Hospital Services
- Emergency Management Coordinator

2004 to 2011 St. John's Life Line Springfield, Mo

- Flight Paramedic
- Member Safety Committee and Base Safety Officer
- Taught Landing Zone Classes

1986 to 2004 Citizens Memorial Hospital Bolivar, Mo

- EMT and EMT-P
- Director of Safety and Security
- Director of Pre-Hospital Services
- Emergency Management Director

**INSTRUCTIONAL EXPERIENCE**

EMS Instructor

Specialist Instructor Training Missouri Department of Public Safety

Past Instructor ACLS, BTLs, and CPR



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**WEAVER, AARON**

Current Missouri Paramedic.

In EMS for 28 years.

First Responder at age 14.

EMT at age 18.

Paramedic at age 24.

Guest instructor for First Responder and EMT courses including practical evolution practice and testing. Previous AHA ACLS and PALS Instructor. Current Field Training Officer at CMH and previous Field Training Officer at Cox Paramedics.

**WHALEN, FREYA**

From 2016 EMS Instructor Course Application:

*Good morning! I am still a student as well as an instructor as I totally submitted this in the wrong place the other day. My name is Freya Whalen, I work full time with a hospital based EMS service, volunteer as a medical officer for a local fire department and am a full time student.*

*As far as instructor experience, I have moved from one field to another in instructing. Years ago I was an instructor for dance, martial arts, kickboxing, among other fitness related classes, which were primarily hands on, get up and move, instruction. The last several years I have moved into the fire/ems/public safety aspect of things for instruction. I work full time with a hospital based ems service and volunteer as a medical officer for a local fire department. I have teaching certifications for the fire service, AHA cpr, traffic safety as well as defensive tactics for ems/fire.*

9/4/16 - EMS Instructor Course

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**WREN, TERRI**

From 2016 EMS Instructor Course Application:

*Hello everyone, I am Terri Wren. I have 15 years in ems with the last 3 as a paramedic. I have taught several courses including CPR, life guarding course, water safety and work place safety course.*

9/4/16 - EMS Instructor Course

**YOUNG, RICHARD****NAME**

Richard Morgan Young, AS, EMT-P

**EMAIL**

[morgan.young@citizensmemorial.com](mailto:morgan.young@citizensmemorial.com)

**ADDRESS**

P.O. Box 375  
Stockton, MO 65785

**PHONE**

417-501-6285

**EDUCATION**

Graduated in 2017 with a Bachelor's Degree of Science in Crisis and Disaster Management with a Minor in Psychology and a certificate in Emergency Management from University of Central Missouri.

Graduated in 2008 with Associates of Applied Science in Emergency Medical Technology from Ozarks Technical Community College.

Graduated in 1998 with a Paramedic Certificate from St. John's EMS Education Program, Springfield, MO.

Graduated in 1994 from USMC Field Medical Services School at Camp Lejeune, NC

Graduated in 1994 from Naval Hospital Corps School, Great Lakes, IL.

**RELEVANT EXPERIENCE**

EMS Special Operations Coordinator at Citizens Memorial Healthcare February 2014 - Present

Employed as a Paramedic in September 2001, my position has grown to encompass other responsibilities. I provide leadership in the EMS system by teaching every aspect of my profession to others from the emergency medical responder level to healthcare executives. I teach students in the field and the classroom. In the trauma prevention area, I teach at a youth traffic offender program. I supervise other ambulance crews in the absence of the EMS Director and EMS Operations Managers. I plan and conduct an exercise and evaluation program. I function as the EMS representative/liaison officer to four counties in southwest Missouri. I provide Information Technology support to over 80 EMT's and Paramedics using electronic patient care reporting software. I also provide information technology support to over 20 hospital executives using Incident Command Software for healthcare based emergency operations. I instruct those 20 people in Emergency Operations Center operations. I manage the patient decontamination program at CMH. I ensure that over 200 employees remain certified to the hazmat operations for healthcare level, as well as over 500 to the hazmat awareness for healthcare level. I work with other Emergency Preparedness Coordinators both within the CMH system as well as at the county, regional and state levels. I am listed as a contributor to Healthcare Coalitions- an Emergency Preparedness Framework for non-urban regions that were published by the Missouri Hospital Association.

As an Instructor and Coordinator detailed to the Education Services department at Citizens Memorial Healthcare

- Field Training Officer orientating new employees, job shadow, and VIP personnel to the service along with supervising EMR, EMT and Paramedic Students in the field.
- International Trauma Life Support Affiliate Faculty, Instructor, and Provider in Adult and Pediatric courses. Instructor of ITLS Access
- Advanced Cardiac Life Support Instructor
- Pediatric Advanced Life Support Instructor
- CPR Instructor
- Emergency Medical Responder Instructor
- Organized Annual EMS Competencies 2006 -2011
- An original member of the Youth Traffic Offenders Program at CMH, involved in the original design of the program then conduct the lecture that pertains to the what happens to a critically injured patient in the pre-hospital environment, up to including transport to a level 3 trauma center.
- Conducted Hazmat/Burns Competencies 2015

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*NAVY HOSPITAL CORPSMAN AT FOURTH TRUCK COMPANY HEADQUARTERS BATTALION, FIRST MARINE DIVISION JUNE 2004 – MAY 2005*

Navy Reservist mobilized in support of Operation Iraqi Freedom and attached to a Marine Corps Motor Transport Unit of 110 Marines & 4 Sailors

- performed medical services for personnel in field units in a combat environment
- provided technical and administrative assistance to support the mission and function of a Marine Corps field unit
- maintained organizational level medical supplies
- assisted in the procurement and distribution of supplies and equipment for field use
- maintained field treatment facilities
- rendered first aid and emergency medical treatment to unit personnel in a combat environment
- coordinated and performed medical evacuation procedures
- ensure observance of field sanitary measures and preventive medicine measures
- Conducted first aid and health education programs.
- Supervised three field Medics in the performance of their duties.

*NAVY FIELD CORPSMAN AT FLEET HOSPITAL FIVE SEPTEMBER 2001 – JUNE 2004*

- performed basic and advanced nursing care
- performed basic emergency and CPR procedures
- took and recorded vital signs; I collected specimens
- performed phlebotomy and IV insertion
- administered medications
- maintained medical department equipment and spaces in a clean and sanitary condition
- perform routine clerical duties.

Fleet Hospitals are a 500-bed mobile field hospital. This hospital contains four (4) operating suites, with all ancillary services to support them.

*PARAMEDIC AT ST. JOHN'S REGIONAL HEALTH CENTER SEPTEMBER 1997 - FEBRUARY 2002*

- performed ALS level care in the field, and en route to Hospitals.

*FIELD MEDIC AT US NAVY APRIL 1994 - JULY 1997 (2 YEARS FOUR MONTHS)*

- performed medical services for personnel in field units
- provided technical and administrative assistance to support the mission and function of the Marine Corps field unit
- maintained organizational level medical supplies
- assisted in the procurement and distribution of supplies and equipment for field use
- maintained field treatment facilities
- rendered first aid and emergency medical treatment to unit personnel
- coordinated and performed medical evacuation procedures
- ensured observance of field sanitary measures and preventive measures
- conducted first aid and health education programs
- supervised two junior field medics in the performance of these duties.

*CERTIFICATION AND CORRESPONDANCE COURSES, FIRST YEAR ATTENDED*

ITLS-International Trauma Life Support Provider, 1997	Prehospital Trauma Life Support Provider and Instructor, 2002
Emergency Medical Dispatcher, 1998	Pediatric Education for Prehospital Professionals, 2004
Advanced Cardiac Life Support, 1998	Radiological Emergency Management, 2005
Pediatric Advanced Life Support, 1998	Advanced Cardiac Life Support Instructor Course, 2006
Pediatric Trauma Life Support, 1998	Introduction to Incident Management NIMS 700, 2006
BTLS Access Course, 1998	Canine Emergency Medical Care, 2006
Hazmat Awareness 1999	Introduction to the Incident Command System, NIMS 100, 2006
Neonatal Resuscitation Provider, 1999	Basic Incident Command System, ICS-200, 2006
CPR Instructor, 1999	Specialist Instructor of Peace officer standards training, 2007
Advanced Burn Life Support, 2000	National Response Plan, IS-800.a, 2007
Field Training Officer, (St. John's EMS), 2000	Pediatric Advanced Life Support Instructor Course, 2007
Auto Rescue/Extrication Technician, 2001	Basic Disaster Life Support, 2008
Critical Care Emergency Medical Transport Program, 2001	ICS 100-HC Intro to ICS for Healthcare, 2008
Hazmat Operations, 2002	

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*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

Emergency Medical Services Instructor/Coordinator Course, 2008  
 Intermediate Incident Command System, IS-300, 2008  
 Advanced Incident Command System, IS-400, 2008  
 Swift-water Rescue Awareness, 2008  
 Hazmat for Healthcare First Responder/First Receiver Awareness and Operations, 2009  
 Hazmat for Healthcare Incident Commander, 2009  
 Hazmat for Healthcare First Responder/First Receiver Awareness and Operations Train the Trainer, 2009  
 Advanced Hazmat Life Support Provider, 2009  
 Advanced Hazmat Life Support Instructor, 2009  
 NIMS Multiagency Coordination System IS-701.a, 2010  
 Emergency Support Function #2 Communications IS-802, 2010  
 Mass Fatalities Incident Response, 2010  
 EOC Management And Operations, 2010  
 Fundamentals of Emergency Management, IS-230.a, 2011  
 Introduction to Exercises, IS-120.a, 2012  
 Exercise Design, IS 139, 2012  
 Homeland Security Exercise and Evaluation Program, 2012  
 Disaster Preparedness for Hospitals and Healthcare Organizations, 2012  
 Field Training Officer (CMH), 2012  
 Emergency Support Function (ESF) #8 Public Health and Medical Services, IS-00808, 2012  
 Active Shooter: What you can do, IS-907, 2013  
 ITLS 7th edition Instructor update, 2013  
 Introduction to Technical Rescue, 2013  
 Advanced Disaster Life Support Provider, 2013  
 Trench Rescue Operations Course, 2013  
 Field Training Officer (CMH), 2013  
 Field Training Officer (CMH), 2014  
 Social Media in Emergency Management, IS-00042, 2014

Basic Workplace Security Awareness, IS-906, 2014  
 Effective Communication, IS-242.b, 2015  
 Orientation to the position of Emergency Manager, IS-01, 2015  
 Fundamentals of Emergency Management, IS-230.d, 2015  
 Emergency Planning, IS-235.b, 2015  
 Developing and Managing Volunteers, IS-244.b, 2015  
 Leadership and Influence, IS-00240.b, 2015  
 Decision Making and Problem Solving, IS-241.b, 2015  
 Forms used for the Development of the Incident Action Plan, IS-201, 2015  
 NIMS Resource Management, IS-703.a, 2015  
 Applications of GIS for Emergency Management, IS-922, 2015  
 Integrated Public Alert and Warning System (IPAWS), IS-247.a, 2015  
 Public Information Officer Awareness, IS-029, 2015  
 Basic Public Information Officer Training, 2015  
 Field Training Officer (CMH), 2015  
 NIMS Resource Management, IS-00703.a, 2015  
 Special Events Contingency Planning for Public Safety Agencies, IS-015.b, 2015  
 ITLS 8th edition Instructor update, 2016  
 Traffic Incident Management Responder Course, 2016  
 Resilient Accord – Exercising Continuity Plans for Cyber Incidents, IS-523, 2016  
 Advanced Stroke Life Support Provider Course, 2016  
 Management of Emergency Medical Services at National Fire Academy, R0150, 2016  
 CERT Supplemental Training: The Incident Command System, IS-315, 2016  
 Escaping Violent Encounters, DT4EMS, 2017  
 Suspicious Activity Reporting for Fire and EMS, 2017

### ACHIEVEMENTS

Awarded Navy Achievement Medal, 1996  
 Licenses as Paramedic in the State of Missouri, 1998  
 Awarded Fleet Marine Forces Warfare Specialist 2004  
 FEMA Professional Development Series Certificate of Achievement, 2015  
 Missouri Information Analysis Center Intelligence Liaison Officer, 2015

### OUTSIDE INTERESTS

Recreational Scuba Diving, salvage, and recovery of lost items.  
 Recreational Boating  
 Amateur radio operations  
 Alternative power generation

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**ZACHER, ALICIA**

From 2016 EMS Instructor Course Application:

*My name is Alicia Zacher and I am an ER RN and a Paramedic for MU Healthcare in Columbia, MO. I started my education career in high school as an American Red Cross HIV/AIDS and STD Educator. I continued by hosted various tutoring classes while in college. For a very scary two years of my life, I was an Infant/Toddler teacher at a local daycare. When I was comfortable in EMS, I began assisting with various renewal courses, continuing education classes, and have educated multiple EMT/Paramedic/Nursing student and orientees.*

9/4/16 - EMS Instructor Course

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## **Section 1.900 EMS Education Advisory Board**

### **1.900.33 - Advisory Board Standard Meeting Agenda**

The advisory board usually meets once per semester (three times per year) at 7 A.M. at CMH EMS Headquarters.

- Welcoming comments by Program Director.
- Previous year's accomplishments.
  - Presentation of graphs.
  - Community / first responder education overview.
  - CMH EMS employee education overview.
  - EMT Academy overview.
  - Paramedic Academy overview.
  - New training equipment.
- Projected accomplishments for next year.
  - Community / first responder education.
  - CMH EMS employee education.
  - EMT Academy.
  - Paramedic Academy.
- Open discussion and questions from the board.



## 1.900.66 - Advisory Board Members

Category	Title	Name	Email
EMS Employers	CMH EMS Director	Neal Taylor	<a href="mailto:neal.taylor@citizensmemorial.com">neal.taylor@citizensmemorial.com</a> ;
EMS Student - Current	Boone County Paramedic Student	Kellie Burns	<a href="mailto:kellie.burns@citizensmemorial.com">kellie.burns@citizensmemorial.com</a> ;
EMS Student - Past	Mercy Paramedic Graduate	Brice Flynn	<a href="mailto:brice.flynn@citizensmemorial.com">brice.flynn@citizensmemorial.com</a> ;
	OTC Paramedic Graduate	Cody Liccardi	<a href="mailto:cody.liccardi@citizensmemorial.com">cody.liccardi@citizensmemorial.com</a> ;
Faculty	Program Director	Theron Becker	<a href="mailto:theron.becker@citizensmemorial.com">theron.becker@citizensmemorial.com</a> ;
Governmental Officials	EMA Director	Robert Dickson	<a href="mailto:emadirector@polkcountymo.org">emadirector@polkcountymo.org</a> ;
Hospital Administration	CMH Chief Nursing Officer	Sarah Hanak	<a href="mailto:sarah.hanak@citizensmemorial.com">sarah.hanak@citizensmemorial.com</a> ;
	CMH ER Director	Jaime Sprague	<a href="mailto:jaime.sprague@citizensmemorial.com">jaime.sprague@citizensmemorial.com</a> ;
	CMH Trauma Coordinator	Alicia Zacher	<a href="mailto:alicia.zacher@citizensmemorial.com">alicia.zacher@citizensmemorial.com</a> ;
Physicians	CMH Medical Director	Dr. Megan Carter	<a href="mailto:megan.carter@citizensmemorial.com">megan.carter@citizensmemorial.com</a> ;
Police and Fire Services	BCFD Chief	Jim Ludden	<a href="mailto:jludden@bolivar.mo.us">jludden@bolivar.mo.us</a> ;
Public		Kermit Hargis	<a href="mailto:pocoe@windstream.net">pocoe@windstream.net</a> ;
Sponsor Administration	BTC President	Charlotte Gray	<a href="mailto:cgray@texascountytech.edu">cgray@texascountytech.edu</a> ;
	SBU Provost	Dr. Lee Skinkle	<a href="mailto:lskinkle@sbuniv.edu">lskinkle@sbuniv.edu</a> ;

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## Part 2 - Physical Facilities

### **Section 2.330 - Classroom Descriptions**

#### **2.330.20 - CMH EMS Classrooms Description - 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.

#### **2.330.40 - CMH EMS Classroom Description - 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.

#### **2.330.60 - CMH Community Rooms Description - 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.

#### **2.330.80 - Bolivar Technical College (BTC) Description**

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 (BCFD) (classroom for approximately 30) for the use of their facilities.

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## **Section 2.660 - Available Equipment and Supplies**

### **2.660.20 - Equipment Purpose**

To provide a variety of equipment and supplies to prepare students for clinical and field internship experiences and to support student learning and faculty instruction.

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

## 2.660.40 - Equipment Dedicated to EMS Education Department

The following resources are available to all CMH employees, students of CMH EMS programs, and emergency responders within CMH's service area.

### **SIMULATION AMBULANCE**

A fully-functional retired ambulance has been converted for use by the EMS Education Department. The ambulance is equipped with wireless audio and video feeds to allow instructors to observe students without distraction. Expired and replacement equipment and supplies from the EMS service keeps this training ambulance fully stocked for students to simulate any type of medical or trauma emergency.



### **MID-FIDELITY MANIKIN**

A Laerdal Nursing Anne manikin is dedicated to the EMS Education Department for scenario-based training. This manikin features the ability to place an advanced or emergency airway, start IVs and IOs, and may be configured in either gender.

This manikin has been upgraded with the SimPad Plus device to remotely control and simulate patient scenarios. From a wireless position, an instructor can control vitals, activate speech interactions, and recording of the simulation for playback or saving.



### **TRAINING LIBRARY**

A library of more than 700 reference books are available to all students. The majority of these books are EMS-oriented, but several fire service, law enforcement, management, and general healthcare topics are included.

The library can be browsed and materials checked out by visiting [https://www.librarycat.org/lib/cmh\\_ems](https://www.librarycat.org/lib/cmh_ems)



### **OTHER EQUIPMENT**

- Projectors, Data (2)
- Numerous expired and otherwise out of service equipment and supplies

### **Android tablet devices for students (12)**

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### **2.660.60 - 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

### **2.660.80 - Equipment Available (Not Dedicated to Training)**

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

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## 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.

#### **3.330.16 - Written and Electronic Tests (Cognitive Assessments)**

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. Annually, testing instruments will be evaluated for poorly written questions. Each question is given a difficulty score (percentage of correct answers). The ideal difficulty score for a four-response multiple-choice question is 74. Difficulty scores significantly higher than 74 will be assessed to make them more difficult. Difficulty scores significantly lower than 74 will be assessed to make them easier.

#### **3.330.32 - Practical Tests (Psychomotor Assessments)**

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.

#### **3.330.24 - Behavioral Tests (Affective Assessments)**

Professional behavior evaluations will be developed by the program director to evaluate the student's conduct and motivations in both the classroom and during clinicals. These evaluations may be imbedded in other assessment tools or stand-alone instruments.

Refer to 3.330.83 - Student Behavior Evaluation Form (page 167).

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### **3.330.48 - Clinical Evaluations**

Students performing clinical rotations will be evaluated using an online form. Students will not receive credit for attending clinicals until the evaluation by their preceptor is completed. Students must present their preceptor a link to the evaluation form (cards below). A copy of the most recent form is attached on subsequent pages as well.

Refer to 3.330.80 - Clinical Student Evaluation Form (page 161).

Refer to 3.330.86 - Paramedic Clinical Student Team Lead Evaluation Form (page 169).

Refer to 3.330.92 - Paramedic Clinical Student Mentor Final Approval Form (page 171).

**3.330.64 - EMR Student Clinical Evaluation Cards**

<p>Thank you for being a preceptor for a CMH EMR clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p> <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>	<p>EMR students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Basic assessments and vitals</li> <li>• Pharyngeal airways</li> <li>• BVM</li> <li>• Upper airway suction</li> <li>• Oxygen administration</li> <li>• Manual fracture stabilization and SMR</li> <li>• Bleeding control</li> </ul>
<p>Thank you for being a preceptor for a CMH EMR clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p> <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>	<p>EMR students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Basic assessments and vitals</li> <li>• Pharyngeal airways</li> <li>• BVM</li> <li>• Upper airway suction</li> <li>• Oxygen administration</li> <li>• Manual fracture stabilization and SMR</li> <li>• Bleeding control</li> </ul>






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**3.330.66 - EMD Student Clinical Evaluation Cards**

<p>Thank you for being a preceptor for a CMH EMD clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p> <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH EMD clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p> <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>
<p>Thank you for being a preceptor for a CMH EMD clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p> <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH EMD clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p> <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>




<p>EMD students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Observation only</li></ul>	<p>EMD students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Observation only</li></ul>
<p>EMD students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Observation only</li></ul>	<p>EMD students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Observation only</li></ul>

**3.330.68 - EMT Student Clinical Evaluation Cards**

<p>Thank you for being a preceptor for a CMH EMT clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH EMT clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>
<p>Thank you for being a preceptor for a CMH EMT clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH EMT clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>


<p>EMT students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Basic assessments and vitals</li><li>• 12-lead acquisition and transmission</li><li>• Pharyngeal and blind-insertion airways</li><li>• BVM</li><li>• Assist with CPAP/BiPAP</li><li>• Upper airway suction</li><li>• Blood glucose monitoring</li><li>• Oxygen, oral glucose, and aspirin administration</li><li>• Manual fracture stabilization and SMR</li><li>• Bleeding control</li></ul>	<p>EMT students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Basic assessments and vitals</li><li>• 12-lead acquisition and transmission</li><li>• Pharyngeal and blind-insertion airways</li><li>• BVM</li><li>• Assist with CPAP/BiPAP</li><li>• Upper airway suction</li><li>• Blood glucose monitoring</li><li>• Oxygen, oral glucose, and aspirin administration</li><li>• Manual fracture stabilization and SMR</li><li>• Bleeding control</li></ul>
<p>EMT students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Basic assessments and vitals</li><li>• 12-lead acquisition and transmission</li><li>• Pharyngeal and blind-insertion airways</li><li>• BVM</li><li>• Assist with CPAP/BiPAP</li><li>• Upper airway suction</li><li>• Blood glucose monitoring</li><li>• Oxygen, oral glucose, aspirin, and IN narcans administration</li><li>• Manual fracture stabilization and SMR</li><li>• Bleeding control</li></ul>	<p>EMT students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Basic assessments and vitals</li><li>• 12-lead acquisition and transmission</li><li>• Pharyngeal and blind-insertion airways</li><li>• BVM</li><li>• Assist with CPAP/BiPAP</li><li>• Upper airway suction</li><li>• Blood glucose monitoring</li><li>• Oxygen, oral glucose, aspirin, and IN narcans administration</li><li>• Manual fracture stabilization and SMR</li><li>• Bleeding control</li></ul>

**3.330.70 - AEMT Student Clinical Evaluation Cards**

<p>Thank you for being a preceptor for a CMH AEMT clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____ Clinical date: _____ Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH AEMT clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____ Clinical date: _____ Time in: _____ Time out: _____</p>
<p>Thank you for being a preceptor for a CMH AEMT clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____ Clinical date: _____ Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH AEMT clinical student.</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____ Clinical date: _____ Time in: _____ Time out: _____</p>

<p>AEMT students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Basic assessments</li><li>• 12-lead acquisition and transmission</li><li>• Pharyngeal and blind-insertion airways</li><li>• BVM</li><li>• Assist with CPAP/BiPAP</li><li>• Upper airway and tracheal suctioning</li><li>• Establish IV and IO access</li><li>• Blood glucose monitoring</li><li>• Oxygen, oral glucose, aspirin, sublingual nitro, IM epinephrine, glucagon, IV D-50-W, inhaled bronchodilator, and narcan administration</li><li>• Manual fracture stabilization and SMR</li><li>• Bleeding control</li></ul>	<p>AEMT students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Basic assessments</li><li>• 12-lead acquisition and transmission</li><li>• Pharyngeal and blind-insertion airways</li><li>• BVM</li><li>• Assist with CPAP/BiPAP</li><li>• Upper airway and tracheal suctioning</li><li>• Establish IV and IO access</li><li>• Blood glucose monitoring</li><li>• Oxygen, oral glucose, aspirin, sublingual nitro, IM epinephrine, glucagon, IV D-50-W, inhaled bronchodilator, and narcan administration</li><li>• Manual fracture stabilization and SMR</li><li>• Bleeding control</li></ul>
<p>AEMT students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Basic assessments</li><li>• 12-lead acquisition and transmission</li><li>• Pharyngeal and blind-insertion airways</li><li>• BVM</li><li>• Assist with CPAP/BiPAP</li><li>• Upper airway and tracheal suctioning</li><li>• Establish IV and IO access</li><li>• Blood glucose monitoring</li><li>• Oxygen, oral glucose, aspirin, sublingual nitro, IM epinephrine, glucagon, IV D-50-W, inhaled bronchodilator, and narcan administration</li><li>• Manual fracture stabilization and SMR</li><li>• Bleeding control</li></ul>	<p>AEMT students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"><li>• Basic assessments</li><li>• 12-lead acquisition and transmission</li><li>• Pharyngeal and blind-insertion airways</li><li>• BVM</li><li>• Assist with CPAP/BiPAP</li><li>• Upper airway and tracheal suctioning</li><li>• Establish IV and IO access</li><li>• Blood glucose monitoring</li><li>• Oxygen, oral glucose, aspirin, sublingual nitro, IM epinephrine, glucagon, IV D-50-W, inhaled bronchodilator, and narcan administration</li><li>• Manual fracture stabilization and SMR</li><li>• Bleeding control</li></ul>

**3.330.72 - First Semester Paramedic Clinical Evaluation Cards**

<p>Thank you for being a preceptor for a CMH paramedic clinical student (first semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH paramedic clinical student (first semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>
<p>Thank you for being a preceptor for a CMH paramedic clinical student (first semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH paramedic clinical student (first semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>



<p>First semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and transmission</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Upper airway and tracheal suctioning</li> <li>• CPAP and BiPAP</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> </ul>	<p>First semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and transmission</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Upper airway and tracheal suctioning</li> <li>• CPAP and BiPAP</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> </ul>
<p>First semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and transmission</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Upper airway and tracheal suctioning</li> <li>• CPAP and BiPAP</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> </ul>	<p>First semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and transmission</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Upper airway and tracheal suctioning</li> <li>• CPAP and BiPAP</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> </ul>

**3.330.74 - Second Semester Paramedic Clinical Evaluation Cards**

<p>Thank you for being a preceptor for a CMH paramedic clinical student (second semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH paramedic clinical student (second semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>
<p>Thank you for being a preceptor for a CMH paramedic clinical student (second semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH paramedic clinical student (second semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>

<p>Second semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and <b>interpretation</b></li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Upper airway and tracheal suctioning</li> <li>• CPAP and BiPAP</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> <li>• <b>Perform cardioversion, manual defibrillation, and transcutaneous pacing</b></li> <li>• <b>Manage adult cardiac arrests</b></li> <li>• <b>Manage the following TCD patients: STEMI, Stroke, or Sepsis</b></li> </ul>	<p>Second semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and <b>interpretation</b></li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Upper airway and tracheal suctioning</li> <li>• CPAP and BiPAP</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> <li>• <b>Perform cardioversion, manual defibrillation, and transcutaneous pacing</b></li> <li>• <b>Manage adult cardiac arrests</b></li> <li>• <b>Manage the following TCD patients: STEMI, Stroke, or Sepsis</b></li> </ul>
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**3.330.76 - Third Semester Paramedic Clinical Evaluation Cards**

<p>Thank you for being a preceptor for a CMH paramedic clinical student (third semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH paramedic clinical student (third semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>
<p>Thank you for being a preceptor for a CMH paramedic clinical student (third semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH paramedic clinical student (third semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____</p> <p>Clinical date: _____</p> <p>Time in: _____ Time out: _____</p>

<p>Third semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and interpretation</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• <b>Needle decompression</b></li> <li>• Upper airway and tracheal suctioning</li> <li>• CPAP and BiPAP</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> <li>• Perform cardioversion, manual defibrillation, and transcutaneous pacing</li> <li>• <b>Manage OB and gynecological emergencies</b></li> <li>• Manage adult <b>or</b> pediatric cardiac arrests</li> <li>• Manage the following TCD patients: <b>Trauma, STEMI, Stroke, or Sepsis</b></li> <li>• <b>Manage hazardous materials exposures and mass casualty incidents</b></li> </ul>	<p>Third semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and interpretation</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• <b>Needle decompression</b></li> <li>• Upper airway and tracheal suctioning</li> <li>• CPAP and BiPAP</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> <li>• Perform cardioversion, manual defibrillation, and transcutaneous pacing</li> <li>• <b>Manage OB and gynecological emergencies</b></li> <li>• Manage adult <b>or</b> pediatric cardiac arrests</li> <li>• Manage the following TCD patients: <b>Trauma, STEMI, Stroke, or Sepsis</b></li> <li>• <b>Manage hazardous materials exposures and mass casualty incidents</b></li> </ul>
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**3.330.78 - Fourth Semester Paramedic Clinical Evaluation Cards**

<p>Thank you for being a preceptor for a CMH paramedic clinical student (fourth semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH paramedic clinical student (fourth semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>
<p>Thank you for being a preceptor for a CMH paramedic clinical student (fourth semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>	<p>Thank you for being a preceptor for a CMH paramedic clinical student (fourth semester).</p> <p><b>For the student to get credit for completing this clinical, an evaluation must be completed by you.</b></p> <p>Please go to the following link and complete the short evaluation.</p>  <p><a href="http://ozarksems.com/eval-clinical.php">http://ozarksems.com/eval-clinical.php</a></p> <p>Student name: _____  Clinical date: _____  Time in: _____ Time out: _____</p>

<p>Fourth semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and interpretation</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Needle decompression</li> <li>• Upper airway and tracheal suctioning</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> <li>• Perform cardioversion, manual defibrillation, and transcutaneous pacing.</li> <li>• Manage OB and gynecological emergencies</li> <li>• Manage adult or pediatric cardiac arrests</li> <li>• Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis</li> <li>• Manage hazardous materials exposures and mass casualty incidents</li> <li>• <b>Manage any medical emergency condition, patient, or scene as the team leader</b></li> </ul>	<p>Fourth semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and interpretation</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Needle decompression</li> <li>• Upper airway and tracheal suctioning</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> <li>• Perform cardioversion, manual defibrillation, and transcutaneous pacing.</li> <li>• Manage OB and gynecological emergencies</li> <li>• Manage adult or pediatric cardiac arrests</li> <li>• Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis</li> <li>• Manage hazardous materials exposures and mass casualty incidents</li> <li>• <b>Manage any medical emergency condition, patient, or scene as the team leader</b></li> </ul>
<p>Fourth semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and interpretation</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Needle decompression</li> <li>• Upper airway and tracheal suctioning</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> <li>• Perform cardioversion, manual defibrillation, and transcutaneous pacing.</li> <li>• Manage OB and gynecological emergencies</li> <li>• Manage adult or pediatric cardiac arrests</li> <li>• Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis</li> <li>• Manage hazardous materials exposures and mass casualty incidents</li> <li>• <b>Manage any medical emergency condition, patient, or scene as the team leader</b></li> </ul>	<p>Fourth semester paramedic students are encouraged and allowed to perform the following skills:</p> <ul style="list-style-type: none"> <li>• Advanced assessments</li> <li>• 12-lead acquisition and interpretation</li> <li>• Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways</li> <li>• Needle decompression</li> <li>• Upper airway and tracheal suctioning</li> <li>• Establish IV and IO access</li> <li>• Administration of any medication by any route approved by medical direction or protocol</li> <li>• Perform cardioversion, manual defibrillation, and transcutaneous pacing.</li> <li>• Manage OB and gynecological emergencies</li> <li>• Manage adult or pediatric cardiac arrests</li> <li>• Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis</li> <li>• Manage hazardous materials exposures and mass casualty incidents</li> <li>• <b>Manage any medical emergency condition, patient, or scene as the team leader</b></li> </ul>

**3.330.80 - Clinical Student Evaluation Form**

The electronic form can be found at: <http://ozarksems.com/eval-clinical.php>



A current copy of the form as of May 16th, 2018 is attached below.

Thank you for being a preceptor for a CMH EMS clinical student. For the student to get credit for completing this clinical, an evaluation must be completed by the preceptor.

\* Required

**I. CLINICAL SITE: \***

- 9-1-1 Dispatch
- Ambulance
- Anesthesia
- Cardiology
- Emergency Room
- Geriatric Psychiatric
- Infusion Center
- Intensive Care
- Labor and Delivery
- Laboratory
- Pediatric Clinic
- Public Health
- Respiratory Therapy
- Surgery Recovery

**PLEASE REVIEW THE FOLLOWING PRECEPTOR TRAINING TOPICS:**

Evaluation tools and evaluation criteria:

- This form is the evaluation tool and criteria are based on a scale of one (1) to five (5).
- Please score the lowest performance observed throughout the shift.
- All evaluations are averaged together for each student and they are presented with their average score and the average score of the entire class.



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Coaching and mentorship techniques:

- Begin each shift with a pre-briefing on expectations from both the preceptor and the student. Set the stage for learning.
- Your job as preceptor is to create space and time for the student to perform. Allow the student to succeed or fail on their own without interrupting his/her flow (except in the case of safety or patient care issues).
- Adults must have meaning behind what they learn - Tell students "why" there is a right way to do something.
- Adults learn one step at a time and in an orderly - Allow students time to master the previous step before introducing the next. The next step should logically follow the previous.
- Adults must be an active participant in learning - Ensure students have hands-on time with each skill.
- "TELLING" or "SHOWING" is only the beginning. Real learning happens when the student can "DO."
- Feedback is critical - There should not be any surprises at the end of the shift. If the student has performed well, you should give them encouragement and positive feedback throughout the shift. If the student has performed poorly, you should have been coaching them and indicating their performance is not adequate throughout the shift.
- Perform a post-event critique after each call, patient, or significant event. Give the student time to identify their own strengths and weaknesses.

Contact information:

- If you have any questions or comments, please contact the CMH EMS Education Director:  
Theron
- Becker
- [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com)
- 417-597-3688 (cell)

### **9-1-1 DISPATCH PRECEPTOR ORIENTATION**

Purpose of the student rotation:

- The purpose of student rotation in a dispatch center is to have a basic understanding of emergency medical dispatch operations and be exposed to call taking and ambulance dispatching. EMR, EMD, and EMT students are expected to shadow call takers and dispatchers and act as their extensions.

Skip to question 2.

### **AMBULANCE PRECEPTOR ORIENTATION**

Purpose of the student rotation:

- The purpose of EMR and EMD student rotation on an ambulance is to have a basic understanding of ambulance operations and be exposed to patient assessments and treatments. These students should act similar to job shadow with the added ability to perform basic assessments and vitals taking.
- The purpose of EMT student rotation on an ambulance is to have intermediate understanding of ambulance operations and perform basic patient assessments and treatments. These students should be exposed to the basics of scene management.
- EMR, EMD, and EMT students are to shadow ambulance EMTs and act as their extensions.

- The purpose of Paramedic student rotation on an ambulance is to have advanced understanding of ambulance operations and perform advanced patient assessments and treatments. During the first phase of ride time, paramedic students should be exposed to the advanced methods of scene management.
- During third semester Field Experience Clinicals, Paramedic students are to shadow ambulance paramedics and act as their extensions.
- During fourth semester Field Internship Clinicals, Paramedic students are to act as team leader (managing all aspects of the scene and directing the actions of responders and their EMT partner). Objective of team leader clinical experience: 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.

Skip to question 2.

### **ANESTHESIA PRECEPTOR ORIENTATION**

Purpose of the student rotation:

- The purpose of Paramedic student rotation in anesthesia is to perform airway assessments and endotracheal intubations. Students are to shadow CRNAs and act as their extensions.

Skip to question 2.

### **CARDIOLOGY PRECEPTOR ORIENTATION**

- The purpose of Paramedic student rotation in the cath lab is to observe cardiac catheterization procedures and have a general understanding of cath lab operations so they can better prepare STEMI patients. Students are to shadow cath lab RNs and act as their extensions.

Skip to question 2.

### **EMERGENCY ROOM PRECEPTOR ORIENTATION**

- The purpose of EMR and EMT student rotation in the emergency room is to improve medical and trauma patient assessments and have a basic understanding of emergency room operations. EMR and EMT students are to shadow ER techs and act as their extensions.
- The purpose of Paramedic student rotation in emergency room triage is to improve medical and trauma patient assessments and prioritization. Paramedic students are to shadow triage RNs and act as their extensions.
- The purpose of Paramedic student rotation in the emergency room is to improve medical and trauma patient assessments and advanced treatments. Paramedic students are to shadow ER RNs and act as their extensions.

Skip to question 2.

### **GERIATRIC PSYCHIATRIC PRECEPTOR ORIENTATION**

- The purpose of Paramedic student rotation in geriatric psych is to improve geriatric and psychiatric patient assessments and management. Students are to shadow geriatric psych RNs and act as their extensions.

Skip to question 2.

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### **INTENSIVE CARE PRECEPTOR ORIENTATION**

- The purpose of Paramedic student rotation in ICU to improve critical care skills. Students are to shadow ICU nurses and act as their extensions.

Skip to question 2.

### **LABOR AND DELIVERY PRECEPTOR ORIENTATION**

The purpose of Paramedic student rotation in labor and delivery is to improve obstetric patient

- assessments and management. Students are to shadow L&D RNs and act as their extensions.

Skip to question 2.

### **LABORATORY PRECEPTOR ORIENTATION**

- The purpose of Paramedic student rotation in the lab is to improve IV access skills and perform blood draws. Students are to shadow lab techs and act as their extensions.

Skip to question 2.

### **PEDIATRIC CLINIC PRECEPTOR ORIENTATION**

The purpose of Paramedic student rotation in the pediatric clinic is to improve pediatric patient

- assessments and management. Students are to shadow Pediatric Clinic RNs and act as their extensions.

Skip to question 2.

### **PUBLIC HEALTH PRECEPTOR ORIENTAION**

- The purpose of student rotation in a local public health department is to have a basic understanding of all aspects of public health operations and be exposed to environmental health, community health, and family health services. EMT students are expected to shadow public health clinic staff and act as their extensions.

Skip to question 2.

### **RESPIRATORY THERAPY PRECEPTOR ORIENTATION**

- The purpose of Paramedic student rotation in respiratory therapy is to improve respiratory patient assessments and treatments. Students are to shadow RTs and act as their extensions.

Skip to question 2.

**SURGERY RECOVERY PRECEPTOR ORIENTATION**

- The purpose of Paramedic student rotation in surgery recovery to improve medication administration skills. Students are to shadow recovery room nurses and act as their extensions. Skip to question 2.

**PRECEPTOR TRAINING ACKNOWLEDGEMENT**

**2. TO DEMONSTRATE PRECEPTOR ORIENTATION, PLEASE ENTER YOUR NAME (FIRST AND LAST) TO INDICATE YOU HAVE READ AND UNDERSTOOD THE PRECEPTOR TRAINING INFORMATION. YOUR NAME WILL NOT BE SHARED WITH THE CLINICAL STUDENT YOU ARE EVALUATING. \***

**3. STUDENT NAME: \***

Current students are listed here

**4. CLINICAL DATE: \***

Example: December 15, 2012

**5. STUDENT ARRIVAL TIME: \***

Example: 8:30 AM

**6. STUDENT DEPARTURE TIME: \***

Example: 8:30 AM

**STUDENT EVALUATION - RATE THE STUDENT'S RESULTS, NOT HIS/HER EFFORT.**

Please rate the student according to the statements below. WHILE SCORING, PLEASE KEEP IN MIND THE STUDENT'S WORST PERFORMANCE, not the average or best performance.

**7. STUDENT PROVIDED A GOOD FIRST IMPRESSION. \***

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

**8. STUDENT ACTED SAFELY AND APPROPRIATELY. \***

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

**9. STUDENT INTERACTED WELL WITH STAFF AND PATIENTS. \***

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

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**10. STUDENT HAS APPLICABLE KNOWLEDGE FOR CURRENT LEVEL. \***

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

**11. COMMENTS ABOUT THE STUDENT:**

For more information or comments, please feel free to contact the CMH EMS Education Director.  
Theron Becker (theron.becker@citizensmemorial.com) 417-597-6488

**3.330.83 - Student Behavior Evaluation Form**

This electronic form can be found at: <http://ozarksems.com/eval-behavior.php>



A current copy of the form as of May 16th, 2018 is attached below.

Please rate the student according to the statements below. WHILE SCORING, PLEASE KEEP IN MIND THE STUDENT'S WORST PERFORMANCE, not the average or best performance.

\* Required

**1. ASSESSOR'S NAME: \***

Mark only one oval.

List of current instructors here

**2. STUDENT'S NAME: \***

Mark only one oval.

List of current students here

**3. ASSESSMENT DATE: \***

Example: December 15, 2012

**4. THE STUDENT IS POSITIVE. \***

POSITIVE is being proud of who we are and proud of what we do by communicating with key words at key times (i.e. AIDET), taking pride in personal and facility appearance, and interacting with others professionally with smiles and kind words.

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

**5. THE STUDENT IS RESPECTFUL. \***

RESPECTFUL is treating everyone as a friend or family by respecting other's time, being sensitive to emotions, and communicating respectfully with words, tone, and body language.

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

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**6. THE STUDENT IS INNOVATIVE. \***

INNOVATIVE is encouraging new ideas and embracing change by seeking opportunities to be effective, efficient, and safe in providing high quality care, supporting advanced technology, and taking ownership of the team approach.

1 2 3 4 5

Strongly disagree Strongly agree

**7. THE STUDENT IS DEDICATED. \***

DEDICATED is committing ourselves to improving the quality of life by taking personal responsibility and accountability, being fully engaged, and being determined to exceed expectations.

1 2 3 4 5

Strongly disagree Strongly agree

**8. THE STUDENT IS EMPOWERED. \***

EMPOWERED is taking pride in knowing what to do and how it makes a difference by just fixing it or making it better, being proactive on behalf of others, and encouraging our peers to be accountable.

1 2 3 4 5

Strongly disagree Strongly agree

**3.330.86 - Paramedic Clinical Student Team Lead Evaluation Form**

The electronic form can be found at: <http://ozarksems.com/eval-clinical-team-lead.php>



A current copy of the form as of May 16th, 2018 is attached below.

Thank you for being a preceptor for a CMH EMS paramedic field internship student. Please conduct an evaluation after each team lead. In order for the student to get credit for this call, an evaluation must be completed.

Please rate the student according to the statements below. WHILE SCORING, PLEASE KEEP IN MIND THE STUDENT'S WORST PERFORMANCE, not the average or best performance. Score only the outcome, not the attempt.

\* Required

1. STUDENT NAME: \*

Mark only one oval.

List of current students here

2. CLINICAL DATE: \*

Example: December 15, 2012

3. APPROXIMATE PATIENT CONTACT TIME: \*

Example: 8:30 AM

4. THE STUDENT'S ACTIONS WERE CORRECT AND TIMELY ACCORDING TO PATIENT CONDITION AND PROTOCOLS. \*

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

5. THE PATIENT APPEARED INFORMED AND COMFORTABLE WITH THE STUDENT'S CARE. \*

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

6. AS PRECEPTOR, I WAS INFORMED AND COMFORTABLE WITH THE STUDENT'S CARE. \*

Mark only one oval.



---

1 2 3 4 5

Strongly disagree Strongly agree

7. WHAT WENT WELL DURING THIS CALL? \*

8. WHAT ONE THING SHOULD THE STUDENT WORK ON TO IMPROVE ON THE NEXT CALL? \*

For more information or comments, please feel free to contact the CMH EMS Education Director.  
Theron Becker (theron.becker@citizensmemorial.com) 417-597-6488

**3.330.92 - Paramedic Clinical Student Mentor Final Approval Form**

The electronic form can be found at: <http://ozarksems.com/eval-clinical-mentor-final.php>



A current copy of the form as of May 16th, 2018 is attached below.

Thank you for being a mentor for a CMH EMS paramedic student. Please use this form as the final approval documentation for your student.

\* Required

1. STUDENT NAME: \*

Mark only one oval.

Current students are listed here

2. MENTOR NAME: \*

Mark only one oval.

Current ALS preceptors are listed here

3. BY CHECKING "YES" BELOW, I ACKNOWLEDGE THIS STUDENT HAS COMPLETED HIS OR HER FIELD INTERNSHIP REQUIREMENTS TO THE BEST OF MY KNOWLEDGE. (150 HOURS, 50 ALS TEAM LEADS, 2 PEDIATRIC ALS TEAM LEADS, 2 UNCONSCIOUS ALS TEAM LEADS, AND 2 CRITICAL ALS TEAM LEADS) \*

Mark only one oval.

Yes

No

4. BY CHECKING "YES" BELOW, I ACKNOWLEDGE THIS STUDENT HAS DEMONSTRATED BASIC, ENTRY-LEVEL KNOWLEDGE, SKILLS, AND ABILITIES TO BECOME A PARAMEDIC. \*

Mark only one oval.

Yes

No

5. BY CHECKING "YES" BELOW, I INDICATE THAT I WOULD BE COMFORTABLE WITH THIS STUDENT TAKING CARE OF MY FAMILY IF THEY WERE HAVING A MEDICAL EMERGENCY. \*

Mark only one oval.

Yes

No

---

**ALL QUESTIONS ABOVE MUST BE ANSWERED "YES" TO BE ABLE TO ANSWER "YES" ON THE FOLLOWING QUESTION.**

**6. BY CHECKING "YES" BELOW, I RECOMMEND PASSING THIS STUDENT AND ALLOWING HIM OR HER TO TEST FOR STATE AND NATIONAL REGISTRY PARAMEDIC LICENSURE. \***

Mark only one oval.

Yes

No

**7. IF YOU MARKED "NO" ON ANY OF THE QUESTIONS ABOVE, PLEASE DOCUMENT WHAT, SPECIFICALLY, THEY MUST DO TO IMPROVE.**

For more information or comments, please feel free to contact the CMH EMS Education Director.  
Theron Becker (theron.becker@citizensmemorial.com) 417-597-6488

**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 electronic form can be found at: <http://ozarksems.com/eval-instructor.php>



A current copy of the form as of May 16th, 2018 is attached on subsequent pages.

**1. COURSE COMPLETION DATE: \***

Example: December 15, 2012

**2. COURSE TITLE: \*****COURSE EVALUATION****3. COURSE LOCATION: \***

Mark only one oval.

- Bolivar Public Safety Building
- Bolivar Technical College
- CMH Douglas Building
- CMH EMS - Bolivar
- CMH EMS - El Dorado Springs
- CMH EMS - Hermitage
- CMH EMS - Osceola
- CMH EMS - Simulation Ambulance
- CMH EMS - Stockton
- CMH Hospital

**4. CLASSROOM PROVIDED A LEARNING ENVIRONMENT. \***

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

---

5. HANDS-ON ACTIVITIES WERE AN EFFECTIVE LEARNING TOOL. \*

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

6. AUDIO/VISUALS WERE AN EFFECTIVE LEARNING TOOL. \*

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

7. PRINTED MATERIALS WERE AN EFFECTIVE LEARNING TOOL. \*

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

8. ONLINE MATERIALS AND ACTIVITIES WERE AN EFFECTIVE LEARNING TOOL. \*

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

9. COMMENTS ABOUT THE COURSE:

10. PLEASE LIST ANY OTHER COURSES YOU WOULD BE INTERESTED IN ATTENDING:

**INSTRUCTOR EVALUATION**

If you would like to evaluate multiple instructors, please complete multiple forms.

11. INSTRUCTOR NAME: \*

Mark only one oval.

List of all possible instructors here.

12. INSTRUCTOR IS KNOWLEDGEABLE AND EXPERIENCED IN SUBJECT MATTER. \*

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

13. INSTRUCTOR FACILITATED YOUR LEARNING. \*

Mark only one oval.

1 2 3 4 5

Strongly disagree Strongly agree

14. COMMENTS ABOUT THE INSTRUCTOR:

**Section 3.770 - Program Resource Survey Completed by Students**

At the prescribed times listed below, this survey is sent to the applicable students for the purpose of evaluating our program resources. The data from the survey is evaluated at advisory meetings and will aid the program in ongoing program improvement.

This survey is distributed at these times:

- At the completion of each EMT Academy to EMT students.
- At the completion of each Paramedic Academy Semester to Paramedic students.

The electronic form can be found at: <http://ozarksems.com/eval-resource-student.php>



A current copy of the form as of May 16th, 2018 is attached on subsequent pages.

**PURPOSE:**

The purpose of this survey instrument is to evaluate our program resources. The data will aid the program in ongoing program improvement.

**DEFINITIONS:**

- Classroom - The location where lectures are typically held.
- Laboratory - The location where skills are practiced on manikins or fellow students.
- Clinical - The non-ambulance location where skills are performed on live patients.
- Field Internship - The location where skills are performed on live patients in an emergency medical services setting (on the ambulance).
- Ancillary Facilities - Locations available for students not defined above for restrooms, staging, studying, etc.

**INSTRUCTIONS:**

Consider each item separately and rate each item independently to all others. Check the rating that indicates the extent of your agreement with each statement. Please do not skip any rating. If you do not know about a particular area, please check "NA."

1. FACULTY TEACH EFFECTIVELY... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- In the classroom
- In the laboratory
- In the hospital clinical area (not ambulance)
- In the field internship clinical area (ambulance)

2. FACULTY NUMBER IS ADEQUATE... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- In the classroom
- In the laboratory
- In the hospital clinical area (not ambulance)
- In the field internship clinical area (ambulance)

3. FACULTY... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Have a good rapport with students
- Help me with academic needs
- Ensure student representation on the program advisory committee

4. MEDICAL DIRECTOR: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- I know who the Medical Director is
- The Medical Director has provided instruction

5. SUPPORT PERSONNEL: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Tutors assist me as needed
- The admissions personnel assist me as needed
- The financial aid personnel assist me as needed
- The academic advisers assist me as needed
- The librarians assist me as needed

6. CURRICULUM: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- The curriculum covers the necessary lecture content for the entry-level EMT or paramedic
- The curriculum covers the necessary laboratory activities for the entry-level EMT or paramedic
- The curriculum includes necessary hospital and field internship experience for the entry-level EMT or paramedic
- The curriculum includes the necessary content in support courses (i.e. science, general education)
- The curriculum is an appropriate sequence of classroom, laboratory, clinical, and field internship activities

7. FINANCIAL RESOURCES: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- There is financial support for special student instructional activities (i.e. field trips, meetings, etc.)

8. FACILITIES - CLASSROOM... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Are adequate in size
- Have adequate lighting
- Contain adequate seating
- Have adequate ventilation (i.e. A/C, Heat)
- Have adequate instructional equipment (i.e. boards, projectors)



9. FACILITIES - LABORATORY... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Is adequate in size
- Has adequate lighting
- Contains adequate seating
- Has adequate ventilation (i.e. A/C, Heat)
- Activities prepare me to perform effectively in the hospital and field internship settings
- Is accessible to students outside of regularly scheduled class times
- Is equipped with the amount of equipment necessary for student performance of required laboratory exercises
- Is equipped with the variety of equipment necessary for student performance of required laboratory exercises
- Is equipped with the amount of supplies necessary for student performance of required laboratory exercises
- Is equipped with the variety of supplies necessary for student performance of required laboratory exercises

10. FACILITIES - ANCILLARY FACILITIES... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Provide adequate quiet study area
- Provide adequate secure storage for student personal items

11. CLINICAL RESOURCES - ROTATIONS - FACILITIES: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- The hospital and field internship facilities offer an adequate number of procedures for me to meet clinical objectives
- The hospital and field internship facilities offer an adequate variety of procedures for me to meet clinical objectives
- The hospital and field internship facilities provide a variety of current equipment

12. CLINICAL RESOURCES - ROTATIONS - EXPERIENCES: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Each hospital and field internship rotation is of sufficient length to enable me to complete clinical objectives
- Overall, the hospital and field internship rotations provide similar competencies to all students

13. CLINICAL RESOURCES - INSTRUCTION: \*

Mark only one oval per row.

## Section 3.770 - Program Resource Survey Completed by Students

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- I receive adequate orientation to assigned hospital and field internship areas and procedures
- Hospital and field internship instructors are sufficiently knowledgeable to provide instruction to me
- Hospital and field internship instructors direct me in completing the assigned objective
- Clinical instructors are consistent in their evaluation of student performance
- Hospital and field internship instructors are available to assist me, when needed
- There are sufficient numbers of instructors for the number of assigned students

14. LEARNING RESOURCES: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Reference texts are adequate to support assignments
- Journals are adequate to support assignments
- Computer resources are adequate to support the curriculum
- Internet access is adequate to support assignments
- Databases are adequate to support assignments

15. PHYSICIAN INTERACTION: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Physician/student interaction facilitates the development of effective communication skills between me and physicians
- Physician contact is sufficient to provide me with a physician perspective of patient care
- Overall, my exposure to physicians in the program is adequate

16. OVERALL QUALITY: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree
--------------------	---------------------	--------------------------	------------------------	-----------------------

- OVERALL quality of the resources supporting the program

17. WHICH RESOURCES ARE THE STRONGEST CONTRIBUTORS TO YOUR LEARNING AND WHY?18. WHICH RESOURCES NEED IMPROVEMENT AND WHY?19. COMMENTS AND SUGGESTIONS TO IMPROVE THE PROGRAM'S OVERALL RESOURCES?

## **Section 3.880 - Program Resource Survey Completed by Program Personnel**

At the prescribed times listed below, this survey is sent to the applicable guest instructors, preceptors, instructors, medical director, advisory committee members, and other program personnel for the purpose of evaluating our program resources. The data from the survey is evaluated at advisory meetings and will aid the program in ongoing planning, appropriate change, and development of action plans to address deficiencies.

This survey is distributed at these times:

- At the completion of each EMT Academy to EMT instructors and program personnel listed above.
- At the completion of each Paramedic Academy Semester to Paramedic instructors and program personnel listed above.

The electronic form can be found at: <http://ozarksems.com/eval-resource-program.php>



A current copy of the form as of May 16th, 2018 is attached on subsequent pages.

### **PURPOSE:**

The purpose of this survey instrument is to evaluate our program resources. The data will aid the program in ongoing planning, appropriate change, and development of action plans to address deficiencies. Unless specified, all sections should be completed by program faculty, Medical Director, and Advisory Committee members.

### **DEFINITIONS:**

- Classroom - The location where lectures are typically held.
- Laboratory - The location where skills are practiced on manikins or fellow students.
- Clinical - The non-ambulance location where skills are performed on live patients.
- Field Internship - The location where skills are performed on live patients in an emergency medical services setting (on the ambulance).
- Ancillary Facilities - Locations available for students not defined above for restrooms, staging, studying, etc.

**INSTRUCTIONS:**

Consider each item separately and rate each item independently to all others. Check the rating that indicates the extent of your agreement with each statement. Please do not skip any rating. If you do not know about a particular area, please check "NA."

**1. SELECT YOUR TYPE OF PROGRAM PERSONNEL \***

Mark only one oval.

- Advisory Committee Member Skip to question 2.
- Medical Director Skip to question 4.
- Instructor, Preceptor, or Support Personnel Skip to question 5.

**ADVISORY COMMITTEE QUESTIONS****2. PROGRAM FACULTY: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Faculty keep the Advisory Committee informed of program status
- Faculty respond to changes in the needs and expectations of the communities of interest
- Faculty foster positive relations with hospitals and field internships
- Faculty encourage student participation in professional activities

**3. MEDICAL DIRECTORS: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Medical Director reviews and approves educational content of the curriculum for appropriateness and medical accuracy
- Medical Director reviews and approves the quality of medical instruction, supervision, and evaluation of students in all program areas
- Medical Director reviews and approves the progress of each student throughout the program and assist with corrective measures
- Medical Director assures the competence of each graduate in the cognitive, psychomotor, and affective learning domains
- Medical Director has cooperative involvement with the program director
- Medical Director assures the quality of delegated responsibilities

Skip to question 6.

**MEDICAL DIRECTOR QUESTIONS****4. PROGRAM FACULTY: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Faculty keep the Advisory Committee informed of program status
- Faculty respond to changes in the needs and expectations of the communities of interest
- Faculty foster positive relations with hospitals and field internships
- Faculty encourage student participation in professional activities

Skip to question 6.

**PROGRAM PERSONNEL QUESTIONS****5. MEDICAL DIRECTORS: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Medical Director reviews and approves educational content of the curriculum for appropriateness and medical accuracy
- Medical Director reviews and approves the quality of medical instruction, supervision, and evaluation of students in all program areas
- Medical Director reviews and approves the progress of each student throughout the program and assist with corrective measures
- Medical Director assures the competence of each graduate in the cognitive, psychomotor, and affective learning domains
- Medical Director has cooperative involvement with the program director
- Medical Director assures the quality of delegated responsibilities

Skip to question 6.

**GENERAL QUESTIONS****6. SUPPORT PERSONNEL: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- The clerical support is adequate to meet the needs of the program
- The admissions personnel are adequate to meet the needs of the program
- The financial aid personnel are adequate to meet the needs of the program
- The academic advisers are adequate to meet the needs of the program
- The tutors are adequate to meet the needs of the program

7. CURRICULUM \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- The curriculum covers the necessary didactic content for the entry-level EMT or paramedic
- The curriculum includes necessary clinical experience for the entry-level EMT or paramedic
- The curriculum covers the necessary content for success on the National Registry of EMTs exam.
- The curriculum is an appropriate sequence of classroom, laboratory, clinical, and field internship activities
- The curriculum provides for students to successfully complete each of the competencies by patient age, pathologies, complain, gender, and intervention
- PARAMEDIC PROGRAM ONLY: The field internship provides the student with an opportunity to serve as team leader in a variety of pre-hospital advanced life support emergency medical situations

8. FINANCIAL RESOURCES \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- The institutional budget provides the program with sufficient financial resources to meet the goals and outcomes
- The program budget provides sufficient functioning and up-to-date equipment to achieve classroom and laboratory competencies
- The program budget provides sufficient supplies to achieve classroom and laboratory competencies
- The program budget provides for a sufficient number of faculty for didactic (classroom) instruction
- The program budget provides for a sufficient number of faculty for laboratory instruction
- The program budget provides for a sufficient number of faculty for clinical instruction
- The program budget provides for a sufficient number of faculty for field internship instruction
- The program budget provides for adequate faculty and staff continuing education and professional development

9. FACILITIES, EQUIPMENT, AND SUPPLIES - CLASSROOMS... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Are adequate in size
- Have adequate lighting
- Contain adequate seating
- Have adequate ventilation (i.e. A/C, Heat)
- Have adequate instructional equipment (i.e. boards, projectors)

10. FACILITIES, EQUIPMENT, AND SUPPLIES - LABORATORY... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

## Section 3.880 - Program Resource Survey Completed by Program Personnel

- Is adequate in size
- Has adequate lighting
- Contains adequate seating
- Has adequate ventilation (i.e. A/C, Heat)
- Activities prepare the student to perform effectively in the hospital and field internship setting
- Is accessible to students outside regularly scheduled class time
- Is equipped with the amount of equipment necessary for student performance of required laboratory exercises
- Is equipped with the variety of equipment necessary for student performance of required laboratory exercises
- Is equipped with the amount of supplies necessary for student performance of required laboratory exercises
- Is equipped with the variety of supplies necessary for student performance of required laboratory exercises

11. FACILITIES, EQUIPMENT, AND SUPPLIES - ANCILLARY FACILITIES... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Provide adequate quiet study area Provide adequate secure storage for student personal items

12. CLINICAL RESOURCES - ROTATIONS: \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- The hospital and field internship facilities offer an adequate number of procedures for the student to meet clinical objectives
- The hospital and field internship facilities offer an adequate variety of procedures for the student to meet clinical objectives
- The hospital and field internship facilities provide a variety of current equipment
- Each hospital and field internship rotation is of sufficient length to enable the student to complete clinical objectives

**13. CLINICAL RESOURCES - INSTRUCTION: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Students receive adequate orientation to assigned hospital and field internship areas and procedures
- Hospital and field internship instructors are sufficiently knowledgeable to provide student instruction
- Hospital and field internship instructors direct the students in completing the assigned objective
- Hospital and field internship instructors are consistent in their evaluation of student performance
- Hospital and field internship instructors are available to assist students when needed
- There are sufficient numbers of instructors for the number of assigned students

**14. LEARNING RESOURCES: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Reference texts are adequate to support assignments
- Journals are adequate to support assignments
- Computer resources are adequate to support the curriculum
- Internet access is adequate to support assignments
- Databases are adequate to support assignments

**15. FACULTY AND STAFF CONTINUING EDUCATION: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Faculty are given time to participate in continuing education and professional development
- Faculty are given funding to participate in continuing education and professional development

**16. PHYSICIAN INTERACTION: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree	NA - Not Applicable
--------------------	---------------------	--------------------------	------------------------	-----------------------	---------------------

- Physician/student interaction facilitates the development of effective communication skills between physicians and students
- Physician contact is sufficient to provide the student with a physician perspective of patient care
- Overall, student exposure to physicians in the program is adequate



**17. OVERALL QUALITY: \***

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree
-----------------------	------------------------	-----------------------------	---------------------------	--------------------------

- Please rate the OVERALL quality of the resources supporting the program

**18. WHICH RESOURCES ARE THE STRONGEST CONTRIBUTORS TO THE PROGRAM AND WHY?****19. WHICH RESOURCES NEED IMPROVEMENT AND WHY?****20. COMMENTS AND SUGGESTIONS TO IMPROVE THE PROGRAM'S OVERALL RESOURCES?**

## **Section 3.990 - Employer Survey**

This survey is distributed at these times:

- Six months after EMT hired after completing the EMT Academy.
- Six months after Paramedic hired after completing the Paramedic Academy.

The electronic form can be found at: <http://ozarksems.com/eval-employer.php>



A current copy of the form as of May 16th, 2018 is attached on subsequent pages.

The primary goal of CMH EMS Education Department programs is to equip students with all the education needed to be a high performing EMT or Paramedic in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and a desirable candidate for employment.

We need your feedback and candid responses to fully evaluate if we are meeting the needs of our communities of interest. This survey is designed to help the program faculty determine the strengths and areas for improvement for our EMT and Paramedic programs. All data will be kept confidential and will be used for program evaluation purposes only. Thank you in advance for your valuable feedback regarding the educational process.

Your name and the graduate name are requested below for tracking purposes; however, you can choose to remain anonymous.

1. RATER INFORMATION. PLEASE TYPE YOUR FIRST AND LAST NAME.

2. GRADUATE INFORMATION. PLEASE TYPE THE FIRST AND LAST NAME OF THE EMT OR PARAMEDIC GRADUATE.

3. IN WHAT MONTH AND YEAR DID THE EMPLOYEE GRADUATE?

4. HOW LONG HAS THE GRADUATE BEEN EMPLOYED FOR YOU (MONTHS)? \*

5. LICENSURE LEVEL OF THE GRADUATE: \*

Mark only one oval.

- EMT
- Paramedic

6. KNOWLEDGE BASE (COGNITIVE); THE GRADUATE... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree
--------------------	---------------------	--------------------------	------------------------	-----------------------

- Has the EMS knowledge necessary to function in a healthcare/EMS environment.
- Has the general medical knowledge necessary to function in a healthcare/EMS environment.
- Has the ability to rapidly assess patient acuity.
- Is able to collect relevant information from patients.
- Is able to evaluate relevant patient information.
- Is able to formulate an appropriate treatment plan.
- Uses sound judgment while functioning in a healthcare/EMS environment.

7. CLINICAL PROFICIENCY (PSYCHOMOTOR): THE GRADUATE... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree
--------------------	---------------------	--------------------------	------------------------	-----------------------

- Effectively performs and broad range of skills.
- Possesses the skills to perform thorough patient assessments.
- Is able to perform approved procedures.
- Is able to interpret diagnostic information.

8. BEHAVIORAL SKILLS (AFFECTIVE): THE GRADUATE... \*

Mark only one oval per row.

5 - Strongly Agree	4 - Generally Agree	3 - Neutral (Acceptable)	2 - Generally Disagree	1 - Strongly Disagree
--------------------	---------------------	--------------------------	------------------------	-----------------------

- Communicates effectively.
- Conducts himself or herself in an ethical manner.
- Conducts himself or herself in a professional manner.
- Functions effectively as a member of the healthcare/EMS team.
- Accepts supervision and feedback and works effectively with supervisory personnel.
- Is self directed and responsible for his or her actions.
- Arrives to work prepared and on time.
- Contributes to a positive work environment.

9. PLEASE RATE AND COMMENT ON THE OVERALL QUALITY OF THIS PROGRAM'S GRADUATE.

10. WHAT QUALITIES OR SKILLS DID YOU EXPECT OF THE GRADUATE UPON EMPLOYMENT THAT HE OR SHE DID NOT POSSESS?

11. PLEASE PROVIDE COMMENTS AND SUGGESTIONS THAT WOULD HELP THIS PROGRAM TO BETTER PREPARE FUTURE GRADUATES.

12. WHAT ARE THE STRENGTHS OF THE GRADUATES OF THIS PROGRAM?

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## Part 4 - Policy Manual

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

The current class schedule and calendar are available at [www.citizensmemorial.com](http://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.

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## **Section 4.120 - Non-Discrimination**

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. Volunteer fire and rescue members that have primary or mutual aid responsibilities in CMH EMS districts or to CMH facilities qualify for the “**volunteer**” discounts below. Career employees working for agencies with primary or mutual aid responsibilities in CMH EMS districts or to CMH facilities qualify for the “**partner**” discounts below.

Course Name		Application Fee	Tuition (in addition to application fee)			
			Regular	Partner	Volunteer	CMH
Academy	EMR (student-supplied book: Jones & Bartlett)	\$0	\$0	\$0	\$0	NA
	EMR (CMH-supplied book)	\$10	\$120	\$120	\$120	NA
	EMT	\$50 (non-refundable)	\$750 - See 6.360.28 - EMT Academy Tuition Details (page 313) for details.			
	Paramedic	\$100 (non-refundable)	\$7,500 - See 6.600.24 - Paramedic Academy Tuition Details (page 343) for details.			
AHA	ACLS	\$60 (CMH: \$0)	\$220	\$190	\$160	\$0
	ACLS Heartcode	\$0	\$160	\$150	\$130	\$0
	ACLS Refresher	\$50 (CMH: \$0)	\$180	\$170	\$150	\$0
	BLS Initial or Refresher	\$10 (CMH: \$0)	\$40	\$40	\$30	\$0
	BLS Heartcode	\$0	\$40	\$40	\$30	\$0
	First Aid	\$10	\$60	\$50	\$30	NA
	Heartsaver	\$10	\$40	\$40	\$30	NA
	PALS	\$50 (CMH: \$0)	\$220	\$190	\$160	\$0
	PALS Heartcode	\$0	\$150	\$140	\$120	\$0
	PALS Refresher	\$50 (CMH: \$0)	\$180	\$170	\$150	\$0
Course Name		Application Fee	Tuition (in addition to application fee)			
			Regular	Partner	Volunteer	CMH, Cox, or Ellett
NAEMT	LEFR-TCC	\$40	\$240	\$180	\$120	\$120
	PHTLS	\$30 (CMH: \$0)	\$180	\$120	\$60	\$0
	PHTLS Refresher	\$30 (CMH: \$0)	\$110	\$100	\$80	\$0
	TCCC	\$40	\$360	\$240	\$120	\$120
	TCCC-AC	\$40	\$240	\$180	\$120	\$120
	TCCC-MP	\$40	\$460	\$290	\$120	\$120
	TECC	\$40 (CMH: \$0)	\$360	\$240	\$120	\$0
	TFR	\$30	\$110	\$100	\$80	NA
Other	EMS Instructor	\$20	\$160	\$110	\$60	\$60
	EVOS	\$5 (CMH: \$0)	\$10	\$10	\$10	\$0
	TIMS	\$0	\$0	\$0	\$0	\$0
Refresher	EMT	\$10 (CMH: \$0)	\$60	\$40	\$30	\$0
	Paramedic	\$20 (CMH: \$0)	\$100	\$60	\$30	\$0

Academy application fees and all non-academy tuition are paid to EMS Education and a receipt is provided at that time. Those funds are sent to Felicia Jump in admin to be credited to department 01.01.9035.

Once accepted into an academy, student information (name, billing address, and fees owed) are sent to Taresa Ball and Robyn Patton. Students will be billed directly and may be paid in person at the Cashier's Office. Meditech Client Desktop is used to verify payment of tuition.

## **Section 4.240 - Refund Policy**

All refund requests must be made in writing or email to the lead instructor or department director. 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.

### **4.240.16 - Veterans Affairs Refund Policy**

If a student is utilizing funding from Department of Veterans Affairs, this section applies. In essence, a refund will be made using the following formula:

$$R = (A + T - U - \$10) \times (P)$$

**R = Amount of Refund**

**A = Application Fee**

**T = Tuition**

**U = Portion of application fee or tuition already used to purchase books, uniforms, etc.**

**P = (Days remaining in course) / (Total days in course)**

A refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by Department of Veterans Affairs Regulations, CFR 21.4255. The refund will be within 10 percent of an exact pro rata refund. No more than \$10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course. Prompt Refund: The refunded amount shall be paid within 40 days.

### **4.240.33 - Application Fee Refund Policy**

EMT and Paramedic Academy application fees are non-refundable. For all other courses, a full application fee refund will be made up to two weeks before the start date of the course. After that point and before the start date and time of the class, reimbursement will be refunded at 50%. No application fees will be returned after the start date and time of class.

### **4.240.66 - Tuition Refund Policy**

See 6.360.28 - EMT Academy Tuition Details (page 313) and 6.600.24 - Paramedic Academy Tuition Details (page 343) for tuition fee deadlines. For all other courses, the deadline for tuition payment is the start date and time of the class.

A full tuition fee refund will be made before the deadline. No tuition fees will be returned after the deadline.

## **Section 4.280 - Student Withdrawal Policy**

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



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## **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.)

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## **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.

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## **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](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.

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## **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. Students dismissed from a course may not re-enter the same course and must re-apply to the next course if they choose.

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.

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## **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. For continuing education courses without exam or other grading mechanism, grades will be assessed by percentage of content the student was present for.

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%	<b>Minimum overall grade to be eligible to test for National Registry (EMR, EMT, or Paramedic).</b>
C +	76.7% - 79.9%	
C	73.3% - 76.6%	
C -	70.0% - 73.2%	<b>Minimum grade on any single test or significant course activity.</b> 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.

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**Section 4.680 - Remedial Education**

If a student performance falls below passing criteria for a chapter or unit exam (written or practical), he or she will be given the opportunity for remedial education. The student must request remediation within 24 hours to their lead instructor.

Remediation is decided on a case-by-case basis and may include, but not limited to:

- Individual tutoring,
- Extra study and/or practice session being scheduled for the entire class,
- Assignment of extra work (in the case of extra work assignment, extra work assignments will be made available to the entire class for extra credit),
- Ability to re-take the exam (in the case of re-take, the final grade will be based on an average of the two exams),
- And/or other solutions.



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## **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.

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## **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.

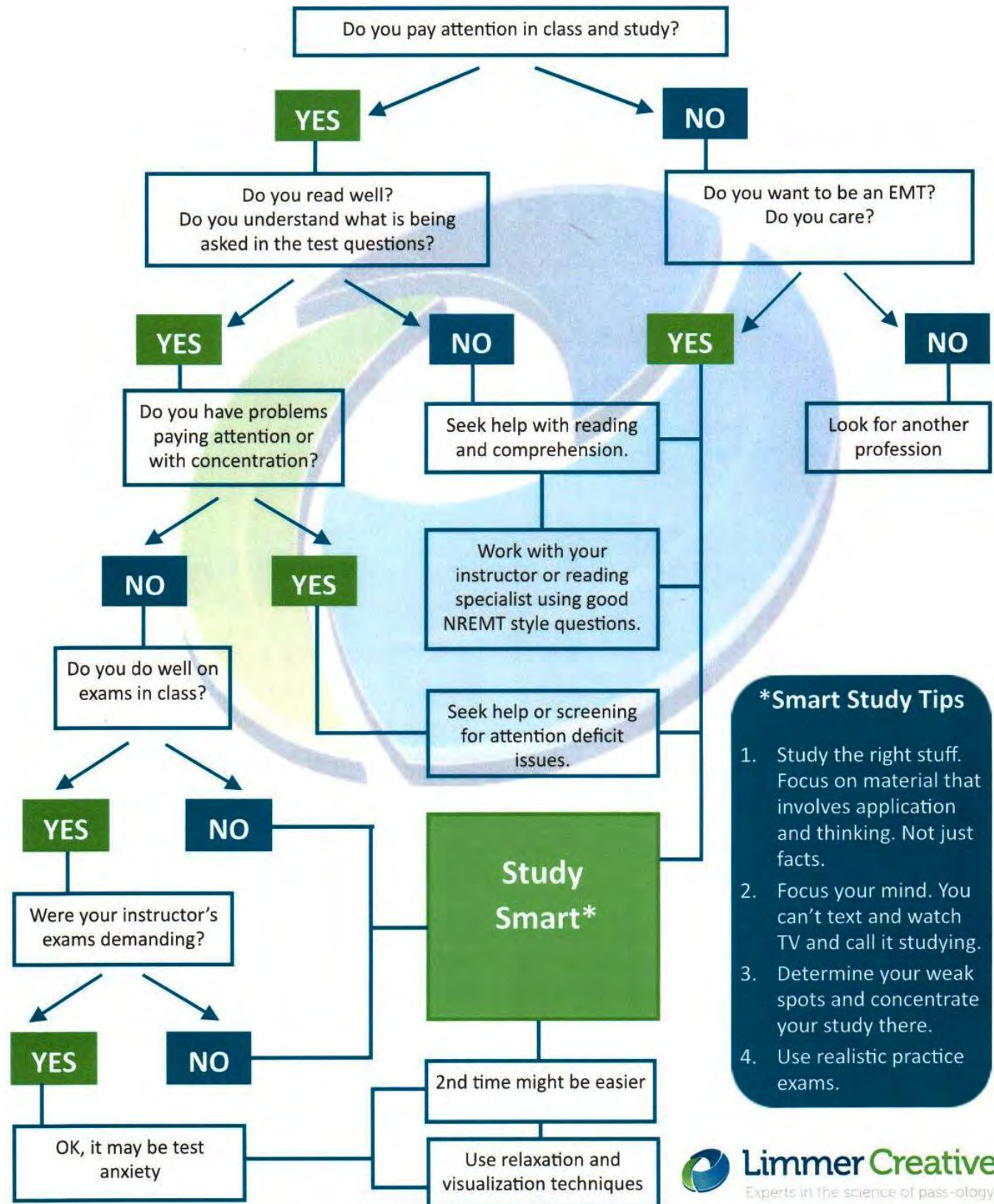
To be eligible for Missouri State Department of Public Safety - Division of Fire Safety testing, students must have a course grade of at least 70%. A terminal competency form will be completed for EMT and Paramedic programs and those links are below:

- 6.360.76 - EMT Academy Terminal Competency Form (page 328).
- 6.600.81 - Paramedic Academy Terminal Competency Form (page 399).

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>).

### 4.880.50 Trouble passing the NREMT?



(Limmer Creative, 2015)

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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 Education Department. 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: \_\_\_\_\_

This page is left intentionally blank.

## **Section 4.940 - Authorization for Release of Information**

I authorize a member of CMH EMS Education Department 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 (HIPAA).
- 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 5.490 - Initial Course Records**

#### **5.490.16 - EMR Initial Courses**

##### **COURSE: 2014 EMERGENCY MEDICAL RESPONDER**

Location: El Dorado Springs, MO

Primary Instructor: Donald Stockton

Beginning Enrollment: 12

Drop Out Rate: 0%

Course Fail Rate: 0%

Number of Students Successfully Completing Course: 12

##### **COURSE: 2016 EMERGENCY MEDICAL RESPONDER**

Location: Humansville, MO

Primary Instructor: Theron Becker

Beginning Enrollment: 7

Drop Out Rate: 100% (7)

Course Fail Rate: 0%

Number of Students Successfully Completing Course: 0

#### **5.490.32 - EMD Initial Courses**

None

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## **5.490.48 - EMT Initial Courses**

### **COURSE: 2016 EMT ACADEMY**

Location: Bolivar, MO

Primary Instructor: Matthew DAmore

Beginning Enrollment: 11

Drop Out Rate: 9% (1)

Course Fail Rate: 18% (2)

Number of Students Successfully Completing Course: 8

### **COURSE: 2017 EMT ACADEMY**

Location: Bolivar, MO

Primary Instructor: Matthew DAmore

Beginning Enrollment: 9

Drop Out Rate: 11% (1)

Course Fail Rate: 11% (1)

Number of Students Successfully Completing Course: 7

## **5.490.64 - AEMT Initial Courses**

None

## **5.490.80 - Paramedic Initial Courses**

None

**Section 5.700 - Training Roster Form**

Gray boxes are to be completed by the lead instructor.

Course name: _____		Start time: _____ / End: _____	Date: _____
Instructor last name: _____ Instructor first name: _____ Email: _____		Agency: _____	If billable, this form scanned and emailed to both <a href="mailto:taresa.ball@cmh">taresa.ball@cmh</a> & <a href="mailto:robyn.patton@cmh">robyn.patton@cmh</a> ? <input type="checkbox"/>
1	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
2	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
3	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
4	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
5	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
6	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
7	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>

8	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
9	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
10	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
11	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
12	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
13	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
14	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
15	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>
16	Last name: _____ First name: _____ Email: _____	Agency: _____ Billing address: _____	Tuition: \$ _____ Score: _____ % Added to DB? <input type="checkbox"/> Fully paid? <input type="checkbox"/> Cert emailed? <input type="checkbox"/>




*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

**Section 5.770 - 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.

**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.

<b>Citizens Memorial Hospital - Emergency Medical Services - Certificate of Completion</b>				
<b><u>Becker, Theron</u></b>				
Has successfully completed				
<b><u>PreHospital Trauma Life Support</u></b>				
Meeting the objectives and lesson requirements established by:				
<b><u>National Association of Emergency Medical Technicians</u></b>				
<b><u>Trauma</u></b>			<b><u>July 7, 2017</u></b>	
Missouri BEMS Module Category			Completion Date	
<b><u>16.0</u></b>	<b><u>0.0</u></b>	<b><u>0</u></b>	<b><u>100% (Passed with A+)</u></b>	<b><u>Bolivar, MO</u></b>
Classroom/Lab Contact Hours	Clinical Contact Hours	College Credit Unit Hours	Score (Grade)	Location
<b><u>Becker, Theron</u></b>				
Lead Instructor			Approving Signature	
		<b>CMH EMS Accreditations:</b> Missouri Bureau of EMS licensed training entity. BEMS #: <b><u>16706P</u></b> National Association of EMTs training site. NAEMT Site ID: <b><u>7119</u></b>		
				



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## Part 6 - Program Details

### **Section 6.030 - Generic Educational Calendar**

#### **6.030.25 - Spring Semester Educational Calendar**

Paramedic 1<sup>st</sup> Semester: See 6.600.60 - Paramedic Academy Courses - First Semester (page 360).

Paramedic 4<sup>th</sup> Semester: Must have completed all other paramedic coursework before beginning this semester. See 6.600.69 - Paramedic Academy Courses - Fourth Semester (page 392).

Mo	Wk	CEU
Jan		New Year's Day (Jan 1) Mandatory holiday from coursework
	1	CPR, ACLS (for medic class), PALS
	2	Advisory Board Meeting
	3	
	4	Weekend EMT Refresher
Feb	1	Weekend EMT Refresher
	2	Weekend Medic Refresher
		Washington's Birthday (Third Mon in Feb) Mandatory holiday from coursework
	3	Weekend Medic Refresher
	4	
Mar	1	PHTLS
	2	Competencies (by Polk Co FTOs)
	3	Competencies (by Polk Co FTOs)
	4	Competencies (by Polk Co FTOs)
Apr	1	FTO Meeting
	2	Telecommunicator's Week
	3	TIMS & EVOS
	4	

## 6.030.50 - Summer Semester Educational Calendar

Paramedic 2<sup>nd</sup> Semester: See 6.600.63 - Paramedic Academy Courses - Second Semester (page 370).

Mo	Wk	CEU	EMT Enrollment
May	1	CPR, ACLS, PALS (for medic class)	
	2	Advisory Board Meeting	
	3	EMS Week	
		Memorial Day (last Mon in May) Mandatory holiday from coursework	
	4		
Jun	1		Begin taking EMT Academy applications
	2	PHTLS	
	3		
	4		
Jul	1		Deadline to submit EMT Academy applications and application fee
		Independence Day (July 4) Mandatory holiday from coursework	
	2	Competencies (by Cedar Co FTOs)	
	3	Competencies (by Cedar Co FTOs)	FISDAP entrance exam due
	4	Competencies (by Cedar Co FTOs)	
Aug	1		Announce EMT Academy students
	2		
	3	TIMS & EVOS	
	4		

**6.030.75 - Fall Semester Educational Calendar**EMT Academy: See 6.360.60 - EMT Academy Courses (page 318).Paramedic 3<sup>rd</sup> Semester: See 6.600.66 - Paramedic Academy Courses - Third Semester (page 383).

Mo	Wk	CEU	Paramedic Enrollment
Sep		Labor Day (First Mon in Sept) Mandatory holiday from coursework	
	1	Weekend CPR (for EMT class), ACLS, PALS	
	2	Advisory Board Meeting	
	3	Weekend NIMS 100 & 700 (for EMT class)	
	4		
Oct	1	FTO Class	Begin taking Paramedic Academy applications
	2	Competencies (by Hickory & St Clair FTOs) ER RN's Week	
	3	Competencies (by Hickory & St Clair FTOs) Weekend PHTLS (for EMT class)	
	4	Competencies (by Hickory & St Clair FTOs)	
Nov	1		Deadline to submit Paramedic Academy applications and application fee
		Veterans Day (Nov 11) Mandatory holiday from coursework	
	2		
	3		FISDAP entrance exam due
	4		
Dec		Thanksgiving Day (Fourth Thu in Nov) Mandatory holiday from coursework	
	1		Announce Paramedic Academy students
	2	Weekend HMIRA, TIMS, & EVOS (for EMT class)	
	3		
	4		
		Christmas Day (Dec 25) Mandatory holiday from coursework	

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## **Section 6.060 - Clinical Agreements**

### **6.060.05 - Clinical Agreement Purpose**

To provide a variety of clinical and field internship experiences to achieve the program goals and outcomes.

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## 6.060.10 - CMH Anesthesia Department Clinical Agreement

CMH EMS Education Department may send interns to **CMH Anesthesia 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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: 3/1/17

Signature of Training Entity Coordinator: \_\_\_\_\_

Signature of CMH Anesthesia Director: \_\_\_\_\_

### **PARAMEDIC STUDENT CLINICAL DETAILS**

Second Semester Paramedic students will be sent to this site as part of course EMS 107 - Paramedic Clinical Experience II (page 378). There is no minimum hour requirement at this site. These students will be focused on airway management and must complete a minimum of ten (10) endotracheal intubations. Exceeding this number is encouraged along with other experiences such as RSI medications and other airway devices such as LMA.

Second Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage adult cardiac arrests
- Manage the following TCD patients: STEMI, Stroke, or Sepsis



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## 6.060.12 - CMH Bolivar Family Care Clinic Clinical Agreement

CMH EMS Education Department may send interns to **Bolivar Family Care Clinic (BFCC)**. 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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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 CMH EMS Education Department Director: \_\_\_\_\_

Signature of CMH Bolivar Family Care Clinic Director: \_\_\_\_\_

### **PARAMEDIC STUDENT CLINICAL DETAILS**

Third Semester Paramedic students will be sent to this site as part of course EMS 226 - Paramedic Field Experience (page 389). These students will be required to complete at least ten (10) hours in an outpatient clinic or walk-in clinic shadowing nurses. Students will be focusing on pediatric assessments and treatments.

Third Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Needle decompression
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage OB and gynecological emergencies
- Manage adult or pediatric cardiac arrests
- Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis
- Manage hazardous materials exposures and mass casualty incidents

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### 6.060.14 - CMH Bolivar Walk-In Clinic Clinical Agreement

CMH EMS Education Department may send interns to **CMH Bolivar 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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 CMH EMS Education Department Director: \_\_\_\_\_

Signature of CMH Bolivar Walk-In Clinic Director: \_\_\_\_\_

### **PARAMEDIC STUDENT CLINICAL DETAILS**

Third Semester Paramedic students will be sent to this site as part of course EMS 226 - Paramedic Field Experience (page 389). These students will be required to complete at least ten (10) hours in an outpatient clinic or walk-in clinic shadowing nurses. Students will be focusing on pediatric assessments and treatments.

Third Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Needle decompression
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage OB and gynecological emergencies
- Manage adult or pediatric cardiac arrests
- Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis
- Manage hazardous materials exposures and mass casualty incidents

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### **6.060.15 - CMH Cardiology Department Clinical Agreement**

CMH EMS Education Department may send interns to **CMH Cardiology 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

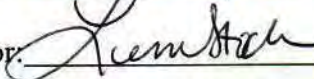
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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: 3/1/17

Signature of Training Entity Coordinator: 

Signature of CMH Cardiology Department Director: 

### **PARAMEDIC STUDENT CLINICAL DETAILS**

Second Semester Paramedic students will be sent to this site as part of course EMS 107 - Paramedic Clinical Experience II (page 378). These students will be required to complete at least 8 hours at this site with a focus on observing and assisting with cardiac catheterization procedures.

Second Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage adult cardiac arrests
- Manage the following TCD patients: STEMI, Stroke, or Sepsis

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### **6.060.17 - CMH Dallas County Walk-In Clinic Clinical Agreement**

CMH EMS Education Department may send interns to **CMH Dallas County 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

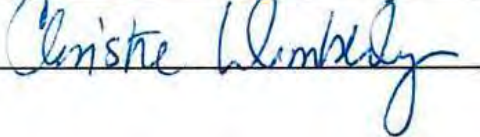
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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: 5/9/17

Signature of CMH EMS Education Department Director: 

Signature of CMH Dallas County Walk-In Clinic Director: 

### **PARAMEDIC STUDENT CLINICAL DETAILS**

Third Semester Paramedic students will be sent to this site as part of course EMS 226 - Paramedic Field Experience (page 389). These students will be required to complete at least ten (10) hours in an outpatient clinic or walk-in clinic shadowing nurses. Students will be focusing on pediatric assessments and treatments.

Third Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Needle decompression
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage OB and gynecological emergencies
- Manage adult or pediatric cardiac arrests
- Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis
- Manage hazardous materials exposures and mass casualty incidents



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## 6.060.20 - CMH Emergency Department Clinical Agreement

CMH EMS Education Department may send interns to **CMH 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

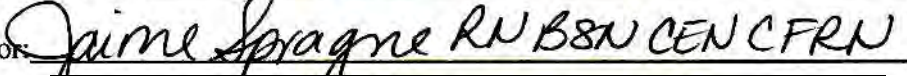
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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

### **EMD STUDENT CLINICAL DETAILS**

First semester EMD students will be sent to this site as part of Section 6.240 - Emergency Medical Dispatch Program [EMD Academy] (page 305). These students will be required to complete at least six (6) hours in an ER shadowing ER Techs. A minimum of one (1) trauma patient and one (1) medical patient must be encountered to complete all clinicals.

EMD students are encouraged and allowed to perform the following skills:

- Observation only

### **EMT STUDENT CLINICAL DETAILS**

First semester EMT students will be sent to this site as part of course EMS 102 - EMT Field Experience (page 321). These students will be required to complete at least 36 hours in an emergency room shadowing ER Techs. A minimum of six (6) trauma patients and six (6) medical patients must be encountered to complete all clinicals.

EMT students are encouraged and allowed to perform the following skills:

- Basic assessments and vitals
- 12-lead acquisition and transmission
- Pharyngeal and blind-insertion airways
- BVM
- Assist with CPAP/BiPAP
- Upper airway suction
- Blood glucose monitoring
- Oxygen, oral glucose, and aspirin administration
- Manual fracture stabilization and SMR
- Bleeding control

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### **PARAMEDIC STUDENT CLINICAL DETAILS**

Second Semester Paramedic students will be sent to this site as part of course EMS 107 - Paramedic Clinical Experience II (page 378). These students will be required to complete at least 12 hours shadowing a triage nurse and 124 hours shadowing an ER nurse. The focus of this clinical time will be assessing and treating patients with a broad range of ages and complaints.

Second Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage adult cardiac arrests
- Manage the following TCD patients: STEMI, Stroke, or Sepsis

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## 6.060.25 - CMH Geriatric Psychiatric Unit Clinical Agreement

CMH EMS Education Department may send interns to **CMH Geriatric Psychiatric 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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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: 3/1/17

Signature of Training Entity Coordinator: 

Signature of CMH Geriatric Psych Unit Director: 

### **PARAMEDIC STUDENT CLINICAL DETAILS**

Second Semester Paramedic students will be sent to this site as part of course EMS 107 - Paramedic Clinical Experience II (page 378). These students will be required to complete at least 12 hours at this site with a focus on assessing geriatric and psychiatric patients.

Second Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage adult cardiac arrests
- Manage the following TCD patients: STEMI, Stroke, or Sepsis

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## 6.060.27 - CMH Infusion Center Clinical Agreement

CMH EMS Education Department may send interns to **CMH Infusion**. 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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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: 3/7/17

Signature of CMH EMS Education Department Director: [Signature]

Signature of CMH Infusion Center Director: [Signature]

### **PARAMEDIC STUDENT CLINICAL DETAILS**

First semester Paramedic students will be sent to this site as part of course EMS 103 - Paramedic Clinical Experience I (page 366). These students will be required to complete at least 24 hours at this site with a focus on completing at least 25 IV starts.

First Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and transmission
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol



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### **6.060.30 - CMH Intensive Care Unit Clinical Agreement**

CMH EMS Education Department may send interns to **CMH Intensive Care 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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

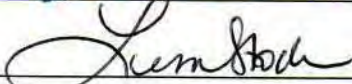
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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: 3/1/17

Signature of Training Entity Coordinator: 

Signature of CMH Intensive Care Unit Director: 

### **PARAMEDIC STUDENT CLINICAL DETAILS**

First semester Paramedic students will be sent to this site as part of course EMS 103 - Paramedic Clinical Experience I (page 366). These students will be required to complete at least 24 hours at this site with a focus on assessing and managing critical care patients.

First Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and transmission
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol

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## 6.060.35 - CMH Labor and Delivery Department Clinical Agreement

CMH EMS Education Department may send interns to **CMH Labor and Deliver 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

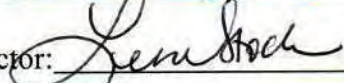
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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: 3/1/17

Signature of Training Entity Coordinator: 

Signature of CMH Labor and Delivery Department Director: 

### **PARAMEDIC STUDENT CLINICAL DETAILS**

Third Semester Paramedic students will be sent to this site as part of course EMS 226 - Paramedic Field Experience (page 389). These students will be required to complete at least 12 hours in a labor and delivery department shadowing labor and delivery nurses. The main focus of this clinical site is to observe at least two (2) live births. Obstetric and pediatric patient assessments and treatments are also encouraged.

Third Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Needle decompression
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage OB and gynecological emergencies
- Manage adult or pediatric cardiac arrests
- Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis
- Manage hazardous materials exposures and mass casualty incidents

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## 6.060.40 - CMH Laboratory Department Clinical Agreement

CMH EMS Education Department may send interns to **CMH Laboratory 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

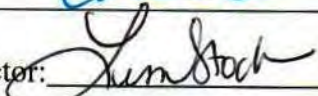
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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: 3/1/17

Signature of Training Entity Coordinator: 

Signature of CMH Laboratory Department Director: 

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## 6.060.45 - CMH Pediatric Clinic Clinical Agreement

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

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

The clinical site agency will provide CMH EMS Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

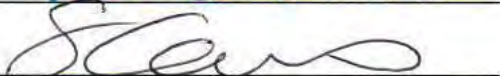
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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: 5-4-17

Signature of CMH EMS Education Department Director: 

Signature of CMH Pediatric Clinic Department Director: 

### **PARAMEDIC STUDENT CLINICAL DETAILS**

Third Semester Paramedic students will be sent to this site as part of course EMS 226 - Paramedic Field Experience (page 389). These students will be required to complete at least ten (10) hours in an outpatient clinic or walk-in clinic shadowing nurses. Students will be focusing on pediatric assessments and treatments.

Third Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Needle decompression
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage OB and gynecological emergencies
- Manage adult or pediatric cardiac arrests
- Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis
- Manage hazardous materials exposures and mass casualty incidents



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## 6.060.50 - CMH Pre-Hospital Services Dept Clinical Agreement

CMH EMS Education Department may send interns to **CMH Pre-Hospital Services 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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: 12/1/16

Signature of Training Entity Coordinator: 

Signature of CMH PHS Director: 

### **EMR STUDENT CLINICAL DETAILS**

First semester EMR students will be sent to this site as part of Section 6.120 - Emergency Medical Responder Program [EMR Academy] (page 301). These students will be required to complete at least 12 hours on an ambulance shadowing EMTs. A minimum of one (1) trauma patient and one (1) medical patient must be encountered to complete all clinicals.

EMR students are encouraged and allowed to perform the following skills:

- Basic assessments and vitals
- Pharyngeal airways
- BVM
- Upper airway suction
- Oxygen administration
- Manual fracture stabilization and SMR
- Bleeding control

### **EMD STUDENT CLINICAL DETAILS**

First semester EMD students will be sent to this site as part of Section 6.240 - Emergency Medical Dispatch Program [EMD Academy] (page 305). These students will be required to complete at least 12 hours on an ambulance shadowing EMTs. A minimum of one (1) trauma patient and one (1) medical patient must be encountered to complete all clinicals.

EMD students are encouraged and allowed to perform the following skills:

- Observation only

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### **EMT STUDENT CLINICAL DETAILS**

First semester EMT students will be sent to this site as part of course EMS 102 - EMT Field Experience (page 321). These students will be required to complete at least 36 hours on an ambulance shadowing EMTs. A minimum of six (6) trauma patients and six (6) medical patients must be encountered to complete all clinicals.

EMT students are encouraged and allowed to perform the following skills:

- Basic assessments and vitals
- 12-lead acquisition and transmission
- Pharyngeal and blind-insertion airways
- BVM
- Assist with CPAP/BiPAP
- Upper airway suction
- Blood glucose monitoring
- Oxygen, oral glucose, and aspirin administration
- Manual fracture stabilization and SMR
- Bleeding control

### **PARAMEDIC STUDENT FIELD EXPERIENCE DETAILS**

Third Semester Paramedic students will be sent to this site as part of course EMS 226 - Paramedic Field Experience (page 389). These students will be required to complete at least 100 hours on an ambulance shadowing Paramedics. Students will be focusing on skills, patient assessments, and treatments while working within a team and under the direction of a lead paramedic preceptor.

Third Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Needle decompression
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage OB and gynecological emergencies
- Manage adult or pediatric cardiac arrests
- Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis
- Manage hazardous materials exposures and mass casualty incidents

**PARAMEDIC STUDENT FIELD INTERSHIP DETAILS**

Fourth Semester Paramedic students will be sent to this site as part of course EMS 228 - Paramedic Field Internship (page 392). These students will be required to complete at least 150 hours on an ambulance as team leader. Students are required to assess and treat at least 50 ALS patients as team leader.

Fourth Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Needle decompression
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage OB and gynecological emergencies
- Manage adult or pediatric cardiac arrests
- Manage the following TCD patients: Trauma, STEMI, Stroke, or Sepsis
- Manage hazardous materials exposures and mass casualty incidents
- Manage any medical emergency condition, patient, or scene as team leader

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## **6.060.55 - CMH Respiratory Therapy Department Clinical Agreement**

CMH EMS Education Department may send interns to **CMH Respiratory Therapy 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

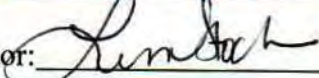
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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: 3/1/17

Signature of Training Entity Coordinator: 

Signature of CMH Respiratory Therapy Department Director: 

### **PARAMEDIC STUDENT CLINICAL DETAILS**

First semester Paramedic students will be sent to this site as part of course EMS 103 - Paramedic Clinical Experience I (page 366). These students will be required to complete at least 12 hours at this site with a focus on treating adult and pediatric respiratory patients and ventilating patients.

First Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and transmission
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol

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## 6.060.60 - CMH Surgery Department Clinical Agreement

CMH EMS Education Department may send interns to **CMH Surgery 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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: 3/1/17

Signature of Training Entity Coordinator: 

Signature of CMH Surgery Department Director: 

### **PARAMEDIC STUDENT CLINICAL DETAILS**

First semester Paramedic students will be sent to this site as part of course EMS 103 - Paramedic Clinical Experience I (page 366). These students will be required to complete at least 12 hours at this site with a focus on administering at least 15 medications.

First Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and transmission
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol



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## 6.060.65 - Cox Health Clinical Agreement

THIS COOPERATIVE AGREEMENT (“Agreement”) effective April 1<sup>st</sup>, 2018 (“Effective Date”), by and between **Citizens Memorial Hospital** (“School”) and **CoxHealth**, a Missouri not-for-profit corporation, and its affiliates and subsidiaries (“CoxHealth”).

WHEREAS, CoxHealth is the parent corporation of a five hospital health care system in the state of Missouri which includes: Lester E. Cox Medical Centers (Cox North and Cox South), Cox Medical Center Branson, Meyer Orthopedic Hospital and Rehabilitation Center, Cox Monett Hospital, Oxford HealthCare, Home Parenteral Services, CoxHealth Foundation, Cox College, Cox HealthPlans, and more;

WHEREAS, the School is an educational institution credentialed for the education and preparation of health professionals, and desires to provide to its students (“Students”) a clinical learning experience through the application of knowledge and skills to become competent professionals at one or more of CoxHealth’s facilities; and

WHEREAS, CoxHealth desires to make its facilities available to the School for the purpose of experiential learning for Students.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the parties hereto, it is understood and agreed by the parties as follows:

1. **General Representations and Warranties.** Each party represents and warrants that it has the full power and authority to enter into this Agreement, to consummate the transactions contemplated to be consummated hereby, and to perform the obligations hereunder. This Agreement has been duly executed and delivered, and this Agreement constitutes valid and binding obligations, enforceable in accordance with its terms.
2. **Duties and Obligations of School.**
  - A. **Clinical Practicum.** School shall be responsible for the development, implementation, and operation of the clinical component of its educational programs offered and conducted at CoxHealth pursuant to this Agreement (collectively referred to herein as the “Practicum”). Such responsibilities of School include the following:
    - a. Maintain responsibility for the educational curriculum and learning environment for Students including providing practical instruction to Students prior to their clinical assignments at CoxHealth;
    - b. Appoint qualified faculty or indicate appropriate preceptors/supervisors responsible for guiding the Students’ experiences;
    - c. Assign to CoxHealth only those Students who have satisfactorily completed the prerequisites for clinical experience;

- d. Determine by mutual consent of CoxHealth and School the dates and times for Student placement and School must notify CoxHealth in advance of its planned schedule of Student assignments, including the dates of assignments, number of Students participating, and type of educational experience expected;
  - e. Acquaint CoxHealth personnel with the overall objectives of the School and provide the appropriate educational objectives and documents for clinical experiences to CoxHealth;
  - f. Participate in the supervision of Students and performance at CoxHealth including assuming responsibility for ensuring that both Students and faculty/supervisors comply with CoxHealth's rules and regulations;
  - g. Maintain all records regarding Students' experiences.
- B. Student Health. School acknowledges that CoxHealth is not responsible for the personal health of the Students or for injuries sustained by Students while performing their clinical responsibilities under this Agreement.
- C. CoxHealth Rules and Regulations. School shall require all of its Students, faculty, employees and agents participating in the Practicum at CoxHealth to be subject to its generally applicable rules and regulations as is reasonable for the purposes of this Agreement.
- D. Dress Code; Identification. School shall require the Students to dress in accordance with such reasonable dress and personal appearance standards reasonably required by CoxHealth. School shall require Students to wear and/or display such nametags or other identification as CoxHealth may require.
- E. Applicable Laws. School agrees to abide by all applicable state and federal laws and regulations governing its operation.
- F. Student Screenings and Vaccinations: The School shall assume all responsibility for the screening and vaccinations of Students (and faculty) who wish to participate in the Practicum to ensure that said students/faculty meet all educational requirements and that such persons pose no threat to the physical safety or psychological well-being of CoxHealth's patients, and are otherwise appropriate for participation in such practicum. Such requirements are as follows:
  - a. OSHA Blood Borne Pathogen Regulations: School shall ensure that, where appropriate, all faculty and Students are trained in compliance with OSHA Blood-Borne Pathogen Regulations and that the Students and faculty practice these standards. School shall furnish CoxHealth proof of each Student's and faculty member's Hepatitis B Immunization status or a signed statement declining Hepatitis B Vaccine.

- b. TB Screening: School shall provide proof that all faculty and Students have tested negative for TB within one month prior to beginning the practicum at CoxHealth. If a Student or faculty's testing is positive, School must notify CoxHealth's Employee Health Department prior to sending the Student/faculty to CoxHealth, to determine the next steps.
- c. Hepatitis A Vaccination: If the practicum involves food service, School shall provide proof of Hepatitis A vaccination series for all Students and Faculty.
- d. Tdap Vaccination: School shall provide proof of Tetanus/Diphtheria/ Pertussis (Tdap) vaccination for Students and faculty.
- e. Measles, Mumps and Rubella immunity: School shall provide laboratory evidence of all Students and faculty members' immunity to Rubella, Measles and Mumps, or record of Measles, Mumps, Rubella (MMR) vaccination series after one (1) year of age.
- f. Varicella: School shall provide laboratory evidence of immunity to Varicella or record of Varicella vaccination series for all faculty/Students.
- g. Seasonal Influenza Vaccination: School shall insure that, where appropriate, all faculty and Students receive the seasonal influenza vaccination at least fifteen (15) days prior to participation in the practicum, if the practicum will occur during active flu season in Greene County, Missouri. School shall consult with CoxHealth prior to each Student's (and faculty member's) participation to determine if the practicum will occur during Greene County's active flu season. School shall provide proof of each Student's and/or faculty member's vaccination status. Individual requests for exemption from the flu vaccination requirement shall be made to CoxHealth's Employee Health Department.
- h. Urine screen: School shall require each Student to submit to a urine drug screen prior to participating in the practicum. The urine drug screen must be negative and school shall provide proof of the negative drug screen upon request.

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- i. Background Checks and Exclusion Lists: Students are required to have a criminal background check done for all states in which the individual has lived or worked in the previous seven years in addition to a federal background check for the past seven years. A criminal background check for the State of Missouri will also be done whether or not the individual has lived or worked in the State of Missouri. All such background checks are done at the School's expense, and records will be provided to CoxHealth before the Student is permitted to begin his/her Practicum at CoxHealth. For positions that have direct contact and routine access to hospital patients, students with convictions involving violence to persons or sex offenses within the past ten years will be excluded from participating. For positions that have access to, or prescribe, order, or administer controlled substances, students with convictions relating to controlled substances within the past ten years will be excluded. Convictions relating to dishonesty shall be evaluated through an individualized assessment process. Individuals convicted of terrorism and related offenses within the past ten years will be excluded. CoxHealth will review convictions that are more than ten years old in making an individualized assessment as to whether an individual should be excluded or not pursuant to this policy. Exhibit A contains a non-exhaustive list of criminal convictions, which shall include suspended impositions of sentence, which CoxHealth will consider in making the above determinations for each student. In any matters involving discretion, CoxHealth will consider whether the practicum position has a reasonably tight nexus to the nature and gravity of the offense at issue; and the time that has passed since the offense in determining whether the individual should be excluded. In addition, a Student may not participate in clinical experiences at CoxHealth if he or she has been placed on the Office of Inspector General Exclusion List, the EPLS (GSA search) Exclusion List, or the Department of Health and Senior Services EDL Unit Exclusion list. Searches of all exclusion lists shall be done at School's expense, and records will be provided to CoxHealth upon request.
- j. Family Care Safety Registry: Students and faculty who participate in experiences at the Cox Learning Centers shall be required to have first registered with the Family Care Safety Registry Program. Further, the background screening provided by the Family Care Registry must indicate "no finding" with regard to such students.
- G. HIPAA Privacy Regulations. School shall ensure that Students and faculty are trained in compliance with HIPAA Privacy Regulations. School shall maintain a Statement of Confidentiality, signed annually by each student and faculty member. Copies shall be available upon request. School agrees that it and the Students/faculty shall keep strictly confidential all confidential information of CoxHealth and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of CoxHealth, except as required or permitted by law.
- H. Performance of Services. If applicable, any faculty or professional staff provided by School shall be duly licensed, certified, or otherwise qualified to participate in the Practicum at CoxHealth. School and all Students shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the

bylaws, rules and regulations of CoxHealth and any rules and regulations of School as may be in effect from time to time.

- I. **Insurance.** School shall, at its expense, obtain and maintain commercial professional liability insurance coverage acceptable to CoxHealth to be effective at all times during the term of this Agreement and until the expiration of the applicable statute of limitations period for the activities undertaken by School and the Students hereunder. A certificate of insurance shall be provided to CoxHealth upon request. Such coverage shall have separate limits of at least one million dollars (\$1,000,000) per claim or occurrence and three million dollars (\$3,000,000) per year in the aggregate.

3. **Duties and Obligations of CoxHealth.**

- A. **General Participation.** CoxHealth shall accept the Students assigned by the School and cooperate in the orientation of all Students to CoxHealth. CoxHealth shall provide learning opportunities for the Students, who shall be supervised by CoxHealth personnel, to observe and assist in various aspects of professional practice. CoxHealth shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. CoxHealth shall make its facilities available to Students as necessary to complete the experience.
  - a. CoxHealth shall permit Students to use the facilities and resources of CoxHealth when available, such as libraries, lounges, conference rooms, and audio-visual and other teaching equipment, consistent with the policies and procedures of CoxHealth.
  - b. CoxHealth will provide Students and faculty with all protective equipment required during the clinical experience.
  - c. CoxHealth's staff will be accessible as resources to assist School in planning the Student experience.
  - d. CoxHealth will notify School of its policies and procedures that may affect the Students' learning experience. Faculty are encouraged to attend formal orientation sessions offered.
  - e. CoxHealth's staff will be accessible to meet with School's faculty to discuss the expected roles of the Students while at CoxHealth.
  - f. CoxHealth will make available to the Students and faculty at their own expense use of the cafeteria or other eating facilities while Students are receiving clinical instruction at CoxHealth.

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- B. **Insurance.** CoxHealth shall, at its expense, obtain and maintain commercial professional liability insurance coverage, via commercial insurance or self-funded trust, with limits of at least one million dollars (\$1,000,000) per claim or occurrence and three million dollars (\$3,000,000) per year in the aggregate.
4. **No Compensation.** Neither party shall earn or receive any compensation from the other party in return for the performance of the duties and obligations described herein. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from CoxHealth or School. Any courtesy appointments to faculty or staff by either the School or CoxHealth shall be without entitlement of the individual to compensation or benefits for the appointed party.
5. **Removal of Students.** CoxHealth may immediately remove from the premises any Student who poses an immediate threat or danger to personnel or to the quality of patient care or for unprofessional behavior. CoxHealth may request School to withdraw or dismiss a Student from the Practicum at CoxHealth when his or her clinical performance is unsatisfactory to CoxHealth or his or her behavior, in CoxHealth's sole discretion, is disruptive or detrimental to CoxHealth and/or its patients. In such event, said Student's participation in the Practicum shall immediately cease; however, only School has ultimate control or discretion over any grades given to the Students.
6. **Non-Discrimination.** In the performance of this Agreement, there shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of Students for participation in the Practicum, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the Student's effective participation in the Practicum.
7. **Indemnification.** Each party shall defend, indemnify, and hold the other party harmless from any and all claims, actions, liabilities, and expenses (including costs of judgments, settlements, court costs, and reasonable attorney's fees) resulting from, or based upon the negligent or intentional acts or omissions, or any failure to perform any obligation undertaken or any covenant by, the indemnifying party in this Agreement. Upon notice from the indemnified party, the indemnifying party will defend against, at its expense, any such claim or action, provided that the indemnifying party's selection of counsel shall be subject to the indemnified party's approval, and indemnified party shall have the right to participate in the defense and to approve any settlement.

8. **Term and Termination.** The initial term of this Agreement shall commence as of the Effective Date and shall continue for two (2) years or until terminated in accordance with the terms hereof. This Agreement shall automatically renew for successive two (2) year terms, not to exceed four renewal terms, such that the total life of this agreement shall be ten (10) years. Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon at least thirty (30) days prior written notice to the other party, provided that all Students currently enrolled or participating in the Practicum at CoxHealth at the time of such notice of termination shall be given the opportunity to continue such participation and the parties shall continue to perform under the terms hereof with regard to the Students, until the sooner of each Student's individual completion of the Practicum or three (3) months from the date of the notice of termination.
9. **Miscellaneous Terms.**
- A. **Change in Law.** In the event of any changes in applicable laws occur during the term of this Agreement which materially affect either party, such affected party may request renegotiation of the applicable terms of this Agreement by written notice to the other party. If no new agreement is reached within sixty (60) days of receipt of such notice, then either party may terminate this Agreement upon an additional thirty (30) days written notice. The parties further agree that in the event that legislation is enacted or a regulation is promulgated or a judicial or administrative decision is rendered that affects, or may affect, the legality of this Agreement or adversely affect the ability of either party to perform its obligations or receive the benefits intended hereunder, then, within fifteen (15) days following notice by either party of such event, each party will negotiate in good faith a substitute Agreement which will carry out the original intention of the parties to the extent possible in light of such legislation, regulation or decision. Failure to renegotiate the terms within the 15-day-period will result in automatic termination of this Agreement unless the parties otherwise agree in writing.
- B. **Severability.** Each and every provision, section, subsection, paragraph, and clause herein shall be separable from each and every other part hereof so that the invalidity of any part hereof shall not affect the validity of the remainder.
- C. **No Waiver.** No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach. Every right and remedy of each of the parties shall be cumulative and either party, in its sole discretion, may exercise any and all rights or remedies stated in this Agreement or otherwise available at law or in equity.

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- D. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it being agreed that the agents of both parties have participated in the preparation hereof.
- E. Applicable Law. This Agreement shall be construed under and in accordance with the laws of the State of Missouri. Both parties further agree that venue shall be proper in the United States District for the Western District of Missouri, Southern Division, or the Circuit Court of Greene County, Missouri.
- F. No Assignment. The rights and obligations provided under this Agreement are not assignable without written consent of the non-assigning party. Any such assignment made or attempted without such required consent is void.
- G. Amendments. Amendments may be made to this Agreement only upon the mutual consent and approval in writing by both parties.
- H. Headings. Headings contained in this Agreement have been inserted herein only as a matter of convenience and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.
- I. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes any and all prior or contemporaneous representations, negotiations, promises, covenants or discussions between the parties relating to the subject matter herein.
- J. Third Party Beneficiary. This Agreement is solely for the benefit of the parties and their respective successors and permitted assigns, and no other person has any right, benefit, priority or interest under or because of the existence of this Agreement.
- K. Successors and Assigns. All provisions of this Agreement are binding upon, insure to the benefit of and are enforceable by or against the parties and their respective heirs, executors, administrators or other legal representatives and permitted successors and assigns.
- L. No Joint Venture or Partnership. The parties agree that they are independent parties contracting together, and that nothing contained herein is to be construed as making the parties joint venturers or partners.



- M. Notices. All notices and other writings required or permitted to be given under the terms of this Agreement shall be hand-delivered or mailed, postage prepaid by certified or registered mail, return receipt requested, to the parties as follows:

To the School at:                      Citizens Memorial Hospital  
    Attention: Theron Becker  
    1500 N Oakland Ave  
    Bolivar, MO 65613

To CoxHealth at:                      CoxHealth  
    Attention: Mark Alexander  
    3801 S. National  
    Springfield, MO 65807

With a copy to:                      CoxHealth, Legal Department  
    Attention: Charity Elmer, General Counsel  
    3850 S. National, Ste. 760  
    Springfield, MO 65807

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the day and year first written above.

**School**

**CoxHealth**

\_\_\_\_\_  
CEO, Citizens Memorial Hospital

\_\_\_\_\_  
Vice President, CoxHealth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**EXHIBIT A****Criminal Background Check Requirements for Students Coming To CoxHealth for Clinical Experiences**

An SIS or attempt to commit any of the below crimes may also prohibit a student from participating in clinical experiences at CoxHealth.

**Dishonesty (including, but not limited to)**

- Blackmail or Extortion
- Bribery
- Burglar's Tools Violations
- Buying, Receiving or Possessing Stolen Property
- Embezzlement
- Forgery or Counterfeiting
- Fraud
- Larceny or Theft
- Motor Vehicle Theft
- Perjury or Suborning Perjury

**Violence (including, but not limited to)**

- Aggravated Assault
- Arson
- Burglary or Attempted Burglary
- Criminal Homicide
- Explosives violations
- Forcible Rape or Sexual Assault
- Hate Crime Violation
- Kidnapping
- Other Assaults
- Robbery
- Weapons Violation

**Sex Offenses (including, but not limited to)**

- Incest
- Indecent Exposure
- Intercourse with Impaired Person
- Sale of Obscene Literature
- Sodomy
- Statutory Rape
- Other Sex Offenses Involving a Minor

**Controlled Substance Abuse (including, but not limited to)**

- Sale
- Possession
- Paraphernalia
- Manufacture
- Growing
- Intent to Sell
- Intent to Manufacture
- Intent to Grow
- Use

**Terrorism and Related Offenses**

Any and All Offenses

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## 6.060.77 - Mercy Emergency Department Clinical Agreement

CMH EMS Education Department may send interns to **Mercy 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.

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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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 CMH EMS Education Department Director: \_\_\_\_\_

Signature of Mercy Emergency Department Director: \_\_\_\_\_

### **EMD STUDENT CLINICAL DETAILS**

First semester EMD students will be sent to this site as part of Section 6.240 - Emergency Medical Dispatch Program [EMD Academy] (page 305). These students will be required to complete at least six (6) hours in an ER shadowing ER Techs. A minimum of one (1) trauma patient and one (1) medical patient must be encountered to complete all clinicals.

EMD students are encouraged and allowed to perform the following skills:

- Observation only

### **EMT STUDENT CLINICAL DETAILS**

First semester EMT students will be sent to this site as part of course EMS 102 - EMT Field Experience (page 321). These students will be required to complete at least 36 hours in an ER shadowing ER Techs. A minimum of six (6) trauma patients and six (6) medical patients must be encountered to complete all clinicals.

EMT students are encouraged and allowed to perform the following skills:

- Basic assessments and vitals
- 12-lead acquisition and transmission
- Pharyngeal and blind-insertion airways
- BVM
- Assist with CPAP/BiPAP
- Upper airway suction
- Blood glucose monitoring
- Oxygen, oral glucose, and aspirin administration
- Manual fracture stabilization and SMR
- Bleeding control

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### **PARAMEDIC STUDENT CLINICAL DETAILS**

Second Semester Paramedic students will be sent to this site as part of course EMS 107 - Paramedic Clinical Experience II (page 378). These students will be required to complete at least 12 hours shadowing a triage nurse and 124 hours shadowing an ER nurse. The focus of this clinical time will be assessing and treating patients with a broad range of ages and complaints.

Second Semester Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Administration of any medication by any route approved by medical direction or protocol
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage adult cardiac arrests
- Manage the following TCD patients: STEMI, Stroke, or Sepsis

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## 6.060.78 - Mercy EMS Clinical Agreement

This **ACADEMIC AFFILIATION AGREEMENT** (“Agreement”) is made and entered into this 31st day of May, 2017 (“Effective Date”), by and between **Citizens Memorial Hospital** (“School”) and **Mercy Emergency Medical Services** (“Mercy”). Both School and Mercy may be referred to as “Party” or collectively as “Parties.”

### **RECITALS**

**WHEREAS**, Mercy is a licensed health care facility which provides various health care services to its patients; and

**WHEREAS**, School, a private for-profit hospital, in its educational programs has the responsibility for the training of students (“Student”) who are enrolled in mutually agreed upon educational programs at School listed in Exhibit A (“Educational Programs”) and who require clinical experiences (“Clinical Experience”) in order to complete their professional development; and

**WHEREAS**, Parties enter into this Agreement for the purpose of affording Students the opportunity to participate in these Clinical Experiences with patients of Mercy and to provide School and its faculty (“Faculty”) with a site for the education of these Students. Sites for the education of these Students covered under this Agreement are: **all Mercy EMS service areas for Mercy EMS co-workers with prior approval from Mercy EMS leadership.**

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, School and Mercy hereby agree as follows:

**1. TERM.** The term of this Agreement shall commence on Effective Date set forth above and shall continue for an initial term of twelve (12) months. Thereafter, this Agreement shall automatically renew for an unlimited number of successive one (1) year periods unless terminated under the provisions of this Agreement.

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## 2. SCHOOL DUTIES

**2.1. ADMINISTRATION OF EDUCATIONAL PROGRAM.** School shall satisfy all applicable accreditation guidelines for the Educational Program and will permit only those Students who have satisfactorily completed all applicable prerequisites of School's Educational Program to participate in the Clinical Experience. School shall have total responsibility for supervision of Students, planning and determining the adequacy of the didactic and practical educational experiences of the Students participating in the Educational Program as to theoretical training, technical and practical skills, professional ethics, conduct, standards, and behaviors. School shall further require Faculty serving on-site at Mercy to provide the appropriate level of supervision to Students to ensure that Students perform clinical services, as applicable, in compliance with all applicable standards of practice, federal and state laws and regulations and Mercy's policies, procedures, rules, regulations, and processes. School shall also require a member of its faculty or management staff to coordinate the Clinical Experience with a designated member of Mercy's staff ("Designee"). School shall, if requested, provide to Mercy administration an annual report which summarizes the activities of the Educational Program for the year and indicates to the extent to which the objectives of the course have been obtained. There shall be a continuing review of the Clinical Experience by School and Mercy. School shall continuously monitor and evaluate the performance of each Student and Faculty and shall remove any Student or Faculty who is not competent or qualified to participate in the Clinical Experience.

**2.2. POLICIES AND PROCEDURES.** Students shall adhere to policies and procedures of Mercy relative to matters which relate to the internal operation of Mercy. If applicable, Students shall also abide by attire and identification requirements consistent with Mercy policy. The attire shall be clean, neat, and appropriate at all times, and the cost of the attire or cleaning shall not be the responsibility of Mercy.

**2.3. STUDENT INFORMATION.** School covenants that it has and shall, upon request by Mercy, provide Mercy with each Student's and, as applicable, each Faculty member's full name and identification (copy of government-issued identification), license(s), health status reports, vaccination, and certification requirements as required by law and Mercy policy. School shall further obtain and provide verification of a criminal background check for each Student prior to that Student's participation in Clinical Experience as required by Mercy. In the event adverse information is obtained from the criminal background check, School shall provide the information to Mercy after obtaining an authorization and release from the Student. Mercy may disqualify any Student from participation with Mercy in the event of an adverse report. In the event such authorization and release are not given by the Student, the Student shall be disqualified from participation in the Clinical Experience. It is the School's responsibility to ensure that any applicable drug screens have been completed and that Students with unacceptable results will not participate in Clinical Experience at Mercy.



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**2.4. STUDENT PROFESSIONAL LIABILITY INSURANCE.** School shall secure and maintain at all times during the term of this Agreement, at its sole expense, general and professional liability insurance coverage in amounts of at least \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate with an insurance carrier approved by Mercy covering School, its Students, and its employees. In addition, the School shall maintain excess insurance coverage of at least \$5,000,000 over and above the primary limits, which shall apply if the primary limits are exhausted. Should any of the insurance policies be written on a claims-made basis, insurance requirements shall survive the termination of this Agreement and extended reporting coverage shall be afforded for at least two (2) years after the effective date of termination of this Agreement. Such insurance shall be non-cancelable and not subject to material change without a prior thirty (30) day written notice to Mercy. Mercy shall have a right to immediately terminate this Agreement in the event of changes in the insurance maintained by School that are unacceptable to Mercy. School shall provide Mercy with certificates of insurance, upon request.

**2.5. STUDENT HEALTH INSURANCE.** School shall encourage its Students to obtain and maintain health insurance. In the event that a Student fails to obtain or maintain health insurance, under no circumstances shall Mercy be responsible to cover any individual medical expenses arising out of the Student's participation in the Educational Program or the Clinical Experience.

**2.6. CONFIDENTIALITY.**

(a) Mercy Information. School recognizes and acknowledges that, by virtue of entering into this Agreement and fulfilling the terms of this Agreement, School and Students may have access to certain information of Mercy that is confidential and constitutes valuable, special and unique property of Mercy. School agrees that neither it nor any Students will at any time (either during or subsequent to the term of this Agreement) disclose to others, use, copy or permit to be copied, without Mercy's express prior written consent, except in connection with the performance of School's and Students' duties hereunder, any confidential or proprietary information of Mercy, including, without limitation, information which concerns Mercy's policies employees, staff, contracts, patients, costs, protocols, or treatment methods developed by Mercy, and which is not otherwise available to the public.

(b) **Confidentiality; Patient Information; HIPAA Compliance.** Both Parties agree to comply with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Health Information Technology Economic and Clinical Health Act of 2009 (“HITECH”), and associated implementing regulations of HIPAA and HITECH (HIPAA, HITECH, and all associated regulations are together referred to as the “Regulations”). Both Parties shall not use or further disclose any protected health information, as defined in 45 CFR 164.504, or individually identifiable health information, as defined in 42 U.S.C. § 1320d (collectively, the “Protected Health Information”), other than as permitted by this Agreement or applicable law including the requirements of the Regulations. Both Parties will implement appropriate safeguards to prevent the use or disclosure of Protected Health Information other than as permitted by law or contemplated by this Agreement. Each Party will promptly report to the other any use or disclosures, of which either Party becomes aware, of Protected Health Information in violation of the Regulations. Both Parties will make their respective internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Regulations. No attorney-client, accountant-client, or other legal or equitable privilege shall be deemed to have been waived by either Party by virtue of this Section.

### 3. MERCY DUTIES

**3.1. AUTHORITY.** Mercy shall retain ultimate administrative authority consistent with the established policies of Mercy for all Faculty and Student activities which influence the operation of Mercy and the direct or indirect care of Mercy’s patients. Mercy has the right to approve the participation of Students and Faculty to engage in Clinical Experience at Mercy. Mercy also has the right in its sole reasonable discretion to revoke such approval of a Student or Faculty in the event of patient safety or other for cause concerns.

**3.2. PATIENT CARE.** If applicable to the Clinical Experience, Mercy shall provide Students with the opportunity to participate in providing patient care services, provided that Students shall not be solely or independently responsible for the care delivered to any patient. Mercy shall permit Students to work, perform assignments, and participate in the delivery of clinical services, patient evaluations, patient assessment rounds, staff meetings, and in-service programs at the discretion of Mercy’s designated staff. Students participating in the Clinical Experience are trainees and shall not replace or substitute for Mercy staff. Mercy’s licensed, certified or registered health care professional staff and employees retain ultimate responsibility for all patient care and administrative functions.

**3.3. MERCY FACILITIES.** Mercy shall make available to assigned Students appropriate facilities, access to systems, equipment, and supplies at Mercy sites in order to provide supervised experience that is appropriate to the objectives of the Educational Program. Such facilities shall include an environment conducive to the learning process, which conforms to Mercy’s customary procedures.

**3.4. RULES AND REGULATIONS.** Mercy shall provide School with its written policies and procedures relevant to Faculty and Students participating in Mercy administrative functions, patient care, and other clinical functions. Mercy shall retain primary responsibility for implementation and enforcement of its policies and procedures. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of the Clinical Experience, Students will be subject to all rules and regulations of Mercy which are imposed by Mercy on its employees and agents with regard to following the administrative policies, standards, and practices of Mercy.

**3.5. PROGRAM COORDINATOR.** Mercy's Designee shall be the coordinator of the Clinical Experience who shall oversee and/or function as preceptor and supervisor with whom Faculty and/or School's Educational Program coordinator will communicate with regarding the Educational Program. The Designee may perform several tasks in connection with the Clinical Experience, including the development of objectives, methods of instruction, and other details of the Clinical Experience and goals of the Educational Program. Mercy's Designee shall coordinate with School to schedule the clinical experiences of Students with licensed health care professionals or applicable professional staff who will function, as applicable, as teaching preceptors and supervisors for the Clinical Experience.

**3.6. EMERGENCY TREATMENT OF STUDENTS.** Mercy agrees to arrange for immediate emergency care of Students in the event of a medical emergency while participating in the Clinical Experience at Mercy, but shall not be responsible for costs involved with such emergency medical care, follow-up care, or hospitalization in connection with such events.

**3.7. LIABILITY INSURANCE.** Mercy shall secure and maintain comprehensive general and professional liability insurance or self-insurance covering itself and its employees providing minimum limits of liability of \$1,000,000 per occurrence with an annual aggregate of \$3,000,000 or such other limits as Mercy deems appropriate.

## **4. OBLIGATIONS OF BOTH**

**4.1. PROGRAM ADMINISTRATION.** School and Mercy shall mutually agree upon the beginning dates and length of the Clinical Experience, the periods of assignment for each Student, the number of Students eligible to participate concurrently in the Clinical Experience with Mercy, and the particular Mercy practice site(s) where the Clinical Experience will occur. Notwithstanding the foregoing, Mercy and School agree and understand that the availability of clinical placements at Mercy during the term of this Agreement may periodically be affected by a variety of factors. In such event, Mercy may reduce the number of Students eligible to participate in the Clinical Experience with prior notice to the School and adequate time for the School to reassign the Student(s) to another clinical site.

**4.2. COOPERATION.** School and Mercy shall arrange, provide, and/or cooperate as necessary in the orientation of the Faculty and Students concerning Mercy's policies, procedures, rules and regulations, emergency preparedness, medical record systems, and other operational matters as necessary to assure an appropriate orientation.

**4.3. STUDENT EDUCATION AND HEALTH RECORDS.** School and Mercy agree to protect the privacy of student educational records and to refrain from use or disclosure of a Student's educational records without the Student's written consent or as otherwise allowed without consent under the federal Family Educational Rights and Privacy Act and the regulations promulgated thereunder ("FERPA") as applicable to the records in question. School agrees to have each Student sign an appropriate consent form when necessary to comply with FERPA and/or other laws for the exchange/disclosure of educational records and student health records between the parties.

**4.4. ENDORSEMENTS.** Neither Party shall use the name of the other in any promotional or advertising material unless review and written approval of the intended use shall first be obtained from the Party whose name is to be used.

**4.5. REPORT CLAIMS.** Each Party shall provide the other Party with immediate written notice of any claims, complaints, and inquiries arising under this Agreement. Each Party shall further cooperate with the other Party and its attorneys in the investigation and defense of such claims, complaints, and inquiries.

**4.6. COMPLIANCE WITH EXTERNAL REQUESTS.** Each Party agrees to provide reasonable assistance to the other Party and access by the other Party to each Party's information and personnel as necessary in connection with regulatory or accreditation reviews and any duly authorized state or federal government requests as necessary to verify the nature and extent of the affiliation of the Parties under this Agreement. School agrees for a minimum period of six (6) years after the last Clinical Experience contemplated herein has been completed, to retain this Agreement (including all amendments hereto) and any of School's books, documents and records, which may serve to verify the Clinical Experience covered by this Agreement.

## **5. TERMINATION**

**5.1. TERMINATION WITHOUT CAUSE.** Either Party may terminate this Agreement at any time without cause by providing the other Party at least sixty (60) days prior written notice. In the event that this Agreement is terminated, Students who are participating in the Clinical Experience at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

**5.2. TERMINATION FOR BREACH/CAUSE.** This Agreement shall terminate immediately upon the occurrence of any of the following: (i) the other Party breaches this Agreement and such breach is not cured within thirty (30) days after receipt by the breaching Party of written notice of such breach; (ii) either Party loses its license, accreditation or is convicted of a criminal offense related to health care or is listed by a federal agency as debarred, excluded or otherwise illegible for federal health care program participation; (iii) either Party no longer is able to provide the service for which this Agreement was sought; or (iv) if either Party fails to maintain insurance coverage as required by this Agreement. This Agreement may be immediately terminated by Mercy upon written notice to School for cause in the event of patient safety or other operational safety or regulatory concerns.

**5.3. TERMINATION OF STUDENTS.** Mercy may immediately remove any Student participating in the Clinical Experience from Mercy's premises for behavior that Mercy deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, Mercy shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If Mercy desires to remove a Student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the Student.

## **6. GENERAL PROVISIONS**

**6.1. GOVERNING LAW.** This Agreement shall be governed and interpreted according to the laws of the State of Missouri.

**6.2. ASSIGNMENT.** This Agreement shall be binding upon School and Mercy and their respective successors, assigns and legal representatives of the parties hereto. Neither this Agreement, nor any rights hereunder, may be assigned without the written consent of the non-assigning Party, which consent shall not be unreasonably withheld, except that Mercy may assign its interest or delegate the performance of its obligations to an Affiliate without the consent of School. "Affiliate" is defined as any entity related to Mercy through common ownership or control.

**6.3. WAIVER OF BREACH/UNENFORCEABILITY.** The waiver by either School or Mercy of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach thereof. The invalidity or unenforceability of any terms or provisions of this Agreement will in no way affect the validity or enforceability of any other term or provision hereof.

**6.4. NON-DISCRIMINATION.** The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, as well as any and all applicable rules and regulations of the State. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

**6.5. FORCE MAJEURE.** Each Party shall be fully excused from performance of any obligations arising pursuant to this Agreement during any period in which such Party is prevented from performing such services as a result of an Act of God, war, civil disturbance, court order, or labor dispute upon notification to the other Party of such cause and such non-performance shall not be a breach of this Agreement for purposes of termination.

**6.6. NOTICE.** Any notice required or allowed to be given hereunder shall be deemed to have been given upon deposit in the United States mail, registered or certified, with return receipt requested, and addressed to the Party to this Agreement to whom notice is given at the address of the respective Party stated below or such changed address as such Party may give by written notice to the other.

**If to School:** Citizens Memorial Hospital  
1500 N. Oakland Avenue  
Bolivar, MO 65613  
Attn: Donald Babb, CEO

**If to Mercy:** Mercy EMS  
1407 E. Saint Louis St.  
Springfield, MO 65802  
Attn: Paramedic Program Coordinator

A copy of all notices, whether given by School or Mercy, shall also be sent:

**With Copy To:** Mercy Springfield Communities  
Legal Department  
1235 E. Cherokee  
Springfield, MO 65804  
Attn: VP/Regional General Counsel

**6.7. THIRD-PARTY RIGHTS.** It is not the intention of either Party to this Agreement to create any rights or remedies in any third party under this Agreement or any person receiving services from either Party pursuant to this Agreement, and no third party shall have the right to enforce the terms of this Agreement.

**6.8. ETHICAL AND RELIGIOUS DIRECTIVES.** Each Party hereby acknowledges that Mercy is bound by the *Ethical and Religious Directives for Catholic Healthcare Services* as promulgated, from time to time, by the United States Conference of Catholic Bishops, Washington, D.C., of the Roman Catholic Church, and that the principles and beliefs of the Roman Catholic Church (“Ethical and Religious Directives”) which precludes Mercy from performing health care services that in any way contravene the Ethical and Religious Directives.

**6.9. SEVERABILITY.** If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, then the remainder of this Agreement and the application of any term or provision to any person or circumstances, other than those to which it is held invalid or unenforceable, shall not be affected thereby and all other terms shall be valid and enforceable to the fullest extent permitted by law.

**6.10. INDEMNIFICATION.**

(a) School agrees to indemnify and hold harmless Mercy, its directors, officers, employees, agents, representatives, successors, assigns, and subcontractors from and against any and all claims, demands, actions, settlements or judgments, including reasonable attorneys' fees and litigation expenses, based upon or arising out of the activities described in this Agreement, where such claims, demands, actions, settlements or judgments relate to the negligence, actions or omissions of School. School shall assume responsibility for the cost of equipment and supplies of Mercy that are negligently or willfully broken or damaged by Students.

(b) Mercy agrees to indemnify and hold harmless School, its directors, officers, employees, agents, representatives, successors, assigns, and subcontractors from and against any and all claims, demands, actions, settlements or judgments, including reasonable attorneys' fees and litigation expenses, based upon or arising out of the activities described in this Agreement, where such claims, demands, actions, settlements or judgments relate to the negligence, actions or omissions of Mercy.

**6.11. SURVIVAL.** Any provision which expressly or by its context requires, after termination of this Agreement, action or places obligations on the Parties to this Agreement, shall so survive the termination of this Agreement.

**6.12. LEGAL JEOPARDY.** Notwithstanding anything to the contrary herein contained, in the event the performance by either Party hereto of any term, covenant, condition or provision of this Agreement jeopardizes: (i) the licensure of either Party; (ii) its participation in or the payment or reimbursement from Medicare, state sponsored Medicaid program, Blue Cross or other reimbursement or payment programs; (iii) its full accreditation by The Joint Commission or any other state or nationally recognized accreditation organization; (iv) the tax-exempt status of a Party; (v) any of its property or financing (or the interest income thereon, as applicable); (vi) will prevent or prohibit any physician, or any other health care professionals or their patients from utilizing a Party or any of its services; (vii) for any other reason said performance should be in violation of any statute, ordinance, be otherwise deemed illegal, or be deemed unethical by any recognized body, agency, or association in the medical or hospital fields; then the Party in jeopardy may at its option either: (i) terminate this Agreement immediately; or (ii) initiate negotiations to resolve the matter through amendments to this Agreement and if the parties are unable to resolve the matter within thirty (30) days thereafter, such Party may, at its option, terminate this Agreement immediately.

**6.13. COUNTERPARTS.** The Parties agree that this Agreement may be executed in multiple originals, each of which shall be considered an original for all purposes and, collectively, shall be considered to constitute this Agreement. The Parties further agree that signatures transmitted by facsimile or in Portable Document Format (pdf) may be considered an original for all purposes, including, without limitation, the execution of this Agreement and enforcement of this Agreement.

**6.14. HEADINGS.** The headings and subheadings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.

**6.15. INDEPENDENT PARTIES.** School and Mercy are independent contractors and nothing in this Agreement shall be construed or implied to create an agency, partnership, employment or other relationship. Students are not employees of Mercy and no Students participating in the Clinical Experience pursuant to this Agreement are entitled to any employment benefits, fringe benefits, Worker's Compensation, disability benefits or any other benefits offered to employees of Mercy except as may be expressly set forth herein. No Party shall have the authority to agree to or incur expenses on behalf of the other Party.

**6.16. WARRANTY OF NON-EXCLUSION.** Each Party represents and warrants to the other that it is not: excluded from participation in any Federal Health Care Program, including Medicare and Medicaid; debarred, suspended or otherwise excluded from participating in any other federal or state procurement or non-procurement program or activity; or designed a Specially Designed National or Blocked Person by the office of Foreign Asset Control of the U.S. Department of Treasury. Each Party further represents and warrants to the other Party that to its knowledge, there are no pending or threatened governmental investigations that may lead to such exclusions. In the event that School or any individual providing services to Mercy, including any Student, is in breach of this section, this Agreement shall automatically terminate as of the date of such exclusion or breach. School further agrees that any individual employed or contracted by School who is excluded from participation in federally funded health care programs during the term of this Agreement shall automatically be deemed ineligible from participating in the Clinical Experience at Mercy pursuant to this Agreement.

**6.17. ENTIRE AGREEMENT.** This Agreement supersedes all previous contracts or agreements between the Parties for the same services, and constitutes the entire Agreement between the Parties. Neither Party shall be entitled to benefits other than those specifically enumerated herein. Any modifications hereto shall be valid only if set forth in writing and signed by all parties hereto.

*[Signature Page Follows]*



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SIGNATURE PAGE TO ACADEMIC AFFILIATION AGREEMENT

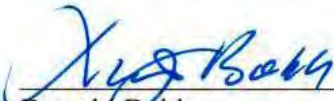
**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their respective authorized representatives as of the day and year first above written.

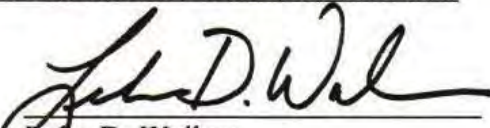
**SCHOOL:**

**MERCY:**

CITIZENS MEMORIAL HOSPITAL

MERCY EMERGENCY MEDICAL SERVICES

By:   
Name: Donald Babb  
Title: Chief Executive Officer  
Date: 6-2-17

By:   
Name: Luke D. Walker  
Title: Paramedic Program Coordinator  
Date: May 31, 2017

**EXHIBIT A**  
**List of Educational Programs**

Citizens Memorial Hospital Paramedic Course

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## 6.060.80 - Polk County Central Dispatch Clinical Agreement

CMH EMS Education Department may send interns to **Polk County Central Dispatch**. 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 Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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:

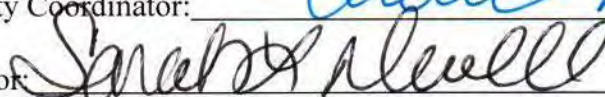
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Education Department 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 Education Department 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: 3/29/17

Signature of Training Entity Coordinator: 

Signature of PCCD Director: 

### **EMR STUDENT CLINICAL DETAILS**

First semester EMR students will be sent to this site as part of Section 6.120 - Emergency Medical Responder Program [EMR Academy] (page 301). These students will be required to complete at least four (4) hours at a 9-1-1 Center shadowing emergency medical call-takers or dispatchers. A minimum of one (1) trauma patient and one (1) medical patient must be encountered to complete all clinicals.

EMR students are encouraged and allowed to perform the following skills:

- Basic assessments and vitals
- Pharyngeal airways
- BVM
- Upper airway suction
- Oxygen administration
- Manual fracture stabilization and SMR
- Bleeding control

### **EMD STUDENT CLINICAL DETAILS**

First semester EMD students will be sent to this site as part of Section 6.240 - Emergency Medical Dispatch Program [EMD Academy] (page 305). These students will be required to complete at least four (4) hours at a 9-1-1 Center shadowing emergency medical call-takers or dispatchers. A minimum of one (1) trauma patient and one (1) medical patient must be encountered to complete all clinicals.

EMD students are encouraged and allowed to perform the following skills:

- Observation only

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### **EMT STUDENT CLINICAL DETAILS**

First semester EMT students will be sent to this site as part of course EMS 102 - EMT Field Experience (page 321). These students will be required to complete at least four (4) hours at a 9-1-1 Center shadowing emergency medical call-takers or dispatchers. A minimum of six (6) trauma patients and six (6) medical patients must be encountered to complete all clinicals.

EMT students are encouraged and allowed to perform the following skills:

- Basic assessments and vitals
- 12-lead acquisition and transmission
- Pharyngeal and blind-insertion airways
- BVM
- Assist with CPAP/BiPAP
- Upper airway suction
- Blood glucose monitoring
- Oxygen, oral glucose, and aspirin administration
- Manual fracture stabilization and SMR
- Bleeding control

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## 6.060.85 - Polk County Health Center Clinical Agreement

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

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

The clinical site agency will provide CMH EMS Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

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 HIPAA 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 Education Department 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 Education Department 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: 12-1-2016

Signature of Training Entity Coordinator: 

Signature of PCHC Administrator: 



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## **Section 6.090 - Articulation Agreements**

### **6.090.33 - Bolivar Technical College**

This agreement is pending.

### **6.090.34 - Bolivar Technical College Accreditation**

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## **6.090.65 - Southwest Baptist University - EMT Program**

### **Articulation Agreement between Southwest Baptist University and Citizens Memorial Hospital**

This Agreement is entered into between **Citizens Memorial Hospital** (hereinafter sending institution), and **Southwest Baptist University** (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Missouri.

The sending institution has established an Emergency Medical Technician (EMT) training program (hereinafter sending program), and the receiving institution has established an A.A.S. in Emergency Medical Technology - Basic program (hereinafter receiving program), and will facilitate credit transfer and provide a smooth transition from one related program to another. It is mutually agreed:

#### **ADMISSION REQUIREMENTS**

- A. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. The student must meet admission requirements that exist at the time of application in order to obtain entry to the receiving institution (which may or may not be different from those in place at the time of this agreement).

#### **TRANSFER OF CREDITS**

- A. The receiving institution will accept nine (9) credits from the sending program.
- B. Courses will transfer as described in the attached Program Articulation Table once the student demonstrates successful completion of the Paramedic certification exam.

#### **IMPLEMENTATION AND REVIEW**

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- B. This Articulation Agreement is effective on **04/10/2017** and shall remain effective until the end date of **06/01/2021** unless terminated or amended by either party with 90 days prior written notice.
- C. The college and university shall work with students to resolve the transfer of courses should changes to either program occur while the agreement is in effect.
- D. This Articulation Agreement will be reviewed by both parties beginning **11/01/2020**.
- E. When a student notifies the receiving institution of their intent to follow this agreement, the receiving institution will encode course waivers and substitutions.

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**PROGRAM ARTICULATION TABLE**

***SECTION A - COURSE TRANSFER CREDITS***

Institution (sending)		University (receiving)		
Course prefix, number, and name	Credits	Course prefix, number, and name	Credits	Equiv Sub
EMS 100 - Emergency Medical Technician	10	HSC 1009 - Emergency Medical Technician	9	
<b>TOTAL</b>	<b>10</b>	<b>TOTAL</b>	<b>9</b>	

**Special notes, if any:** The above courses will be accepted as transfer credit, which would be eligible to apply as elective credit to any degree, which allows for elective credit. In order to receive the A.A.S. in Emergency Medical Technology - Basic, the student would need to complete the following requirements.

**SECTION B - SBU DEGREE REQUIREMENTS**

Institution (sending)		University (receiving)		
Course prefix, number, and name	Credits	Course prefix, number, and name	Credits	Equiv Sub
		BIB 1013 - Old Testament History	3	
		BIB 1023 - New Testament History	3	
		CIS 1103 - Computer and Info Mgmt	3	
		COM 2393 - Interpersonal Comm	3	
		ENG 1113 - English Comp I	3	
		ENG 2213 - English Comp II	3	
		HPE 1162 / KIN 1162 - Wellness	2	
		Humanities Course (from approved list)	3	
		Social Studies Course (from approved list)	6	
		SPF 2012 - Spiritual Formation	2	
<b>TOTAL</b>		<b>TOTAL</b>	<b>31</b>	

**Special notes, if any:**

- Southwest Baptist University requires:
  - A minimum of 32 credits must be taken at Southwest Baptist University.
  - A minimum of 40 credits at the 3000 or 4000 level.
  - KIN 1162/1163 - Foundations of Physical Fitness/Wellness, SPF 2012 - Spiritual Formations, BIB 1013 - Old Testament History, and BIB 1023 - New Testament History are required for graduation.
  - Successful completion of Chapel (CLW) requirements for semesters enrolled at SBU.
  - A cumulative grade point average (GPA) of at least 2.00 for courses taken while enrolled at Southwest Baptist University.
  - Successful completion of the Southwest Baptist University graduation requirements for the degree.
- The following limitations also apply:
  - Developmental courses shall not be counted toward graduation.

**AGREEMENT SIGNATURES:**

Sending Institution: \_\_\_\_\_ Date: \_\_\_\_\_  
Donald Babb, CEO, Citizens Memorial Hospital

Receiving Institution: \_\_\_\_\_ Date: \_\_\_\_\_  
J. Lee Skinkle, Provost, Southwest Baptist University

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## **6.090.66 - Southwest Baptist University - Paramedic Program**

### **Articulation Agreement between Southwest Baptist University and Citizens Memorial Hospital**

This Agreement is entered into between **Citizens Memorial Hospital** (hereinafter sending institution), and **Southwest Baptist University** (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Missouri.

The sending institution has established a Paramedic training program (hereinafter sending program), and the receiving institution has established an A.A.S. in Emergency Medical Technology - Paramedical program (hereinafter receiving program), and will facilitate credit transfer and provide a smooth transition from one related program to another. It is mutually agreed:

#### **ADMISSION REQUIREMENTS**

- C. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- D. The student must meet admission requirements that exist at the time of application in order to obtain entry to the receiving institution (which may or may not be different from those in place at the time of this agreement).

#### **TRANSFER OF CREDITS**

- C. The receiving institution will accept 45 credits from the sending program.
- D. Courses will transfer as described in the attached Program Articulation Table once the student demonstrates successful completion of the Paramedic certification exam.

#### **IMPLEMENTATION AND REVIEW**

- F. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- G. This Articulation Agreement is effective on **04/10/2017** and shall remain effective until the end date of **06/01/2021** unless terminated or amended by either party with 90 days prior written notice.
- H. The college and university shall work with students to resolve the transfer of courses should changes to either program occur while the agreement is in effect.
- I. This Articulation Agreement will be reviewed by both parties beginning **11/01/2020**.
- J. When a student notifies the receiving institution of their intent to follow this agreement, the receiving institution will encode course waivers and substitutions.

**PROGRAM ARTICULATION TABLE****SECTION A - COURSE TRANSFER CREDITS**

Institution (sending)		University (receiving)		
Course prefix, number, and name	Credits	Course prefix, number, and name	Credits	Equiv Sub
EMS 101 - Introduction to Paramedic	11	PAR - 1004 - Introduction to Paramedic Science	The paramedic block is credited as a single block of courses and does not break out on a course by course basis.	
EMS 103 - Paramedic Clinical Experience I	5	PAR 1005 - Clinical and Field Experience I		
EMS 105 - Paramedic Medical Emergencies	11	PAR 2004 - Medical Emergencies		
EMS 107 - Paramedic Clinical Experience II	10	PAR 1105 - Clinical and Field Experience II		
EMS 222 - Paramedic Trauma Emergencies	6	PAR 1104 - The Trauma Patient		
EMS 224 - Paramedic Operations	10	PAR 2014 - Operational Management		
EMS 226 - Paramedic Field Experience	8	PAR 2005 - Clinical and Field Experience III		
EMS 228 - Paramedic Field Internship	10	PAR 2015 - Clinical and Field Experience IV		
<b>TOTAL</b>	<b>71</b>	<b>TOTAL</b>	<b>45</b>	

**Special notes, if any:** The above courses will be accepted as transfer credit, which would be eligible to apply as elective credit to any degree, which allows for elective credit. In order to receive the A.A.S. in Emergency Medical Technology - Paramedical, the student would need to complete the following requirements.



**SECTION B - SBU DEGREE REQUIREMENTS**

Institution (sending)		University (receiving)		
Course prefix, number, and name	Credits	Course prefix, number, and name	Credits	Equiv Sub
		BIB 1013 - Old Testament History	3	
		BIB 1023 - New Testament History	3	
		CIS 1103 - Computer and Info Mgmt	3	
		COM 2393 - Interpersonal Comm	3	
		ENG 1113 - English Comp I	3	
		ENG 2213 - English Comp II	3	
		HPE 1162 / KIN 1162 - Wellness	2	
		Humanities Course (from approved list)	3	
		Social Studies Course (from approved list)	6	
		SPF 2012 - Spiritual Formation	2	
<b>TOTAL</b>		<b>TOTAL</b>	<b>31</b>	

**Special notes, if any:**

- Southwest Baptist University requires:
  - A minimum of 32 credits must be taken at Southwest Baptist University.
  - A minimum of 40 credits at the 3000 or 4000 level.
  - KIN 1162/1163 - Foundations of Physical Fitness/Wellness, SPF 2012 - Spiritual Formations, BIB 1013 - Old Testament History, and BIB 1023 - New Testament History are required for graduation.
  - Successful completion of Chapel (CLW) requirements for semesters enrolled at SBU.
  - A cumulative grade point average (GPA) of at least 2.00 for courses taken while enrolled at Southwest Baptist University.
  - Successful completion of the Southwest Baptist University graduation requirements for the degree.
- The following limitations also apply:
  - Developmental courses shall not be counted toward graduation.

**AGREEMENT SIGNATURES:**

Sending Institution: Donald Babb, CEO, Citizens Memorial Hospital Date: 4-16-17

Receiving Institution: J. Lee Skinkle, Provost, Southwest Baptist University Date: 4-20-17

**6.090.67 - Southwest Baptist University Accreditation****HIGHER LEARNING COMMISSION**230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
312.263.0456 • 800.621.7440  
Fax: 312.263.7462 • [hlcommission.org](http://hlcommission.org)

March 25, 2016

Dr. C. Pat Taylor  
President  
Southwest Baptist University  
1600 University Ave.  
Bolivar, MO 65613-2597

Dear President Taylor:

This letter serves as formal notification and official record of action taken concerning Southwest Baptist University by the Institutional Actions Council of the Higher Learning Commission at its meeting on March 21, 2016. The date of this action constitutes the effective date of the institution's new status with HLC.

**Action with Interim Monitoring.** IAC continued the accreditation of Southwest Baptist University with the next Reaffirmation of Accreditation in 2025-26. In conjunction with this action, IAC required the following interim monitoring.

**Embedded Report.** A Report on program assessment including assessment of general education in the Year 4 Assurance Review.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <http://www.hlcommission.org/isr-request>.

Information on notifying the public of this action is available at <http://www.hlcommission.org/HLC-Institutions/institutional-reporting-of-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Mary Vanis. Your cooperation in this matter is appreciated.

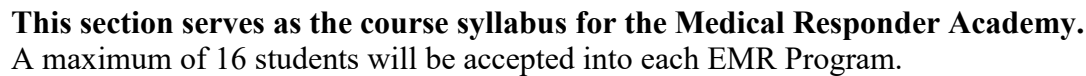
Sincerely,

A handwritten signature in black ink, reading "Barbara Gellman-Danley".

Barbara Gellman-Danley  
President

CC: ALO

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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.

The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment.

**6.120.24 - EMR Academy 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.

**6.120.36 - EMR Academy Curriculum Purpose**

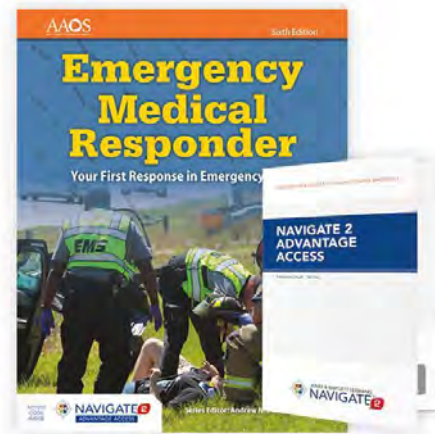
Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of the NHTSA National Standard Curriculum.

**6.120.48 - EMR Academy Curriculum**

The EMR program will use the NHTSA National Standard Curriculum. Specifically, the current edition curriculum and textbooks from AAOS (published by Jones & Bartlett) will be utilized for EMR courses.

Current edition is “Emergency Medical Responder: Your First Response in Emergency Care - 6<sup>th</sup> edition” with “Navigate 2 Advantage Package.”

ISBN: [9781284107272](https://www.jonesandbartlett.com/9781284107272)

**6.120.72 - EMR Academy 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.

**6.120.78 - EMR Academy Academic Progress**

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

- Remain in compliance with policies and procedures outlined in this manual.
- Maintain 80% or higher attendance.

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.

Class	Duration (hr)
Section 1 - Preparatory	1.5
• Chapter 1 - EMS Systems	
• Chapter 2 - Workforce Safety and Wellness	1.5
• Chapter 3 - Lifting and Moving Patients	2.5
• Chapter 4 - Medical, Legal, and Ethical	1
• Chapter 5 - Communication and Documentation	1.5
• Chapter 6 - Human Body	2
Section 2 - Airway	6
• Basic Life Support	
• Chapter 7 - Airway Management	2.5
• Chapter 8 - Professional Rescuer CPR	2
Section 3 - Assessment	2.5
• Chapter 9 - Patient Assessment	
MID-TERM EXAM / PRACTICAL SKILLS	4
Section 4 - Medical	3
• Chapter 10 - Medical Emergencies	
• Chapter 11 - Poisoning and Substance Abuse	2
• Chapter 12 - Behavioral Emergencies	1.5
• Chapter 13 - Environmental Emergencies	1.5
Section 5 - Trauma	4
• Chapter 14 - Bleeding, Shock, and Soft-Tissue Injury	
• Chapter 15 - Injury to Muscles and Bones	3.5
Section 6 - Special Patient Populations	2
• Chapter 16 - Childbirth	
• Chapter 17 - Pediatric Emergencies	3.5
• Chapter 18 - Geriatric Emergencies	2
Section 7 - EMS Operations	1
• Chapter 19 - Transport Operations	
• Chapter 20 - Vehicle Extrication and Special Rescue	2
• Chapter 21 - Incident Management	2
FINAL EXAM / PRACTICAL SKILLS	4
<b>TOTAL</b>	<b>59 hours</b>



## 6.120.84 - Equipment Available to EMR Students

### SIMULATION AMBULANCE

A fully-functional retired ambulance has been converted for use by the EMS Education Department. The ambulance is equipped with wireless audio and video feeds to allow instructors to observe students without distraction. Expired and replacement equipment and supplies from the EMS service keeps this training ambulance fully stocked for students to simulate any type of medical or trauma emergency.



### MID-FIDELITY MANIKIN

A Laerdal Nursing Anne manikin is dedicated to the EMS Education Department for scenario-based training. This manikin features the ability to place an advanced or emergency airway, start IVs and IOs, and may be configured in either gender.

This manikin has been upgraded with the SimPad Plus device to remotely control and simulate patient scenarios. From a wireless position, an instructor can control vitals, activate speech interactions, and recording of the simulation for playback or saving.



### TRAINING LIBRARY

A library of more than 700 reference books are available to all students. The majority of these books are EMS-oriented, but several fire service, law enforcement, management, and general healthcare topics are included.

The library can be browsed and materials checked out by visiting

[https://www.librarycat.org/lib/cmh\\_ems](https://www.librarycat.org/lib/cmh_ems)





### 6.240.12 - EMD Academy Goal

### 6.240.24 - EMD Academy Faculty

### 6.240.36 - EMD Academy Curriculum Purpose

## 6.240.48 - EMD Academy Curriculum

*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*



**6.240.60 - EMD Academy 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.

**6.240.72 - EMD Academy 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.

## 6.240.84 - Equipment Available to EMD Students

### **SIMULATION AMBULANCE**

A fully-functional retired ambulance has been converted for use by the EMS Education Department. The ambulance is equipped with wireless audio and video feeds to allow instructors to observe students without distraction. Expired and replacement equipment and supplies from the EMS service keeps this training ambulance fully stocked for students to simulate any type of medical or trauma emergency.



### **MID-FIDELITY MANIKIN**

A Laerdal Nursing Anne manikin is dedicated to the EMS Education Department for scenario-based training. This manikin features the ability to place an advanced or emergency airway, start IVs and IOs, and may be configured in either gender.

This manikin has been upgraded with the SimPad Plus device to remotely control and simulate patient scenarios. From a wireless position, an instructor can control vitals, activate speech interactions, and recording of the simulation for playback or saving.



### **TRAINING LIBRARY**

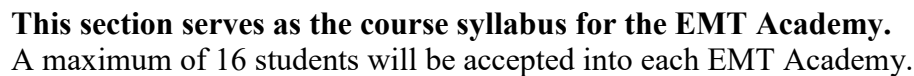
A library of more than 700 reference books are available to all students. The majority of these books are EMS-oriented, but several fire service, law enforcement, management, and general healthcare topics are included.

The library can be browsed and materials checked out by visiting

[https://www.librarycat.org/lib/cmh\\_ems](https://www.librarycat.org/lib/cmh_ems)



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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.

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%.

## Section 6.360 - Emergency Medical Technician Program [EMT Academy]

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the Emergency Medical Technician:

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

**6.360.08 - EMT Academy 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.

**6.360.12 - EMT Academy Curriculum Purpose**

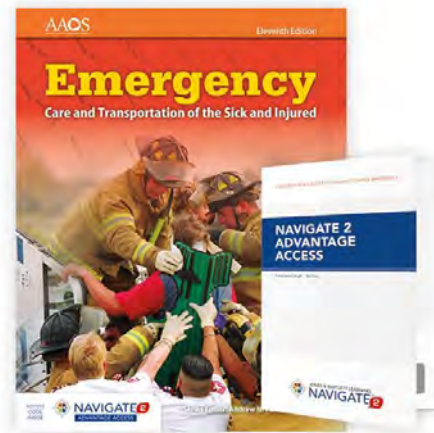
Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of the NHTSA National Standard Curriculum.

**6.360.16 - EMT Academy Curriculum**

The EMT program will use the NHTSA National Standard Curriculum. Specifically, the current edition curriculum and textbooks from AAOS (published by Jones and Bartlett) will be utilized for EMT courses.

Current edition is “Emergency Care and Transportation of the Sick and Injured - 11<sup>th</sup> edition” with “Navigate 2 Advantage Package.”

ISBN: [9781284106909](https://www.jonesandbartlett.com/9781284106909)



### 6.360.20 - EMT Academy Prerequisites

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, HIPAA 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.

### 6.360.24 - EMT Academy 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 EMT. The physical requirements are listed below and the student must be able to perform these requirements as well as have satisfactory physical health. NOTE: Additional requirements are often required by employers to those listed below.

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.

**6.360.28 - EMT Academy Tuition Details**

Tuition of \$750 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 companies.

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

- \$350 is due by the first day of EMS 100 - Emergency Medical Technician (page 318).
- An additional \$100 is due before the first FISDAP Unit Exam can be taken (usually during week 4).
- An additional \$100 is due before the Mid-Term Exam can be taken (usually during week 8).
- An additional \$200 is due before the Final Exam can be taken.

**6.360.32 - EMT Academy 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 9<sup>th</sup> and 11<sup>th</sup> 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.



**6.360.34 - EMT Academy Experiential Learning**

Credit for experiential learning, advanced placement, or transfer of credits from another institution will not be offered or provided.

**6.360.36 - EMT Academy Classroom 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.

**GENERIC WEEKLY SCHEDULE**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning	Occasional EMT Class		Paramedic Class		Paramedic Class		EMT Class every other Saturday
Afternoon							
Evening		EMT Class (6p- 10p)		EMT Class (6p - 10p)			

**6.360.40 - EMT Academy 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.

**6.360.44 - EMT Academy 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.

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 email grade records at the completion of each chapter.

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.

**6.360.48 - Certifications Gained After Completion of the EMT Academy**

- Prepared and eligible to test for Missouri Licensed Emergency Medical Technician
- Prepared and eligible to test for Nationally Registered Emergency Medical Technician
- Prepared and eligible to test for Missouri Class E Driver License
- American Heart Association (AHA) - Basic Life Support (BLS)
- National Association of EMTs (NAEMT) - EMS Safety
- National Association of EMTs (NAEMT) - PreHospital Trauma Life Support (PHTLS)
- Missouri University - Hazardous Materials Incident Response: Awareness
- National Incident Management System (NIMS) - 100: Introduction to the Incident Command System (self-study)
- National Incident Management System (NIMS) - 700: Introduction to National Incident Management System (self-study)
- Traffic Incident Management (TIMS)
- National Association of EMTs (NAEMT) - Emergency Vehicle Operator Safety (EVOS)

**6.360.52 - EMT Academy Examination and Graduation Requirements**

To be eligible for state and national testing, the student must meet the following requirements:

- Achieve a cumulative score of **no less than 80%**.
- Attain a “pass” grade in all clinical activities due at the end of each course.
- Attain a score of at least 70% on at least 70% of all assignments, chapter quizzes, and unit tests.
- Completion of all assigned FISDAP unit tests. FISDAP unit test scores are part of the cumulative score and are routinely used as mid-term or semester final exams. If you score less than 70% on a FISDAP unit test, you may retake it once and your final score will be the average of the two attempts. This is the only graded component that may be made up or repeated.
- Successfully complete all clinical minimum hour, patient contact, and skill requirements.
- A “pass” certification on the final psychomotor evaluation, which will include all practical skills as required by NREMT for this level of licensure.

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## 6.360.56 - EMT Academy Clinical Requirements

Clinical experience is defined as a planned and scheduled educational student experience with live patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers, and may include field experience.

Field experience is defined as planned and scheduled educational student time spent on an EMS unit, which may include observation and skill development, but which does not include team leading and does not contribute to the CoAEMSP definition of field internship.

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 ([www.fisdap.net](http://www.fisdap.net)) 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.

Required basic laboratory competencies are listed below. These requirements must be completed prior to any live patient encounters. At least one (1) evaluation must be completed on you by an instructor or preceptor while you complete the following skills:

- 12-lead ECG placement (NREMT skill).
- Automated external defibrillator (AHA skill)
- CPR for adults, children, and infants with both one- and two-rescuer (AHA skill)
- Glucometer (NREMT skill)
- Hemorrhage control (NREMT skill)
- Intranasal medication administration (NREMT skill)
- Joint splinting (NREMT skill)
- Long bone splinting (NREMT skill)
- Relief of choking in infants and children (AHA skill)
- Rescue breathing for adults and children with bag-mask (AHA skill)
- Spinal immobilization - Adult seated patient (NREMT skill)
- Spinal immobilization - Adult supine patient (NREMT skill)
- Traction splinting (NREMT skill)

Specific clinical requirements to be completed by the end of all clinical hours are listed below. These requirements can be worked on throughout all clinical sites.

- Within six (6) months of the final exam, the student must have successfully documented an assessment on six (6) medical patients.
- Within six (6) months of the final exam, the student must have successfully documented an assessment on six (6) trauma patients.

## 6.360.60 - EMT Academy Courses

Total of 15 semester hours - 230 contact hours.

### **EMS 100 - EMERGENCY MEDICAL TECHNICIAN**

Two (10) semester hours - 154 contact hours.

#### **PREREQUISITES:**

Enrollment in the EMT Academy.

This course includes all the classroom and laboratory activities to prepare students for a career as an Emergency Medical Technician.

Refer to Section 6.030 - Generic Educational Calendar (page 219) for when in the calendar year, this course falls.

#### **COURSE INSTRUCTOR:**

Matt D'Amore. Office hours by appointment. Email: [matt.damore@citizensmemorial.com](mailto:matt.damore@citizensmemorial.com).

1.675.72 - EMT Lead Instructor Curriculum Vitae (page 62).

Week	Date	Description	Guest Instructor(s)	Tests and Exams
1	Mon 9/3/18	No class (Labor Day)		
	Wed 9/5/18	Study and Test Skills Ch 1 - EMS Systems		Ch 1 Quiz
	Sat 9/8/18	NAEMT EMS Safety Course	Theron Becker (CMH Medic)	EMS Safety Test
2	Mon 9/10/18	Ch 2 - Workforce Safety and Wellness Ch 3 - Medical, Legal, and Ethical Issues		Ch 2 Quiz Ch 3 Quiz
	Wed 9/12/18	Ch 4 - Communications and Documentation Ch 5 - Medical Terminology		Ch 4 Quiz Ch 5 Quiz
3	Mon 9/17/18	Ch 6 - Human Body Ch 7 - Life Span Development		Ch 6 Quiz Ch 7 Quiz
	Wed 9/19/18	Ch 8 - Lifting and Moving Patients Ch 9 - Patient Assessment		Ch 8 Quiz Ch 9 Quiz
	Sat 9/22/18	AHA Basic Life Support CPR Course	Brianna Becker (CMH EMT)	BLS Test
4	Mon 9/24/18	Ch 10 - Airway Management Ch 11 - Principles of Pharmacology		Ch 10 Quiz Ch 11 Quiz
	Wed 9/26/18	Ch 12 - Shock Ch 13 - BLS Resuscitation		Ch 12 Quiz Ch 13 Quiz
5	Mon 10/1/18	Ch 14 - Medical Overview Ch 15 - Respiratory Emergencies		Ch 14 Quiz Ch 15 Quiz
	Wed 10/3/18	(Routine individual academic counseling with all students to evaluate affective domain)		FISDAP Airway Unit Exam

*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

## Section 6.360 - Emergency Medical Technician Program [EMT Academy]

Week	Date	Description	Guest Instructor(s)	Tests and Exams
	Sat 10/6/18	Skills Practice Day		
6	Mon 10/8/18	Ch 16 - Cardiovascular Emergencies Ch 17 - Neurologic Emergencies		Ch 16 Quiz Ch 17 Quiz
	Wed 10/10/18	Ch 18 - Gastrointestinal and Urologic Emergencies Ch 19 - Endocrine and Hematologic Emergencies		Ch 18 Quiz Ch 19 Quiz
7	Mon 10/15/18	(Routine individual academic counseling with all students to evaluate affective domain)		FISDAP Cardiology Unit Exam
	Wed 10/17/18	Ch 20 - Immunologic Emergencies Ch 21 - Toxicology		Ch 20 Quiz Ch 21 Quiz
	Sat 10/20/18			Mid-Term Practical Exam
8	Mon 10/22/18	Ch 22 - Psychiatric Emergencies Ch 23 - Gynecologic Emergencies		Ch 22 Quiz Ch 23 Quiz
	Wed 10/24/18	(Routine individual academic counseling with all students to evaluate affective domain)		FISDAP Medical Unit Exam
9	Mon 10/29/18	Ch 24 - Trauma Overview Ch 25 - Bleeding		Ch 24 Quiz Ch 25 Quiz
	Wed 10/31/18	Ch 26 - Soft-Tissue Injuries Ch 27 - Face and Neck Injuries		Ch 26 Quiz Ch 27 Quiz
	Sat 11/3/18		Theron Becker (CMH Medic), Morgan Young (CMH Medic), Jason Stroud (CMH EMT)	
10	Sun 11/4/18	NAEMT PreHospital Trauma Life Support Course		PHTLS Test
	Mon 11/5/18	Ch 28 - Head and Spine Injuries		Ch 28 Quiz
	Wed 11/7/18	Ch 29 - Chest Injuries Ch 30 - Abdominal and Genitourinary Injuries		Ch 29 Quiz Ch 30 Quiz
11	Mon 11/12/18	Ch 31 - Orthopaedic Injuries Ch 32 - Environmental Emergencies		Ch 31 Quiz Ch 32 Quiz
	Wed 11/14/18	(Routine individual academic counseling with all students to evaluate affective domain)		FISDAP Trauma Unit Exam
	Sat 11/17/18	Missouri Class E Driver MUFRTI Hazardous Materials Awareness Course	Theron Becker (CMH Medic)	HMIRA Test
12	Mon 11/19/18	Ch 33 - Obstetrics and Neonatal Care		Ch 33 Quiz

## Section 6.360 - Emergency Medical Technician Program [EMT Academy]

Week	Date	Description	Guest Instructor(s)	Tests and Exams
	Wed 11/21/18	Ch 34 - Pediatric Emergencies		Ch 34 Quiz
13	Mon 11/26/18	Ch 35 - Geriatric Emergencies Ch 36 - Patients With Special Challenges		Ch 35 Quiz Ch 36 Quiz
	Wed 11/28/18	(Routine individual academic counseling with all students to evaluate affective domain)		FISDAP OB-Peds Unit Exam
	Sat 12/1/18	Traffic Incident Management NAEMT Emergency Vehicle Operator Safety Course (Day 1)	Brice Flynn (CMH Medic), Theron Becker (CMH Medic)	
14	Sun 12/2/18	NAEMT Emergency Vehicle Operator Safety Course (Day 2)	Theron Becker (CMH Medic)	EVOS Test
	Mon 12/3/18	FEMA NIMS 100 Course FEMA NIMS 700 Course	Theron Becker (CMH Medic)	NIMS 100 Test NIMS 700 Test
	Wed 12/5/18	Ch 37 - Transport Operations Ch 38 - Vehicle Extrication and Special Rescue		Ch 37 Quiz Ch 38 Quiz
15	Mon 12/10/18	Ch 39 - Incident Management Ch 40 - Terrorism Response and Disaster Management Ch 41 - A Team Approach to Health Care		Ch 39 Quiz Ch 40 Quiz Ch 41 Quiz
	Wed 12/12/18	(Routine individual academic counseling with all students to evaluate affective domain)		FISDAP Operations Unit Exam
	Sat 12/15/18			Final Practical Exam
16	Mon 12/17/18	(Routine individual academic counseling with all students to evaluate affective domain)		FISDAP Comprehensive EMT Exam
	Wed 12/19/18	Graduation dinner and ceremony		

**EMS 102 - EMT FIELD EXPERIENCE**

Five (5) semester hours - 76 contact hours.

This course provides an opportunity for students to apply classroom knowledge to real-life situations and patients. Included in this course are all the components of the EMT curriculum as applied to 9-1-1 callers, ambulance patients, and hospital patients.

Refer to Section 6.030 - Generic Educational Calendar (page 219) for when in the calendar year, this course falls.

If the minimum number of patient contacts listed in 6.360.56 - EMT Academy Clinical Requirements (page 316) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements. A deadline of six (6) months after the end of the classroom portion of the course must be met for all hour and patient contact requirements.

**CMH EMERGENCY ROOM:**

- Prerequisites: Complete BLS CPR.
- EMT students will shadow ER Tech.
- Complete a minimum of 36 hours.

**CMH AMBULANCE:**

- Prerequisites: Complete emergency room clinicals.
- EMT students will shadow ambulance EMT.
- Complete a minimum of 36 hours by the final exam.



## 6.360.64 - Equipment Available to EMT Students

### **SIMULATION AMBULANCE**

A fully-functional retired ambulance has been converted for use by the EMS Education Department. The ambulance is equipped with wireless audio and video feeds to allow instructors to observe students without distraction. Expired and replacement equipment and supplies from the EMS service keeps this training ambulance fully stocked for students to simulate any type of medical or trauma emergency.



### **MID-FIDELITY MANIKIN**

A Laerdal Nursing Anne manikin is dedicated to the EMS Education Department for scenario-based training. This manikin features the ability to place an advanced or emergency airway, start IVs and IOs, and may be configured in either gender.

This manikin has been upgraded with the SimPad Plus device to remotely control and simulate patient scenarios. From a wireless position, an instructor can control vitals, activate speech interactions, and recording of the simulation for playback or saving.



### **TRAINING LIBRARY**

A library of more than 700 reference books are available to all students. The majority of these books are EMS-oriented, but several fire service, law enforcement, management, and general healthcare topics are included.

The library can be browsed and materials checked out by visiting [https://www.librarycat.org/lib/cmh\\_ems](https://www.librarycat.org/lib/cmh_ems)



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**6.360.68 - 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 to 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. Polo shirts will be provided. Dark navy EMT-style pants, black boots, and black belt are your responsibility.

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**6.360.72 - Criminal History Records Disclosure Consent Form**

Please complete the TOP HALF of the following form. The section of the form you need to complete is in the thick black border. The part of the form below your signature will be completed by CMH Human Resources Department.

Once complete, please return it to the CMH EMS Education Director using one of the following methods:

- Scan and email to [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com)
- Fax to 417-328-7209
- Hand deliver to Theron Becker at CMH EMS Headquarters in Bolivar.
- Mail to CMH EMS Education, 1500 N Oakland Ave, Bolivar, MO 65613

**AUTHORIZATION FORM - backgroundcheckadvantage.com (based on 11/16/2016 form)**

		Citizens Memorial Hospital 417-326-6000	
<b>First Name</b>		<b>Middle Name</b>	
<b>Last Name</b>			
<b>Alias / Maiden Name(s)</b>		<b>Will Employee's Salary Exceed \$75,000?</b>	
		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>Social Security Number</b>	<b>Date of Birth</b>	<b>Race</b>	<b>Gender</b>
			<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Mailing Address (NO P.O. Boxes)</b>		<b>City</b>	<b>State</b>
			<b>Zip</b>
As part of the <input checked="" type="checkbox"/> employment <input type="checkbox"/> volunteer <input checked="" type="checkbox"/> student <input type="checkbox"/> credentialing process, I consent to the release of my criminal background records and motor vehicle driving records or a search listed below by any and all states or agencies holding such records. I also agree to an investigation and the obtaining of a consumer report solely for <input checked="" type="checkbox"/> employment <input type="checkbox"/> volunteer <input checked="" type="checkbox"/> student <input type="checkbox"/> credentialing purposes. I understand that the company named above may use this consent on multiple occasions to request such consumer reports. This consent will remain effective until I have affirmatively revoked it.			
Signature of Applicant _____		Date _____ / _____ / _____	
<b>BACKGROUND SEARCHES</b>			
<input type="checkbox"/> <b>OIG</b> (Medicare/Medicaid Fraud & Abuse) <input type="checkbox"/> <b>GSA</b> (Federal Procurement Fraud) <input type="checkbox"/> <b>**FCSR</b>			
<input type="checkbox"/> <b>SSN Plus</b> (Address & Alias name are included) <input type="checkbox"/> <b>Address Verification</b> <input type="checkbox"/> <b>Alias Name Search</b>			
<input type="checkbox"/> <b>Government Watch List</b> (includes DOC Entity List & Denied Persons List, DOT Specially Designated nationals & Blocked Persons List, DOS Proliferation List & more)			
<input type="checkbox"/> <b>Wants &amp; Warrants</b> (Nationwide - extraditable only) <input type="checkbox"/> <b>OFAC</b> (Specially Designated Nationals and Blocked Persons List)			
<b>Child Abuse/Neglect</b> - <input type="checkbox"/> IL** <input type="checkbox"/> IA** <input type="checkbox"/> IN** <input type="checkbox"/> KS** <input checked="" type="checkbox"/> MO* <input type="checkbox"/> NE** <input type="checkbox"/> TN <b>Adult Abuse/Neglect</b> - <input type="checkbox"/> KS			
<input type="checkbox"/> <b>*MO Mental Health Employee Disqualification Registry</b> <input type="checkbox"/> <b>MO EDL</b> (Employee Disqualification List)			
<input type="checkbox"/> <b>FEDERAL COURTS - Criminal State 1:</b> _____ <b>2:</b> _____ <b>SEX OFFENDER</b> <input type="checkbox"/> Nationwide or <input type="checkbox"/> State 1: _____			
<input type="checkbox"/> <b>DRIVING RECORD</b> State _____ <b>DL#</b> _____			
<input type="checkbox"/> <b>PROFESSIONAL LICENSE</b> <input type="checkbox"/> National or <input type="checkbox"/> State _____			
<b>Type:</b> _____ <b>License #:</b> _____			
<input type="checkbox"/> <b>EDUCATION</b> School Name (include campus): _____			
<b>City/State:</b> _____ / _____ <b>Major:</b> _____ <b>Graduation Date:</b> _____ / _____			
<b>Degree Type:</b> _____ (BSN, BA, etc.) <b>Name While Attending:</b> _____			
If additional Verifications are needed, refer to application during data entry or document on another Background Check Request Form.			
<input type="checkbox"/> <b>CHARACTER REFERENCE</b> <input type="checkbox"/> <b>PERSONAL</b> <input type="checkbox"/> <b>PROFESSIONAL:</b> Name _____ Phone: _____ / _____ - _____			
<input type="checkbox"/> <b>EMPLOYMENT</b> Company: _____ City/State: _____ / _____			
<b>Phone:</b> _____ / _____ - _____ <b>Manager:</b> _____ <b>Start Date:</b> _____ / _____ <b>End Date:</b> _____ / _____			
<b>Title:</b> _____ <b>Starting Wage:</b> \$ _____ <b>Ending Wage:</b> \$ _____			
<b>Duties:</b> _____			
<b>Reason for Leaving:</b> _____			
If additional Verifications are needed, refer to application during data entry or document on another Background Check Request Form.			
<b>LIST CITY/COUNTY CRIMINAL SEARCHES NEEDED</b>			
<b>States with county by county access only: CA, LA, MA, NV, MV, and WY</b>			
<b>County 1:</b>	<b>State:</b>	<b>County 2:</b>	<b>State:</b>
<b>County 3:</b>	<b>State:</b>		
<b>STATEWIDE CRIMINAL - A Statewide/State Repository houses records from all jurisdictions throughout the State</b>			
<input type="checkbox"/> AL* <input type="checkbox"/> AK* <input type="checkbox"/> AZ <input type="checkbox"/> AR* <input type="checkbox"/> CO <input type="checkbox"/> CT* <input type="checkbox"/> DE <input type="checkbox"/> DC* <input type="checkbox"/> FL <input type="checkbox"/> GA*			
<input type="checkbox"/> HI <input type="checkbox"/> ID** <input type="checkbox"/> IN <input type="checkbox"/> IA* <input type="checkbox"/> KS <input type="checkbox"/> KY <input type="checkbox"/> ME <input type="checkbox"/> MD <input type="checkbox"/> MI <input type="checkbox"/> MN			
<input type="checkbox"/> MO <input type="checkbox"/> MS* <input type="checkbox"/> MT <input type="checkbox"/> NE <input type="checkbox"/> NH** <input type="checkbox"/> NJ <input type="checkbox"/> NM* <input type="checkbox"/> NY* <input type="checkbox"/> NC* <input type="checkbox"/> ND			
<input type="checkbox"/> OH* <input type="checkbox"/> OK <input type="checkbox"/> OR* <input type="checkbox"/> PA <input type="checkbox"/> RI* <input type="checkbox"/> SC <input type="checkbox"/> SD <input type="checkbox"/> TN <input type="checkbox"/> TX <input type="checkbox"/> UT*			
<input type="checkbox"/> VA* <input type="checkbox"/> VT* <input type="checkbox"/> WA <input type="checkbox"/> WI <input type="checkbox"/> U.S. Virgin Islands			
<input type="checkbox"/> Illinois Healthcare - compliance with IL Healthcare Worker Background Check Act (IL Police Full-State Repository Criminal)			
<input type="checkbox"/> International Criminal			
MO - includes MO Sex Offender results at no additional cost (MO State Highway Patrol Full-State Repository Criminal search)			
<b>*Required Form(s) &amp; ** Required Special Form(s) must be ATTACHED when ordering or faxed to 573-893-7669</b>			

**6.360.76 - EMT Academy Terminal Competency Form**

Citizens Memorial Hospital - Emergency Medical Services Education Department hereby certifies that the candidate listed below has successfully completed all the terminal competencies required for graduation from the EMT education program as a minimally competent, entry-level EMT and as such is eligible for State and National Certification written and practical examination in accordance with our published policies and procedures.

Name of graduate: \_\_\_\_\_

Graduate email: \_\_\_\_\_

Written Fisdap examinations:

- ☐ Airway Unit Exam
- ☐ Cardiology Unit Exam
- ☐ Medical Unit Exam
- ☐ Trauma Unit Exam
- ☐ Obstetrics and Pediatrics Unit Exam
- ☐ Operations Unit Exam
- ☐ EMT Comprehensive Exam

☐ Practical skill sheets (includes all required skill sheets)

☐ Clinical tracking records (includes required hours, areas, procedures, patient contacts, etc.)

☐ Affective learning domain evaluations

☐ Student counseling (as applicable)

Required course certifications:

- ☐ AHA BLS
- ☐ PHTLS or ITLS
- ☐ HMIRA
- ☐ NIMS 100
- ☐ NIMS 700
- ☐ TIMS
- ☐ EVOS

Program requirements successfully and fully completed on: \_\_\_\_\_

Medical Director signature: \_\_\_\_\_

Program Director signature: \_\_\_\_\_

After graduation outcomes:

- ☐ NIEMT Psychomotor Pass - # of attempts: \_\_\_\_\_ - Date: \_\_\_\_\_
- ☐ NREMT CBT Pass - # of attempts: \_\_\_\_\_ - Date: \_\_\_\_\_
- ☐ Missouri Licensure - Date: \_\_\_\_\_
- ☐ Calendar reminder set to send Section 3.770 - Program Resource Survey Completed by Students (p 175) six (6) months after state licensure.  
- Date: \_\_\_\_\_

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**6.360.80 - EMT Academy BEMS Education Department Skills Verification Form**  
MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
BUREAU OF EMERGENCY MEDICAL SERVICES  
TRAINING ENTITY EMT-B SKILLS VERIFICATION

**FOR DOH OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE**

TRAINING ENTITY ACCRED NO	DATE FORM RECEIVED / /	DATE FORM RECEIVED / /
---------------------------	---------------------------	---------------------------

**APPLICANT MUST COMPLETE INFORMATION BELOW**

TRADE NAME OF TRAINING ENTITY <u>Citizens Memorial Hospital</u>	DAYTIME TELEPHONE NO. <u>417-328-6355</u>
TRAINING ENTITY BUSINESS ADDRESS (STREE, ROUTE, CITY, STATE, ZIP) <u>1500 N Oakland Ave, Bolivar, MO 65613</u>	

**2. PROGRAM DIRECTOR**

NAME (LAST, FIRST, MI) <u>Becker, Theron</u>	TELEPHONE NUMBER <u>417-328-6355</u>
MAILING ADDRESS (STREET, ROUTE, PO BOX, ETC) <u>1500 N Oakland Ave</u>	FAX NUMBER <u>417-328-7209</u>
CITY, STATE, ZIP CODE <u>Bolivar, MO 65613</u>	E-MAIL <u>theron.becker@citizensmemorial.com</u>

**3. STATEMENT OF COMPETENCY IN EMT-BASIC SKILLS**

As the EMT-Basic Training Program Director, I verify that the students listed have been examined and performed satisfactorily so as to be deemed competent in each of the following skills.	
Patient Assessment/Management - Trauma	Spinal Immobilization Supine Patient
Patient Assessment/Management - Medical	Spinal Immobilization Seated Patient
Cardiac Arrest Management / AED	Long Bone Immobilization
Bleeding Control / Shock Management	Joint Dislocation Immobilization
Bag-Valve-Mask Apneic Patient	Traction Splinting
Supplement Oxygen Administration	Basic Ventilatory Management Supraglottic Airway
Upper Airway Adjuncts and Suction	

**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 2000.**

<b>SIGNATURE OF PROGRAM DIRECTOR</b>	<b>DATE</b>
--------------------------------------	-------------

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 570.060.

Mail form to: Bureau of Emergency Medical Services, PO Box 570, Jefferson City, MO 65102  
(R 08/07)

[illegible]

*Mission:* Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.

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**Section 6.480 - Advanced EMT program**

Currently, no AEMT program exists.

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the Advanced Emergency Medical Technician:

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

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Section 6.600 - Paramedic Program (Paramedic Academy)

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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 covers introductory and airway material. Paramedic curriculum is covered Tuesdays and afternoons of Thursdays. Anatomy and Physiology I curriculum is covered Thursday mornings. Clinicals include infusion center, surgery recovery, ICU, and RT.
- Second Semester covers cardiovascular and medical emergency material. Paramedic curriculum is covered Tuesdays and afternoons of Thursdays. Anatomy and Physiology II curriculum is covered Thursday mornings. Clinicals include anesthesia, geriatric psych, ER, and cath lab.
- Third Semester covers trauma and operations material. Paramedic curriculum is covered Tuesdays and Thursdays. Clinicals include air and ground ambulance, L&D, and pediatric clinic.
- Fourth Semester 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.

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the Paramedic:

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

#### **6.600.04 - Paramedic Academy Curriculum Purpose**

Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of the NHTSA National Standard Curriculum.

#### **6.600.06 - Paramedic Academy Accreditation**

The following is verbatim from Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) Policies and Procedures as required:

The Citizens Memorial Hospital Paramedic Program holds a Letter of Review, which is NOT a CAAHEP accreditation status, but is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. However, it is NOT a guarantee of eventual accreditation.

## 6.600.09 - Paramedic Academy Faculty

### **MEDICAL DIRECTOR**

Megan Carter, MD is a board certified emergency medicine physician. Dr. Carter is the medical director for Citizens Memorial Hospital Emergency Room, Emergency Medical Services, and several local 9-1-1 dispatch centers and first responder agencies.

Educated at University of Missouri Kansas City combined BA/MD program. Internship at St. Vincent Hospital Indianapolis, IN. Emergency medicine residency at Truman Medical Center Kansas City, MO.

Dr. Carter has a strong military background and served in the US Navy. She was EMS medical director for USNH Naples, Italy from 2001 to 2003 and Great Lakes Naval Hospital from 2003 to 2005. She was forward deployed during Operation Iraqi Freedom as Medical Director / Officer in Charge of Joint Special Operations Command (JSOC) conducting Maritime Interdiction Operations, Sixth Fleet USS La Salle (AGF-3). Dr. Carter also served as the Emergency Physician for Surgical Response Team Naples, Italy where she was tasked to prepare and respond to disasters in the European Theater.



Refer to 1.600.80 - Medical Director Curriculum Vitae (page 19).

### **PROGRAM DIRECTOR AND LEAD INSTRUCTOR**

Theron Becker, MMPA, BS-FPE, NRP is a Nationally Registered Paramedic. Mr. Becker is the Director of the EMS Education Department at Citizens Memorial Hospital.

EMT education in 1995 in Stillwater, OK. Paramedic education in 2011 at St. John's EMS in Springfield, MO. Master Degree in Management - Public Administration from University of Phoenix. Bachelor of Science Degree in Engineering Technology from Oklahoma State University.

Mr. Becker has been an emergency services instructor since 2000 whose classroom manner is encourage student empowerment to become high performers though the use of technology and evidence-based practices. Prior to this position, Mr. Becker administered clinical services for Citizens Memorial Hospital's Emergency Medical Services Department through protocol development, staff education, and quality improvement.



Refer to 1.650.81 - Program Director Curriculum Vitae (page 41).



**ANATOMY & PHYSIOLOGY INSTRUCTOR**

Dr. William Gray, DVM is vice president of the board of directors for Texas County Technical Institute. He is also an educator specializing in Anatomy & Physiology, Chemistry, Pharmacology, Biology, Microbiology, and Human Nutrition.

Dr. Gray has an extensive background as faculty instructing Anatomy & Physiology for Bolivar Technical College, Texas County Technical College, Houston High School, Drury University, Missouri State University, and Southwest Baptist University.

Refer to 1.750.87 - Guest Instructor Curriculum Vitae - Gray, William (page 99).



**6.600.15 - Paramedic Academy Curriculum**

The paramedic program will use the NHTSA National Standard Curriculum. Specifically, the current edition curriculum and textbooks from AAOS (published by Jones and Bartlett) will be utilized for paramedic courses.

Current edition is “Nancy Caroline’s Emergency Care in the Streets - 8<sup>th</sup> Edition” with “Navigate 2 Advantage Package.”

ISBN: [9781284457025](https://www.jonesandbartlett.com/9781284457025)

Textbook for Anatomy and Physiology courses includes, “Anatomy & Physiology - 9<sup>th</sup> Edition.”

ISBN: [9780323298834](https://www.jonesandbartlett.com/9780323298834)

Textbook for Cardiology units includes, “12-Lead ECG - The Art of Interpretation - 2<sup>nd</sup> Edition.”

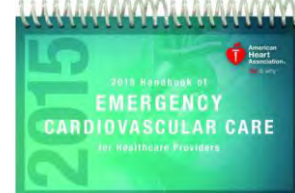
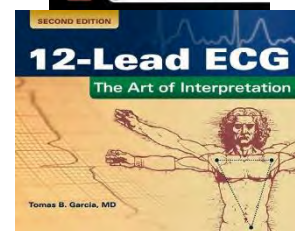
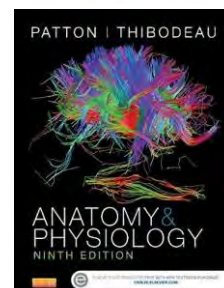
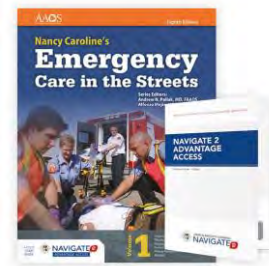
ISBN: [9780763773519](https://www.jonesandbartlett.com/9780763773519)

Reference guide for ACLS and PALS includes, “AHA 2015 Handbook of Emergency Cardiovascular Care for Healthcare Providers.”

Textbook for ACLS course includes, “AHA Advanced Cardiovascular Life Support Provider Manual.”

Textbook for PALS course includes, “AHA Pediatric Advanced Life Support Provider Manual.”

All textbooks are included with tuition payment.



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### 6.600.18 - Paramedic Academy Prerequisites

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, HIPAA 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 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.

**6.600.21 - Paramedic Academy 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. NOTE: Additional requirements are often required by employers to those listed below

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.

Section 6.600 - Paramedic Program (Paramedic Academy)

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- 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.

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**6.600.24 - Paramedic Academy 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 companies.

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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### **6.600.27 - Paramedic Academy 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 9<sup>th</sup> and 11<sup>th</sup> 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.

### **6.600.29 - Paramedic Academy Experiential Learning**

Credit for experiential learning, advanced placement, or transfer of credits from another institution will not be offered or provided other than those specifically indicated in one of the following sections:

- 6.600.30 - Paramedic Academy Military Advanced Placement (page 345),
- 6.600.31 - Paramedic Academy Registered Nurse Advanced Placement (page 347), or
- 6.600.33 - Anatomy and Physiology Transfer Credit (page 347).

**6.600.30 - Paramedic Academy Military Advanced Placement**

In accordance with Missouri Regulations 19 CSR 30-40.331 and 19 CSR 30-40.342, CMH will provide advanced placement into the Paramedic Academy for active duty and honorably discharged military personnel. The intent of these regulatory changes is to provide recognition of the EMS training and experience obtained during military service.

Advanced placement consideration is available to all active duty or honorably discharged personnel of all branches of the Armed Forces including the National Guard and Reserves.

To take advantage of these provisions, the individual must be currently licensed as an EMT in the state of Missouri. Refer the Missouri Bureau of EMS website (<http://health.mo.gov/safety/ems>). Missouri BEMS requires licensure within two (2) years after honorable discharge or during active duty.

Once accepted into CMH Paramedic Academy, your EMS knowledge, skills, and abilities may be assessed for advanced placement. Assessment is not required for the following Military Occupational Specialties:

**ARMY HEALTH CARE SPECIALIST (MOS 68W) LEVEL I**

The following ALS skills are expected:

- IM/SQ medication administration
- IV access and medication administration
- IV blood draw
- Nebulizer medication administration
- Needle chest decompression
- OG tube placement
- Surgical cricothyrotomy

Advanced placement with this specialty includes the following:

- 6.600.54 - Paramedic Academy Clinical Requirements - General (page 356)
  - The requirement for 25 IV starts is waived.
  - The requirement for 15 medication administrations is waived.
- EMS 101 - Introduction to Paramedic (page 363)
  - Chapter 14 (IV) laboratory sessions are not required. Classroom and chapter assignments in addition to the Port Access Class are still required.
- EMS 103 - Paramedic Clinical Experience I (page 366)
  - Infusion Center clinical experience (24 hours) is not required, but is encouraged.
- EMS 222 - Paramedic Trauma Emergencies (page 383)
  - Many of the laboratory sessions are optional; however, they are still encouraged.



**ARMY HEALTH CARE SPECIALIST (MOS 68W) LEVEL II**

The following ALS skills are expected:

- All those listed for Army Health Care Specialist (MOS 68W) Level I.

Advanced placement with this specialty includes the following:

- All those listed for Army Health Care Specialist (MOS 68W) Level I.

**ARMY HEALTHCARE SPECIALIST (MOS 68W) LEVEL III**

The following ALS skills are expected:

- All those listed for Army Health Care Specialist (MOS 68W) Level II
- ET Intubation

Advanced placement with this specialty includes the following:

- All those listed for Army Health Care Specialist (MOS 68W) Level II
- 6.600.57 - Paramedic Academy Clinical Requirements - Airway (page 359)
  - The requirement for 50 airway management attempts is waived. Ten (10) live human intubations are still required.
- EMS 101 - Introduction to Paramedic (page 363)
  - Chapter 15 (airway) laboratory sessions are not required. Classroom and chapter assignments are still required.

**6.600.31 - Paramedic Academy Registered Nurse Advanced Placement**

In accordance with Missouri Bureau of Emergency Medical Services (BEMS) interpretation, CMH will provide advanced placement into the Paramedic Academy for Registered Nurses. Students must complete the following:

- Have a current, undisciplined Missouri EMT License.
- Have a current, undisciplined Missouri Registered Nurse License.
- Submit a letter of support to Missouri BEMS and receive approval.
- Complete application process as described in 6.600.27 - Paramedic Academy Application and Selection Process (page 344).

Upon acceptance into the program, the final written and practical exams will be completed. A gap analysis will be completed to address areas needed for paramedic proficiency. An individual learning plan will be created based on that gap analysis that will include the following areas:

- Cognitive knowledge required and classroom education scheduled.
- Psychomotor knowledge and abilities required and laboratory and simulation education scheduled.
- Affective knowledge and abilities required and clinical experience scheduled.

In all cases, all FISDAP Unit Exams and the final written and psychomotor exams must be successfully completed. Finally, all candidates must successfully complete all requirements of EMS 228 - Paramedic Field Internship (page 392) must be completed before being eligible to test for National Registry testing. Adjustments to tuition requirements will also be made based on the results of the gap analysis.

**6.600.33 - Anatomy and Physiology Transfer Credit**

Anatomy and Physiology courses taken at an accredited college or university may be transferred into the Paramedic Academy in lieu of repeating the program's Anatomy and Physiology components. To have your credits evaluated, contact Bolivar Technical College at 417-777-5062. Courses considered for possible transfer must have a minimum grade of "C-" or higher. The Paramedic Academy requires a minimum of eight (8) credit hours or 150 clock hours in Anatomy and Physiology. Partial credit may be evaluated with a minimum of four (4) credit hours or 75 clock hours in Anatomy and Physiology. Transcripts must be submitted before the Paramedic Academy begins for evaluation.

## 6.600.36 - Paramedic Academy Classroom Details

The class will meet Tuesday and Thursday days at CMH EMS Headquarters Classrooms located at 1525 N Oakland Ave, Bolivar, MO. Anatomy and Physiology courses are Thursday mornings 7:30 am to 12:30 pm during the first two semesters. Thursday afternoons of the first two semesters will be used as classroom and lab time until 5:00 pm. Tuesdays the first two semesters and both Tuesdays and Thursdays of the third semester meet 9:00 am to 5:00 pm. An optional study session is available every Tuesday from 8:00 am to 9:00 am. See the generic weekly schedule below for details.

### GENERIC WEEKLY SCHEDULE (FIRST AND SECOND SEMESTER)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning			Paramedic Class (9a - 5p)		A&P Class (7:30a - 12:30p)		
Afternoon					Paramedic Class (1p - 4p)		
Evening		EMT Class		EMT Class			

### GENERIC WEEKLY SCHEDULE (THIRD SEMESTER)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning			Paramedic Class (9a - 5p)		Paramedic Class (9a - 5p)		
Afternoon							
Evening		EMT Class		EMT Class			

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.

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**GENERIC CHAPTER CLASSROOM AND LABORATORY SCHEDULE**

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The following schedule is used for each chapter classroom and laboratory activities. Some chapters span several class periods and some class periods have multiple chapters. Instructors and students will need to practice flexibility with varied chapter content and guest instructors.

1. Q&A: Student-led impromptu lecture based on student questions. Lecture also includes chapter objective highlights.
2. Pharmacology Quiz: Assigned medication(s) and one random medication that has already been quizzed. This activity makes up 50% of the chapter grade.
3. **IF SINGLE-DAY CLASS OR LAST DAY OF MULTI-DAY CLASSES**: Chapter Quiz: Completed on JBLearning on student's own computer. A few computers are available for student use if there are technical difficulties. This activity makes up 50% of the chapter grade.
4. **OPTIONAL: Guest Instructor**: Guest instructors are selected based on their subject matter expertise and may provide any variety of instructor formats.
5. Skills Lab: Observation, practice, and refinement of individual skills on manikins and fellow students.
6. Simulation Lab: The on-duty student team manages a simulation scenario based on the case study developed by JBLearning. The other students watch the simulation through remote video feed. Reviewing students list: (1) What went well. (2) What should be done differently next time.
7. Simulation Review: The on-duty student team has time on their own to critique the scenario. Afterward, the entire class reviews the scenario. Instructor-led impromptu lecture based on street and real-life experience.
8. Next Pharmacology Review: Instructor-led impromptu lecture based on the list of medications to be tested on the next class date. This lecture will contain heavy discussion on represented protocols as they apply to these medications.
9. Quiz Review: Review of each question with discussion from the class on why the answers are the way they are. Instructor-led impromptu lecture on industry best practices and evidence-based medicine.

**PHARMACOLOGY QUIZ**

Student name: \_\_\_\_\_

Date: \_\_\_\_\_

Medication names (10 pts): \_\_\_\_\_

How does it work? (10 pts):

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Contraindications (20 pts): \_\_\_\_\_

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Indications (30 pts): \_\_\_\_\_

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Adult dosage (10 pts):

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Pediatric dosage (10 pts):

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Precautions and side effects (10 pts): \_\_\_\_\_

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**6.600.39 - Paramedic Academy Applied Research Project**

Each student will be required to complete an applied research project. This project will equip students with the ability to problem solve, conduct EMS research, and present solutions to supervisors. These skills are critical to promote evidence-based change in the EMS profession.

The Applied Research Project is to be completed using correct APA citations, spelling, grammar, and punctuation. Each of the three phases are to be completed during each semester:

- Part one - Describe the problem and perform a literature review. Further details are described in EMS 101 - Introduction to Paramedic (page 365).
- Part two - Generate new and original research data and describe results. Further details are described in EMS 105 - Paramedic Medical Emergencies (page 376).
- Part three - Using parts one and two, develop recommendations and present findings. Further details are described in EMS 224 - Paramedic Operations (page 387).

Resources can be found in numerous locations and details will be provided in class. Sources available from CMH EMS:

Physical reference library. Online card catalog can be found here:

[https://www.librarycat.org/lib/cmh\\_ems](https://www.librarycat.org/lib/cmh_ems)



Online EMS research article database can be found here:

<http://ozarksems.com/research.php>



## 6.600.45 - Paramedic Academy 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.

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 email grade records at the completion of each chapter.

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 ACADEMY COURSE PROGRESS GRAPHIC

Semester	Mo	First Semester		Second Semester		Third Semester		Fourth Semester
		Class	Clinical	Class	Clinical	Class	Clinical	Clinical
1 Spring	Jan	<b>BIO 111</b>	<b>EMS 103</b> Clinical Experience I				Previous academy	Previous academy
	Feb	A&P I,						
	Mar	<b>EMS 101</b>						
	Apr	Intro to Paramedic						
2 Summer	May		<b>BIO 211</b> A&P II, <b>EMS 105</b> Medical Emergencies	<b>EMS 107</b> Clinical Experience II (must complete EMS 101 & EMS 103 before starting EMS 107)				
	Jun							
	Jul							
	Aug							
3 Fall	Sep				<b>EMS 222</b> Trauma Emergencies <b>EMS 224</b> Operations	<b>EMS 226</b> Field Experience (must complete EMS 105 & EMS 107 before starting EMS 226)		
	Oct							
	Nov							
	Dec							
4 Spring	Jan	Next academy	Next academy					<b>EMS 228</b> Field Internship (must complete all other courses, including EMS 226, before starting EMS 228)
	Feb							
	Mar							
	Apr							
5 Summer	May			Next academy	Next academy			
	Jun							
	Jul							
	Aug							

**6.600.48 - Certifications Gained After Completion of the Paramedic Academy**

- First Semester (EMS 101 - Introduction to Paramedic - page 363):
  - Port Access Course
- Second Semester (EMS 105 - Paramedic Medical Emergencies - page 373):
  - American Heart Association (AHA) - Advanced Cardiac Life Support (ACLS)
  - National Association of Emergency Medical Technicians (NAEMT) - Psychological Trauma in EMS Patients (PTEP)
- Third Semester (EMS 224 - Paramedic Operations - page 385):
  - American Heart Association (AHA) - Pediatric Advanced Life Support (PALS)
  - Haz-Medic
  - National Association of Emergency Medical Technicians (NAEMT) - All Hazard Disaster Response (AHDR)
  - National Association of Emergency Medical Technicians (NAEMT) - Geriatric Education for EMS (GEMS)
  - National Incident Management System (NIMS) 200: Incident Command System for Single Resources and Initial Action Incident
- Prepared and eligible to test for Missouri Licensed Paramedic
- Prepared and eligible to test for Nationally Registered Paramedic
- Paramedic course credit may be transferred to Southwest Baptist University. Refer to 6.090.66 - Southwest Baptist University - Paramedic Program (page 296) for details.

**6.600.51 - Paramedic Academy Examination and Graduation Requirements**

To be eligible for state and national testing, the student must meet the following requirements:

- Achieve a cumulative score of **no less than 80%**.
- Achieve a score of at least 70% on at least 70% of all assignments, chapter quizzes, and unit tests. This is required for each course.
- 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.
- Completion of all assigned Fisdap unit tests. Fisdap unit test scores are part of the cumulative score and are routinely used as mid-term or semester final exams. If you score less than 70% on a Fisdap unit test, you may retake it once and your final score will be the average of the two attempts. This is the only graded component that may be made up or repeated.
- Successfully complete all clinical minimum hour, patient contact, and skill requirements.
- A “pass” certification on the final cognitive, psychomotor, and affective evaluations which will include all practical skills as required by NREMT for this level of licensure.



### **6.600.53 - Paramedic Academy Laboratory and 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.

FISDAP ([www.fisdap.net](http://www.fisdap.net)) will be used to schedule laboratory activities 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 laboratory skill and patient contact, students document their experience on the FISDAP website.
- Each class period will include a simulation scenario for the on-duty student team. All students are required to complete an Electronic Patient Care Report (ePCR) for the simulation on FISDAP. The on-duty team will complete the ePCR indicating skills *completed* and students observing the simulation will document the ePCR indicating skills *observed*.

Required basic laboratory competencies are listed below. These requirements must be completed prior to any live patient encounters. At least one (1) evaluation must be completed on you by an instructor or preceptor while you complete the following skills:

- 12-lead ECG placement (NREMT skill)
- Automated external defibrillator (AHA skill)
- CPR for adults, children, and infants with both one- and two-rescuer (AHA skill)
- Glucometer (NREMT skill)
- Hemorrhage control (NREMT skill)
- Inhaled medication administration (NREMT skill)
- Intranasal medication administration (NREMT skill)
- Joint splinting (NREMT skill)
- Long bone splinting (NREMT skill)
- Relief of choking in infants and children (AHA skill)
- Rescue breathing for adults and children with bag-mask (AHA skill)
- Spinal immobilization - Adult seated patient (NREMT skill)
- Spinal immobilization - Adult supine patient (NREMT skill)
- Traction splinting (NREMT skill)

Required advanced laboratory competencies are listed below. These requirements will be completed throughout all paramedic courses but must be completed prior to starting EMS 228 - Paramedic Field Internship.

- Obtain a patient history from at least two (2) alert and oriented persons.
- Perform a comprehensive physical assessment on at least two (2) adult persons.
  - Perform a trauma assessment on at least four (4) adult persons.
  - Perform a medical assessment on at least four (4) adult persons.
- Perform a comprehensive physical assessment on at least four (4) pediatric persons.
- Perform the following skills on manikins in skills lab or scenarios:
  - Childbirth (abnormal) with newborn care at least three (3) times.
  - Childbirth (normal) with newborn care at least three (3) times.
  - CPAP and PEEP at least three (3) times.
  - Defibrillate at least six (6) times.
  - IM or SQ injection at least four (4) times.
  - IO start at least six (6) times.
  - IV bolus at least four (4) times.
  - IV piggyback infusion at least four (4) times.
  - IV start at least 12 times.
  - Needle decompression at least four (4) times.
  - Neonatal resuscitation at least three (3) times.
  - Synchronized cardioversion at least six (6) times.
  - Transcutaneous pacing at least six (6) times.
- Participate in ten (10) of each of the following laboratory scenarios as a team member or observer:
  - Abdominal pain.
  - Allergic reaction or anaphylaxis.
  - Cardiac dysrhythmia or cardiac arrest. Additionally, you must complete one (1) adult scenario as team lead.
  - Chest pain.
  - Childbirth with neonatal resuscitation. Additionally, you must complete one (1) neonate scenario as team lead.
  - Hypoglycemia or Hyperglycemia.
  - Obstetric or gynecologic. Additionally, you must complete one (1) adult scenario as team lead.
  - Overdose.
  - Psychiatric.
  - Respiratory distress. Additionally, you must complete one (1) pediatric scenario as team lead.
  - Seizure.
  - Sepsis. Additionally, you must complete one (1) geriatric scenario as team lead.
  - Shock.
  - Stroke. Additionally, you must complete one (1) geriatric scenario as team lead.
  - Trauma. Additionally, you must complete one (1) adult scenario as team lead and complete one (1) pediatric scenario as team lead.

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## 6.600.54 - Paramedic Academy Clinical Requirements - General

Clinical experience is defined as a planned and scheduled educational student experience with live patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers, and may include field experience.

Field experience is defined as planned and scheduled educational student time spent on an EMS unit, which may include observation and skill development, but which does not include team leading and does not contribute to the CoAEMSP definition of field internship.

Field internship is defined as planned and scheduled educational student time on an ALS EMS unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic-level decision-making associated with prehospital patients.

At no time may a paramedic student be substituted for EMT or 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).

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Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

FISDAP ([www.fisdap.net](http://www.fisdap.net)) 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.

If the minimum number of patient contacts and skills listed for each clinical requirement is not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements. A deadline of six (6) months after the end of each semester must be met for all hour and patient contact requirements.

## Section 6.600 - Paramedic Program (Paramedic Academy)

Specific clinical requirements to be completed by the end of all clinical hours are listed below. These requirements can be worked on throughout all clinical sites.

- Observe at least two (2) live births.
- Observe at least two (2) cardiac cath lab procedures.
- Start at least 25 IVs.
- Administer at least 24 medications.
  - At least 20 IV bolus administrations.
  - At least two (2) IM or SQ administrations.
  - At least two (2) nebulizer administrations.
- Document at least 50 adult patient assessments.
- Document at least 30 pediatric (>18 yr) patient assessments.
  - At least six (6) pediatric trauma assessments.
  - At least 12 pediatric medical assessments.
  - At least two (2) must be in each of the following sub-groups:
    - New Born (0-1 mo)
    - Infant (1-12 mo)
    - Toddler (1-4 yr)
    - Preschooler (4-6 yr)
    - School Age (6-13 yr)
    - Adolescent (13-18 yr)
- Document at least 30 geriatric (>65 yr) patient assessments.
  - At least six (6) geriatric trauma assessments.
  - At least 12 geriatric medical assessments.
- Document at least 10 obstetric patient assessments.
- Document at least 20 psychiatric patient assessments.
- Document at least 40 trauma patient assessments.
- Treat at least 20 abdominal problem patients.
- Treat at least 20 adult respiratory patients.
- Treat at least 8 pediatric respiratory patients.
- Treat at least 20 altered mental status patients.
  - Treat at least two (2) hypoglycemia or hyperglycemia patients.
  - Treat at least two (2) toxicologic or overdose patients.
- Treat at least 30 chest pain patients.
  - Treat at least two (2) Acute Coronary Syndrome (i.e. STEMI) patients.
  - Treat at least two (2) cardiac dysrhythmia patients.
- Treat at least two (2) sepsis patients.
- Treat at least two (2) shock patients.
- Treat at least two (2) stroke patients.
- Treat at least ten (10) syncope patients. FISDAP refers to syncope patients as “change in responsiveness.”
- Ventilate at least 20 patients via BVM.

**6.600.57 - Paramedic Academy 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:

- The minimum number of successful intubations on a manikin is listed below before attempting live intubations.
  - A minimum of eight (8) adult supraglottic airway insertions.
  - A minimum of 12 adult manikin intubations.
    - At least four (4) in a trauma scenario (with c-collar in place).
  - A minimum of 12 pediatric manikin intubations.
  - A minimum of two (2) nasotracheal intubations.
  - A minimum of six (6) cricothyrotomies.
- 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 ten (10) 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.  
However, at least ten (10) successful intubations must be on live humans.

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## **6.600.60 - Paramedic Academy Courses - First Semester**

### **BIO 111 - ANATOMY AND PHYSIOLOGY I**

Four (4) semester hours - 75 contact hours. Students can expect to devote a minimum of 180 hours of classroom, lab, practicum, and out-of-class work for this course.

#### **PREREQUISITES:**

Enrollment in the Paramedic Academy.

This course will introduce the survey of structures and functions of the human body. This course will cover the following topics: Cells, fluid and electrolytes, musculoskeletal system, integumentary system, cardiovascular system, and respiratory system. This course includes a one-hour laboratory that will give students the ability to see and synthesize the material presented in the lecture.

The instructor will use classroom lectures, videos, power point presentations, class discussions, computer simulation, web resources, and practical lab resources to ensure the student obtains the objectives. Written examinations, quizzes, and additional assignments based on lecture and lab will be used to assess classroom and theoretical learning. Live lab practicums will be utilized to assess laboratory learning.

#### **COURSE SCHEDULE:**

Laboratory is on Thursdays from 0730 to 0930.

Lecture is on Thursdays from 0930 to 1230.

#### **COURSE INSTRUCTOR:**

Dr. William Gray. Office hours by appointment. Email: [bgray@texascountytech.edu](mailto:bgray@texascountytech.edu).

1.750.87 - Guest Instructor Curriculum Vitae - Gray, William (page 99).

**LEARNING OBJECTIVES:**

1. Describe the basic functions of each system and organs in those systems.
2. Describe how the anatomy and physiology of the human body are interrelated.
3. Describe the organization of the body.
4. Describe the basic cellular functions and types of cells.
5. Describe the function and interactivity of body fluids and the roles electrolytes play in physiology.
6. Describe the functions and basic anatomy of the skeletal system.
7. Describe the anatomy and physiology with functions of the muscular system.
8. Describe the anatomy and physiology with functions of the integumentary system and how it affects other systems.
9. Describe the anatomy and physiology with functions of the cardiovascular system, including the pathway of blood flow through the body.
10. Describe the anatomy and physiology with functions of the respiratory system, and how the respiratory functions affects other systems and basic cellular respiration.
11. Understand the inter-relationships of body systems and identify various components of these systems on preserved specimens dissected by the students themselves.

**ASSESSMENT CRITERIA:**

Description	Points	Percent
Lecture exams (weekly)	510 (30 per chapter)	56%
Gross lab exam I	75	8%
Gross lab exam II	75	8%
Gross lab exam III	75	8%
Gross lab exam IV	75	8%
Final exam (lecture comprehensive)	100	12%



**COURSE SCHEDULE:**

<b>Week</b>	<b>Classroom Description</b>	<b>Lecture Assignments Due</b>	<b>Lab Assignments Due</b>
1	<b>LECTURE</b> Ch. 1,2,3 - Organization of Body, Homeostasis, Chemical basis of life <b>LAB</b> - Dissection, Slide histology		
2	<b>LECTURE</b> Ch.4,7 - Biomolecules, Cell growth <b>LAB</b> - Dissection, Slide histology	Exam Ch. 1,2,3	
3	<b>LECTURE</b> Ch. 5,6 - Anatomy of cells, Physiology of cells <b>LAB</b> - Lab Exam 1	Exam Ch. 4,7	<b>Lab Exam I</b>
4	<b>LECTURE</b> Ch. 8,9 - Tissues, Tissue types <b>LAB</b> - Dissection, Slide histology	Exam Ch. 5,6	
5	<b>LECTURE</b> Ch.10,11 - Skin, Skeletal tissues <b>LAB</b> - Dissection, Slide histology	Exam Ch. 8,9	
6	<b>LECTURE</b> Ch.12,13 - Skeletal system <b>LAB</b> - Lab Exam 2	Exam Ch. 10,11	<b>Lab Exam II</b>
7	<b>LECTURE</b> Ch. 14 - Articulations <b>LAB</b> - Dissection, Slide histology	Exam Ch. 12,13	
8	<b>LECTURE</b> Ch.15,16 - Anatomy of Muscular system <b>LAB</b> - Dissection, Slide histology	Exam Ch. 14	
9	<b>LECTURE</b> Ch. 17 - Physiology of muscular system <b>LAB</b> - Dissection, Slide histology	Exam Ch. 15,16	
10	<b>LECTURE</b> Ch 35,36,37 - Anatomy & physiology of respiratory system, Ventilation, Gas exchange <b>LAB</b> - Lab Exam 3	Exam Ch. 17	<b>Lab Exam III</b>
11	<b>LECTURE</b> Ch. 27,28 - Blood, Heart <b>LAB</b> - Dissection, Slide histology	Exam Ch. 35,36,37	
12	<b>LECTURE</b> Ch. 29,30 - Blood vessels, Circulation <b>LAB</b> - Dissection, Slide histology	Exam Ch. 27,28	
13	<b>LECTURE</b> Ch. 43 - Fluid & electrolyte <b>LAB</b> - Dissection, Slide histology	Exam Ch. 29,30	
14	<b>LECTURE</b> Ch. 44 - Acid-base balance <b>LAB</b> - Dissection, Slide histology	Exam Ch. 43	
15	<b>LECTURE</b> - Final Study Guide <b>LAB</b> - Lab Exam 4	Exam Ch. 44	<b>Lab Exam IV</b>
16	<b>LECTURE</b> - Final Exam <b>LAB</b> - Completed	Exam - Comprehensive semester final	

**EMS 101 - INTRODUCTION TO PARAMEDIC**

Eleven (11) semester hours - 176 contact hours.

**PREREQUISITES:**

Enrollment in the Paramedic Academy.

This course contains the following sections of the paramedic curriculum: Preparatory, Human Body and Human Systems, Patient Assessment, Pharmacology, and Airway Management.

**COURSE SCHEDULE:**

Lecture and Laboratory is on Tuesdays from 0900 to 1700 and on Thursdays from 1300 to 1700.

**COURSE INSTRUCTOR:**

Theron Becker. Office hours by appointment. Email: [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).  
1.650.81 - Program Director Curriculum Vitae (page41).

**COURSE SCHEDULE FOR 2018:**

Week	Day	Description	Guest Instructor(s)	Tests and Exams
1	1/9 1/11	No class due to late accreditation		
2	1/16 1/18			
3	1/23 1/25			
	1/30			
4	2/1	<b>Student Success Applied Research Project (ARP) Part 1</b>		
5	2/6	Ch 1 - EMS Systems		Ch 1 Quiz
	2/8	CANCELLED DUE TO A&P MAKEUP		
6	2/13	Ch 3 - Public Health	Wanita Lister (Public Health Nurse)	Draft ARP problem statements due Ch 3 Quiz
	2/15	Ch 4 - Medical Legal and Ethical Issues		Ch 4 Quiz
7	2/20	Ch 2 - Workforce Safety and Wellness	Brice Flynn (Safety Chief)	Ch 2 Quiz
	2/22	Ch 5 - Communications		Ch 5 Quiz
8	2/27	Ch 6 - Documentation		
	3/1		Jeff Anderson (Lawyer)	Ch 6 Quiz
9	3/6	Ch 8 - Anatomy and Physiology	Mike D'Agostino (Paramedic)	need at least two days for this chapter next year Ch 8 Quiz
	3/8	Ch 7 - Medical Terminology		Ch 7 Quiz
10	3/13	Ch 9 - Pathophysiology		Ch 9 Quiz

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Week	Day	Description	Guest Instructor(s)	Tests and Exams
	3/15	Ch 10 - Life Span Development		Ch 10 Quiz
	3/20	Ch 11 - Patient Assessment		Ch 11 Quiz
11	3/22	Ch 12 - Critical Thinking and Decision Making		need to add ½ day to compile clinicals forms Ch 12 Quiz
12	3/27	Ch 13 - Pharmacology	Mike D'Agostino (Paramedic)	need dedicated day for medical math
	3/29			Ch 13 Quiz
13	4/3	Ch 14 - Medication Administration	Mike D'Agostino (Paramedic)	Med Quiz (NS, LR, Neo-Synephrine, Oxygen) Ch 14 Quiz
	4/5	<b>Port Access Class</b>	Cassie Ahlers (Vascular Access Team)	Med Quiz (Etomidate, Ketamine, random)
14	4/10	Ch 15 - Airway Management and Ventilation	Neal Taylor (EMS Director)	Med Quiz (Succinylcholine, random)
	4/12		Neal Taylor (EMS Director)	Med Quiz (Rocuronium, Vecuronium, random)
15	4/17	Ch 15 - Airway Management and Ventilation	Neal Taylor (EMS Director)	Med Quiz (Albuterol, Duoneb, Ipratropium, random)
	4/19		Neal Taylor (EMS Director)	Med Quiz (Racemic Epi, Xopenex, random) Ch 15 Quiz
16	4/24	<b>Applied Research Project Part 1 Due by 1700 hours</b>		<b>Practical Exam in teams of 2 or 3 in 20-min simulation. NREMT team lead, trauma assessment, IV, and intubation skills</b>
	4/26	(Routine individual academic counseling with all students to evaluate affective domain)		<b>FISDAP Airway Unit Exam</b>

**APPLIED RESEARCH PROJECT - PART 1 OF 3**

Part one of the Applied Research Project focuses on describing an EMS problem. The completed part one of the Applied Research Project should be submitted in an electronic format (Microsoft Word is preferred). There is no minimum number of pages, but correct APA citations and bibliography, spelling, grammar, and punctuation is expected.

The following sections must be included:

**Introduction:**

- Identify your problem statement. The problem should be very specific and have a practical significance for your own organization. It should also be interesting to you. The problem statement should be limited to one sentence. Focus on the present and do not analyze causes at this point. An example might be, “The problem is CMH EMS is not able to provide medications that require refrigeration.”

**Background and Significance:**

- Describe the background and history of the problem in your organization.
- Present the significance of the problem in your organization from a past, present, and probable future impact on organizational effectiveness or patient care.

**Literature Review:**

- Provide a summary of critical findings of others who have published documents related to the problem statement.

**References:**

- Include a reference list in APA format. References may be from any source, but at least a few of them should be scholarly (not a website, not a trade journal, etc.). Great scholarly sources come from peer-reviewed journals within the past five years.

**Applied Research Project - Part 1 - Grading Rubric:**

<b>Section</b>	<b>Checklist</b>	<b>Evaluation</b>
All sections	<input type="checkbox"/> Correct grammar. <input type="checkbox"/> Correct punctuation. <input type="checkbox"/> Correct spelling. <input type="checkbox"/> Correct sentence structure. <input type="checkbox"/> Correct APA format of citations throughout paper.	13 points possible in this section
Introduction	<input type="checkbox"/> Problem statement clearly defined. <input type="checkbox"/> Problem statement specific. <input type="checkbox"/> Problem statement has practical significance.	25 points possible in this section
Background and Significance	<input type="checkbox"/> Clear and complete background analysis of the problem provided. <input type="checkbox"/> Sufficient evidence provided to justify study from an organizational perspective. <input type="checkbox"/> Includes past, present, and probable future impacts.	25 points possible in this section
Literature Review	<input type="checkbox"/> Sufficiently comprehensive. <input type="checkbox"/> Findings are presented logically and clearly.	25 points possible in this section
References	<input type="checkbox"/> Correct APA format of reference section. <input type="checkbox"/> Sources are current. <input type="checkbox"/> At least a few sources are from peer reviewed journals.	12 points possible in this section

**EMS 103 - PARAMEDIC CLINICAL EXPERIENCE I**

Five (5) semester hours - 72 contact hours.

**PREREQUISITES:**

Enrollment in the Paramedic Academy.

This course provides an opportunity for paramedic students to apply classroom knowledge to real-life situations and patients. Included in this course are assessment skills for critical care hospital patients, respiratory skills in the hospital, and vascular access and medication administration skills for hospital patients.

Refer to Section 6.030 - Generic Educational Calendar (page 219) for when in the calendar year, this course falls.

If the minimum number of patient assessments and skills listed in 6.600.54 - Paramedic Academy Clinical Requirements - General (page 356) and 6.600.57 - Paramedic Academy Clinical Requirements - Airway (page 359) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

**DEADLINE:**

All requirements for this course must be completed by the end of your second semester.

**SAME-DAY SURGERY / ENDOSCOPY / OUTPATIENT RADIOLOGY:**

- Prerequisites: Complete Chapter 13 (Pharmacology) and 14 (Medication Administration) and Port Access Class. Refer to Section 6.600.57 - Paramedic Academy Clinical Requirements - Airway (page 359) for lab requirements that must be met before intubating live humans.
- Location options: CMH Douglas Building (Bolivar)
- Paramedic students will shadow RNs and lab techs.
- Complete a minimum of 36 hours by the end of Second Semester.
- Student scheduling information:
  - Email [lani.hayes@citizensmemorial.com](mailto:lani.hayes@citizensmemorial.com) to sign up.
  - Two paramedic students can sign up Tuesdays through Fridays; only one paramedic student on Mondays.
  - Wednesdays and Fridays are often the busiest days for these locations.
- Where to go:
  - First floor Douglas Building. Go to Registration in the Waiting Room for Same-Day Surgery and let them know you are a paramedic student doing clinicals. They will direct you to change into scrubs and you have several areas that will help you get your skills.
  - When you arrive on the site, go upstairs to the Infusion Center to let them know you are a paramedic student looking for vascular access opportunities. They will let you know what they have scheduled for the day.



Citizens Memorial Hospital  
Douglas Building  
First Floor

- 
- Administrative contact information:
  - CMH Same-Day Surgery: [becky.hancock@citizensmemorial.com](mailto:becky.hancock@citizensmemorial.com) and [toni.richardson@citizensmemorial.com](mailto:toni.richardson@citizensmemorial.com)
  - CMH Endoscopy: [Jennifer.bradley@citizensmemorial.com](mailto:Jennifer.bradley@citizensmemorial.com)
  - CMH Outpatient Radiology: [gayla.hankins@citizensmemorial.com](mailto:gayla.hankins@citizensmemorial.com)

**INTENSIVE CARE UNIT:**

- **Prerequisites:** Complete Chapter 13 (Pharmacology) and 14 (Medication Administration) and Port Access Class.
- **Location options:** CMH Hospital (Bolivar)
- Paramedic students will shadow intensive care nurse.
- Complete a minimum of 24 hours by the end of Second Semester.
- **Student scheduling information:**
  - Email [iani.hayes@citizensmemorial.com](mailto:iani.hayes@citizensmemorial.com) to sign up.
  - Only one paramedic student at a time can be scheduled in the ICU.
  - 12-hour shifts are typical but OK to be as short as 8-hour shifts.
  - Shifts start at 0630 and 1830 hours.
- **Where to go:**
  - Outside the entrance to ICU, there is a phone on the wall, pick it up, tell the nurse at the desk you are a paramedic student, and they will let you in.



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- **Administrative contact information:**
  - CMH: [claire.dale@citizensmemorial.com](mailto:claire.dale@citizensmemorial.com)
  - Mercy NTICU: [dusti.everetthinkle@mercy.net](mailto:dusti.everetthinkle@mercy.net)



**RESPIRATORY THERAPY:**

- Prerequisites: Complete FISDAP Airway Unit Exam.
- Location options: CMH Hospital (Bolivar)
- Paramedic students will shadow respiratory therapist.
- Complete a minimum of 12 hours by the end of Second Semester.
- Student scheduling information:
  - Email [lani.hayes@citizensmemorial.com](mailto:lani.hayes@citizensmemorial.com) to sign up.
  - Only one paramedic student at a time can be scheduled in RT.
  - Shifts start at 6 am.
- Where to go:
  - CMH Respiratory Therapy offices are near the Cardiology Department. Go in there and they will help you.



- 
- Administrative contact information:
  - CMH: [allen.morris@citizensmemorial.com](mailto:allen.morris@citizensmemorial.com)
  - Mercy: [billy.haire@mercy.net](mailto:billy.haire@mercy.net)



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## **6.600.63 - Paramedic Academy Courses - Second Semester**

### **BIO 211 - ANATOMY AND PHYSIOLOGY II**

Four (4) semester hours - 75 contact hours. Students can expect to devote a minimum of 180 hours of classroom, lab, practicum, and out-of-class work for this course.

#### **PREREQUISITES:**

Successful completion of BIO 111 - Anatomy and Physiology I.

This course will provide further study of the structures and functions of the human body. This course will cover the following systems: reproductive, immune, nervous, endocrine, digestive, urinary, and hematopoietic and lymph. This course includes a one hour laboratory that will give students the ability to see, dissect, and synthesize material presented in lecture.

The instructor will use classroom lectures, videos, power point presentations, class discussions, computer simulation, web resources, and practical lab resources to ensure the student obtains the objectives. Written examinations, quizzes, and additional assignments based on lecture and lab will be used to assess classroom and theoretical learning. Live lab practicums will be utilized to assess laboratory learning.

Refer to Section 6.030 - Generic Educational Calendar (page 219) for when in the calendar year, this course falls.

#### **COURSE SCHEDULE:**

Laboratory is on Thursdays from 0730 to 0930.

Lecture is on Thursdays from 0930 to 1230.

#### **COURSE INSTRUCTOR:**

Dr. William Gray. Office hours by appointment. Email: [bgray@texascountytech.edu](mailto:bgray@texascountytech.edu).

1.750.87 - Guest Instructor Curriculum Vitae - Gray, William (page 99).

**LEARNING OBJECTIVES:**

1. Describe the basic functions of each system and organs in those systems.
2. Describe how the anatomy and physiology of the human body are interrelated.
3. Describe the anatomy and physiology with functions of the nervous system and how it affects other systems.
4. Describe the anatomy and physiology with functions of sense organs.
5. Describe the anatomy and physiology with functions of the endocrine system, and how it affects other systems.
6. Describe the anatomy and physiology with functions of the lymphatic and immune systems, and how it affects other systems.
7. Describe the anatomy and physiology with functions of the digestive system and nutrition, and how it affects other systems.
8. Describe the anatomy and physiology with functions of the urinary system, and how it affects other systems.
9. Describe the anatomy and physiology with functions of the male and female reproductive system, and how it affects other systems.
10. Demonstrate a basic understanding of growth, genetics, and heredity.
11. Understand the inter-relationships of body systems and identify various components of these systems on preserved specimens dissected by the students themselves.

**ASSESSMENT CRITERIA:**

Description	Points	Percent
Lecture exams (weekly)	555	58%
Gross lab exam I	75	8%
Gross lab exam II	75	8%
Gross lab exam III	75	8%
Gross lab exam IV	75	8%
Final exam (lecture comprehensive)	100	10%

**COURSE SCHEDULE:**

Week	Classroom Description	Lecture Assignments Due	Lab Assignments Due
1	<b>LECTURE</b> Ch 18,19 - Nervous System Cells, Nerve signaling <b>LAB</b> - Dissection, Slide histology		
2	<b>LECTURE</b> Ch 20 - CNS <b>LAB</b> - Dissection, Slide histology	Exam Ch 18,19	
3	<b>LECTURE</b> Ch 21,22 - PNS/Autonomic <b>LAB</b> - Lab Exam I	Exam Ch 20	<b>Lab Exam I</b>
4	<b>LECTURE</b> Ch 23,24 - General Sense, Sense Organs <b>LAB</b> - Dissection, Slide histology	Exam Ch. 21,22	
5	<b>LECTURE</b> - Review nervous system <b>LAB</b> - Dissection, Slide histology	Exam 23,24	
6	<b>LECTURE</b> Ch 25,26 - Endocrine System <b>LAB</b> - Lab Exam II	Nervous Syst. Final	<b>Lab Exam II</b>
7	<b>LECTURE</b> Ch. 31,34 - Lymphatic System & Stress <b>LAB</b> - Dissection, Slide histology	Exam Ch 25,26	
8	<b>LECTURE</b> Ch 32,33 - Immune System <b>LAB</b> - Dissection, Slide histology	Exam Ch 31,34	
9	<b>LECTURE</b> Ch 38,39 - Anatomy Digestive System <b>LAB</b> - Dissection, Slide histology	Exam Ch 32,33	
10	<b>LECTURE</b> Ch 40 - Physiology Digestive System <b>LAB</b> - Dissection, Slide histology	Exam Ch 38,39	
11	<b>LECTURE</b> Ch 41 - Nutrition & Metabolism <b>LAB</b> - Lab Exam III	Exam Ch 40	<b>Lab Exam III</b>
12	<b>LECTURE</b> Ch 42 - Urinary System <b>LAB</b> - Dissection, Slide histology	Exam Ch 41	
13	<b>LECTURE</b> Ch 45,46 - Male & Female Reproductive, System <i>Assign Final Study Guide</i> <b>LAB</b> - Dissection, Slide histology	Exam Ch 42	
14	<b>LECTURE</b> Ch 47,48 - Growth & Development & Genetics & Heredity, Review for lecture final <b>LAB</b> - Dissection, Slide histology	Exam Ch 45,46	
15	<b>LECTURE</b> - Final Study Guide <b>LAB</b> - Final Lab IV Exam	Exam Ch 47,48	<b>Lab Exam IV</b>
16	<b>LECTURE</b> - Final Examination <b>LAB</b> - Completed	Final Exam	

**EMS 105 - PARAMEDIC MEDICAL EMERGENCIES**

Eleven (11) semester hours - 176 contact hours.

**PREREQUISITES:**

Successful completion of EMS 101 - Introduction to Paramedic (page 363).

This course contains the following sections of the paramedic curriculum: Medical Emergencies.

**COURSE SCHEDULE:**

Lecture and Laboratory is on Tuesdays from 0900 to 1700 and on Thursdays from 1300 to 1700.

**COURSE INSTRUCTOR:**Theron Becker. Office hours by appointment. Email: [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).

1.650.81 - Program Director Curriculum Vitae (page41).

**COURSE SCHEDULE FOR 2018:**

Week	Date	Description	Guest Instructor(s)	Tests and Exams
1	5/8	Ch 16 - Respiratory Emergencies	Need to move this chapter to before the Airway FISDAP exam Next year guest instructor: Jacob.snyder@coxhealth.com	Ch 16 Quiz
	5/10	<b>Applied Research Project Part 2</b>		Med Quiz (Captopril, Decadron, Solu-Medrol, random) <b>FISDAP Airway Unit Exam Re-Take</b>
2	5/15	Ch 17 - Cardiovascular Emergencies	Mike DAgostino (CMH Paramedic)	Med Quiz (Adenosine, random)
	5/17			Med Quiz (Atropine, Sodium Bicarb, random)
3	5/22		Dr. John Best (CMH Cardiologist)	Med Quiz (Amiodarone, Lidocaine, random)
	5/24			Med Quiz (Cardizem, Procainamide, random) Ch 17 Quiz
4	5/29	<b>AHA - Advanced Cardiac Life Support (ACLS)</b>	Allen Brotherton (Retired CMH Paramedic)	
	5/31			
5	6/5		Mike DAgostino (CMH Paramedic)	<b>ACLS Test</b>
	6/7	(Routine individual academic counseling with all students to evaluate affective domain)		<b>ARP # Re-Write Due FISDAP Cardiology Unit Exam</b>

***Mission:** Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

## Section 6.600 - Paramedic Program (Paramedic Academy)

Week	Date	Description	Guest Instructor(s)	Tests and Exams
6	6/12	Ch 18 - Neurologic Emergencies	Next year: Dr. Robert Duff (Mercy Neurologist)	12-Lead Quiz Med Quiz (Aspirin, Heparin, Mag Sulfate, Nitro, random)
	6/14			12-Lead Quiz Med Quiz (Dopamine, Epi 1:10,000, Hydralazine, random) Ch 18 Quiz
7	6/19	Ch 19 - Diseases of the Ears, Nose, and Throat		12-Lead Quiz Med Quiz (Valium, Versed, random) <b>FISDAP Cardiology Unit Exam Re-Take</b>
	6/21		Dr. Matt Ericksen (CMH Otolaryngologist)	12-Lead Quiz Med Quiz (Acetaminophen, Ibuprofen, random) Ch 19 Quiz
8	6/26	Ch 20 - Abdominal and Gastrointestinal Emergencies		12-Lead Quiz Med Quiz (Phenergan, random)
	6/28			12-Lead Quiz Med Quiz (Reglan, Zofran, random) Ch 20 Quiz
9	7/3	Ch 21 - Genitourinary and Renal Emergencies		12-Lead Quiz Med Quiz (Lasix, random)
	7/5			12-Lead Quiz Med Quiz (Toradol, random) Ch 21 Quiz
10	7/10	Ch 22 - Gynecologic Emergencies		12-Lead Quiz Med Quiz (Oxytocin, random)
	7/12		? Dr. Shelly Meents (CMH Obstetrician)	12-Lead Quiz Med Quiz (Glucagon, random) Ch 22 Quiz
11	7/17	Ch 23 - Endocrine Emergencies	Mandy DAgostino (CMH Nurse Practitioner)	12-Lead Quiz Med Quiz (Dextrose, Glucose, random) Ch 23 Quiz
	7/19	Ch 24 - Hematologic Emergencies		12-Lead Quiz Med Quiz (Thiamine, random) Ch 24 Quiz
12	7/24			12-Lead Quiz

*Mission:* Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.

Week	Date	Description	Guest Instructor(s)	Tests and Exams
		Ch 25 - Immunologic Emergencies		Med Quiz (Epi 1:1,000, random)
	7/26			12-Lead Quiz Med Quiz (Benadryl, random) Ch 25 Quiz
13	7/31	Ch 26 - Infectious Diseases		12-Lead Quiz Med Quiz (random)
	8/2			12-Lead Quiz Med Quiz (random) Ch 26 Quiz
14	8/7	Ch 27 - Toxicology		12-Lead Quiz Med Quiz (Activated Charcoal, Narcan, random)
	8/9			12-Lead Quiz Med Quiz (Calcium Chloride, random) Ch 27 Quiz
15	8/14	<b>NAEMT - Psychological Trauma in EMS Patients (PTEP)</b>		<b>PTEP Test</b>
	8/16	Ch 28 - Psychiatric Emergencies	? Angela Tucker (CMH Geriatric Psych Dir)	12-Lead Quiz Med Quiz (Haldol, Ativan, random) Ch 28 Quiz
16	8/21	<b>Applied Research Project Part 2 Due by 1700 hours</b>		<b>Practical Exam in teams of 2 or 3 in 20-min simulation. NREMT team lead, medical assessment, cardioversion, and 12-lead skills</b>
	8/23	(Routine individual academic counseling with all students to evaluate affective domain)		<b>FISDAP Medical Unit Exam</b>

**APPLIED RESEARCH PROJECT - PART 2 OF 3**

Part two of the Applied Research Project focuses on researching a solution to the EMS problem identified in part one. The completed part two of the Applied Research Project should be submitted in an electronic format (Microsoft Word is preferred). There is no minimum number of pages, but correct APA citations and bibliography, spelling, grammar, and punctuation is expected.

The following sections must be included:

**Introduction:**

- Define your purpose. The purpose statement should be a mirror of the problem statement in the first paper and describes exactly what you are going to accomplish. An example might be, “The purpose of this paper is to research what other EMS agencies do to overcome the need for medication refrigeration.”
- Three to five research questions. Research questions provide a roadmap for accomplishing your purpose. These questions are the factors and questions that need to be answered in order to accomplish your purpose. If you have a research question, you must generate information to respond to that question. A few examples might be, “Are any other EMS agencies using refrigerated medications? If so, what equipment are they using to maintain refrigeration on ambulances? If not, what alternative medications are they using?”

**Procedures:**

- Explanation of what the student did to generate new and original data to answer the research questions.
- Procedures must be delineated clearly to permit replication by other researchers.
- Discuss limitations of the procedures you selected.

**Results:**

- Clear and comprehensive narrative description of the findings from procedures.
- Results and findings must be in a logical manner to answer all the research questions without personal editorializing.

**Appendix:**

- Provide a copy of research tool(s) utilized.
- Provide complete results of research.

**References:**

- Reference list in APA format.

## Applied Research Project - Part 2 - Grading Rubric:

Section	Checklist	Evaluation
All sections	<input type="checkbox"/> Correct grammar. <input type="checkbox"/> Correct punctuation. <input type="checkbox"/> Correct spelling. <input type="checkbox"/> Correct sentence structure. <input type="checkbox"/> Correct APA format of citations throughout paper.	10 points possible in this section
Introduction	<input type="checkbox"/> Purpose statement clearly defined. <input type="checkbox"/> Research questions clearly stated. <input type="checkbox"/> At least three research questions included.	25 points possible in this section
Procedures	<input type="checkbox"/> Procedures sufficiently delineated to permit replication. <input type="checkbox"/> Procedures appropriate to achieve stated purpose. <input type="checkbox"/> Limitations are discussed.	25 points possible in this section
Results	<input type="checkbox"/> Results clearly and concisely stated in narrative form. <input type="checkbox"/> Detailed results of all procedures provided. <input type="checkbox"/> Specific answers to original research questions provided. <input type="checkbox"/> Comprehensive analysis of data is included without personal editorializing. <input type="checkbox"/> Tables and figures clearly presented, correctly labeled, and contain appropriate data.	25 points possible in this section
Appendix	<input type="checkbox"/> Research tool(s) included. <input type="checkbox"/> Complete results from research included.	10 points possible in this section
References	<input type="checkbox"/> Correct APA format of reference section.	5 points possible in this section



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**EMS 107 - PARAMEDIC CLINICAL EXPERIENCE II**

Ten (10) semester hours - 156+ contact hours.

**PREREQUISITES:**

Successful completion of

- EMS 101 - Introduction to Paramedic (page 363) and
- EMS 103 - Paramedic Clinical Experience I (page 366).

This course provides an opportunity for paramedic students to apply classroom knowledge to real-life situations and patients. Included in this course are advanced airway skills, geriatric patient assessments, and cardiac patient assessments. Additionally, assessment and treatment of emergency room patients are included in this course.

Refer to Section 6.030 - Generic Educational Calendar (page 219) for when in the calendar year, this course falls.

If the minimum number of patient assessments and skills listed in 6.600.54 - Paramedic Academy Clinical Requirements - General (page 356) and 6.600.57 - Paramedic Academy Clinical Requirements - Airway (page 359) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements. A deadline of six (6) months after the end of the classroom portion of the course must be met for all hour and patient contact requirements.

**DEADLINE:**

All requirements for this course must be completed by the end of your third semester.

**ANESTHESIA:**

- Prerequisites: Start Second Semester.
- Location options:
  - CMH Hospital (Bolivar) or
  - CMH Douglas Building (Bolivar)
- Paramedic students will shadow CRNA.
- There is not a minimum hour requirement for this clinical.
- Student scheduling information: TBA
- Where to go:
  - TBA



Citizens Memorial Hospital  
Douglas Building  
First Floor

- 
- Administrative contact information: [becky.hancock@citizensmemorial.com](mailto:becky.hancock@citizensmemorial.com)

**GERIATRIC PSYCHIATRIC UNIT:**

- Prerequisites: Start Second Semester.
- Location options: CMH Hospital (Bolivar)
- Paramedic students will shadow psychiatric nurse.
- Complete a minimum of 12 hours by the end of Third Semester.
- Student scheduling information:
  - Email [lani.hayes@citizensmemorial.com](mailto:lani.hayes@citizensmemorial.com) to sign up.
  - Two students at a time can do clinicals in the unit simultaneously.
  - Shift start time is 6:45 am.
  - Half-way through the shift, students will switch sides of the unit to have comprehensive view of the unit.
- Where to go:
  - Pickup the phone outside the sally port entrance to the unit and tell the nurse you are a paramedic student doing clinicals.



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- Administrative contact information: [angela.tucker@citizensmemorial.com](mailto:angela.tucker@citizensmemorial.com)

**EMERGENCY ROOM:**

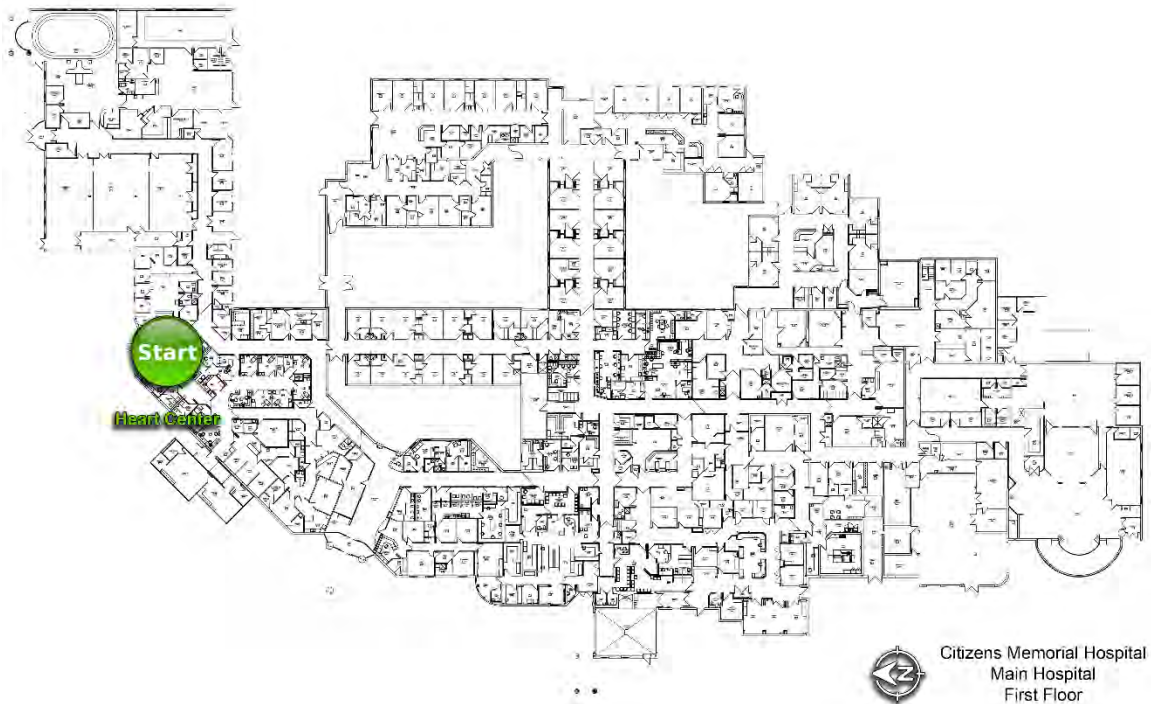
- Prerequisites: Complete ER triage clinicals.
- Location options:
  - CMH Hospital (Bolivar)
  - Cox Hospital (Springfield)
  - Mercy Hospital (Springfield)
- Paramedic students will shadow ER nurse.
- Complete a minimum of 136 hours by the end of Third Semester.
- Student scheduling information:
  - Email [lani.hayes@citizensmemorial.com](mailto:lani.hayes@citizensmemorial.com) to schedule a shift.
  - One paramedic at time can be scheduled in the ER at a time
    - One paramedic can be scheduled in the ER and one in ER Triage simultaneously.
  - Shifts available:
    - 0700 to 1900 (ER and ER Triage)
    - 1900 to 0700 (ER and ER Triage)
    - 1100 to 2300 (ER only)
- Where to go:
  - In the waiting room, tell the ER triage nurse you are a paramedic student there for clinicals.



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- Administrative contact information: [jaime.sprague@citizensmemorial.com](mailto:jaime.sprague@citizensmemorial.com)

**CARDIAC CATH LAB:**

- Prerequisites: Complete Chapter 17 (Cardiovascular Emergencies).
- Location options: CMH Hospital (Bolivar)
- Paramedic students will shadow cath lab nurse.
- Complete a minimum of 8 hours by the end of Third Semester.
- Student scheduling information:
  - Email [robert.richardson@citizensmemorial.com](mailto:robert.richardson@citizensmemorial.com) to schedule shifts.
  - Shifts are 8 am to 4 pm. Mondays are usually the busiest days.
- Where to go:
  - Got to front desk and say you are a paramedic student doing clinicals.
  - Also, early in your shift, find and personally introduce yourself to the cardiologist on duty.



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- Other information: While doing clinicals at CMH in the hospital in other departments and units, paramedic students are welcome to observe cardiac cath procedures when the cath lab team is activated.
- Administrative contact information:
  - CMH Cath Lab: [robert.richardson@citizensmemorial.com](mailto:robert.richardson@citizensmemorial.com)
  - Mercy Cath Lab: [vickie.hanna@mercy.net](mailto:vickie.hanna@mercy.net)



**6.600.66 - Paramedic Academy Courses - Third Semester****EMS 222 - PARAMEDIC TRAUMA EMERGENCIES**

Six (6) semester hours - 96 contact hours.

**PREREQUISITES:**

Successful completion of EMS 105 - Paramedic Medical Emergencies (page 373).

This course contains the following sections of the paramedic curriculum: Trauma, Shock, and Resuscitation.

**COURSE SCHEDULE:**

Lecture and Laboratory is on Tuesdays from 0900 to 1700 and on Thursdays from 0900 to 1700.

**COURSE INSTRUCTOR:**

Theron Becker. Office hours by appointment. Email: [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).  
1.650.81 - Program Director Curriculum Vitae (page41).

**COURSE SCHEDULE FOR 2018:**

Week	Date	Description	Guest Instructor(s)	Tests and Exams
1	9/4	<b>Applied Research Project Part 3</b> Ch 29 - Trauma Systems and Mechanism of Injury		12-Lead Quiz Med Quiz (random) Ch 29 Quiz
	9/6	Ch 30 - Bleeding		12-Lead Quiz Med Quiz (TXA, random) Ch 30 Quiz <b>FISDAP Medical Unit Exam Re-Take</b>
2	9/11	Ch 31 - Soft-Tissue Trauma Ch 33 - Face and Neck Trauma		12-Lead Quiz Med Quiz (Tetracaine, random) Ch 31 Quiz Ch 33 Quiz
	9/13	Ch 32 - Burns	? - Morgan Young (CMH Paramedic)	12-Lead Quiz Med Quiz (Morphine, random) Ch 32 Quiz
3	9/18	Ch 35 - Chest Trauma	? - Dr. Brent Bartgis (CMH Surgeon) [coordinate schedule with Kristy Ege]	12-Lead Quiz Med Quiz (Fentanyl, random) Ch 35 Quiz
	9/20	Ch 34 - Head and Spine Trauma		12-Lead Quiz Med Quiz (random) Ch 34 Quiz

## Section 6.600 - Paramedic Program (Paramedic Academy)

Week	Date	Description	Guest Instructor(s)	Tests and Exams
4	9/25	Ch 36 - Abdominal and Genitourinary Trauma		12-Lead Quiz Med Quiz (random) Ch 36 Quiz
	9/27	Ch 37 - Orthopaedic Trauma		12-Lead Quiz Med Quiz (Dilaudid, random) Ch 37 Quiz
5	10/2	Ch 38 - Environmental Trauma		12-Lead Quiz Med Quiz (Propofol, random) Ch 38 Quiz
	10/4	Ch 39 - Responding to the Field Code		12-Lead Quiz Med Quiz (random) Ch 39 Quiz
6	10/9	Ch 40 - Management of the Critical Patient		12-Lead Quiz Med Quiz (random) Ch 40 Quiz
	10/11	(Routine individual academic counseling with all students to evaluate affective domain)		<b>ARP Part 2 Re-Write Due FISDAP Trauma Unit Exam</b>

**EMS 224 - PARAMEDIC OPERATIONS**

Ten (10) semester hours - 160 contact hours.

**PREREQUISITES:**

Successful completion of EMS 222 - Paramedic Trauma Emergencies (page 383).

This course contains the following sections of the paramedic curriculum: Special Patient Populations, Operations, and Career Development.

**COURSE SCHEDULE:**

Lecture and Laboratory is on Tuesdays from 0900 to 1700 and on Thursdays from 0900 to 1700.

**COURSE INSTRUCTOR:**

Theron Becker. Office hours by appointment. Email: [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).  
1.650.81 - Program Director Curriculum Vitae (page41).

**COURSE SCHEDULE FOR 2018:**

Week	Date	Classroom Description	Guest Instructor(s)	Tests and Exams
7	10/16	Ch 41 - Obstetrics		12-Lead Quiz Ch 41 Quiz
	10/18	Ch 42 - Neonatal Care		12-Lead Quiz Med Quiz (random) Ch 42 Quiz <b>FISDAP Trauma Unit Exam</b> <b>Re-Take</b>
8	10/23	<b>AHA - Pediatric Advanced Life Support (PALS)</b>		
	10/25			
9	10/30	morning: <b>PALS</b> afternoon: Ch 43 - Pediatric Emergencies	? - Dr. Shannon Calvert (CMH Pediatrician)	<b>PALS Test</b>
	11/1	(Routine individual academic counseling with all students)		<b>FISDAP OB-Peds Unit Exam</b>
10	11/6	<b>NAEMT - Geriatric Education for EMS (GEMS)</b>		
	11/8			<b>GEMS Test</b>
11	11/13	Ch 44 - Geriatric Emergencies		12-Lead Quiz Med Quiz (random) Ch 44 Quiz <b>FISDAP OB-Peds Unit Exam</b> <b>Re-Take</b>
	11/15	Ch 45 - Patients with Special Challenges		12-Lead Quiz Med Quiz (random) Ch 45 Quiz
12	11/20	Ch 46 - Transport Operations <b>NIMS 200</b>		12-Lead Quiz Med Quiz (random) Ch 46 Quiz



Week	Date	Classroom Description	Guest Instructor(s)	Tests and Exams
				<b>NIMS 200 Test</b>
	11/22	NO CLASS - THANKSGIVING		
	11/27	<b>NAEMT - All Hazard Disaster Response (AHDR)</b>		<b>AHDR Test</b>
13	11/29	Ch 47 - Incident Management and Mass Casualty Incidents Ch 48 - Vehicle Extrication and Special Rescue Ch 49 - Hazardous Materials		12-Lead Quiz Med Quiz (random) Ch 47 Quiz Ch 48 Quiz Ch 49 Quiz
14	12/4	<b>NAEMT - Tactical Emergency Casualty Care</b>	Cody Liccardi (MSHP Medic)	
	12/6			<b>TECC Test</b>
15	12/11	Ch 50 - Terrorism Ch 51 - Disaster Response		12-Lead Quiz Med Quiz (random) Ch 50 Quiz Ch 51 Quiz
	12/13	Ch 52 - Crime Scene Awareness Ch 53 - Career Development		12-Lead Quiz Med Quiz (random) Ch 52 Quiz Ch 53 Quiz
16	12/18	<b>Applied Research Project Part 3 Due (Final Presentations)</b>		<b>Comprehensive Practical Exam in teams of 2 or 3 in 20-min simulation. NREMT team lead, pediatric trauma assessment, decompression, and cardiac arrest skills.</b>
	12/20	<b>Applied Research Project Part 3 Due (Final Presentations)</b> (Routine individual academic counseling with all students to evaluate affective domain)		<b>FISDAP Operations Unit Exam FISDAP Paramedic Comprehensive Exam</b>

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**APPLIED RESEARCH PROJECT - PART 3 OF 3**

Part three of the Applied Research Project focuses presenting the findings from parts one and two. The final product should be in the form of both written documents and multimedia presentation. The completed part three of the Applied Research Project should be submitted in an electronic format (Microsoft Office is preferred). There is no minimum number of pages, but correct APA citations and bibliography, spelling, grammar, and punctuation is expected.

The following sections must be included:

**Introduction/Abstract:**

- Summarize all three papers in an abstract format. Should be self-contained so if the audience only reads this section, they will get all the information they need.

**Discussion:**

- Discuss the relationship between the literature review in the first paper and the research results in the second paper.
- Interpretation of all results and clearly state the implications for his/her organization.

**Recommendations:**

- Provide recommendations that flow from the data in the second paper and relate to the problem statement in the first paper.

**Appendix:**

- Provide a copy of the document or change recommended. This may be a policy, protocol, or other information that answers the problem statement.

**References:**

- Reference list in APA format.

**Presentation:**

- The final presentation should include information from all three papers with a heavy emphasis on recommendations. The target length of the presentation is 10 to 15 minutes (does not include questions or discussion at the end). The target audience of the presentation is your supervisor and/or decision makers at your organization that you are convincing to make the changes recommended from your research.
- Any method of presentation may be used including PowerPoint, dry-erase board, static display, handouts, video, hands-on, etc. Some form of audio/visual aid must be used.

Applied Research Project - Part 3 - Grading Rubric:

Section	Checklist	Evaluation
All sections	<input type="checkbox"/> Correct grammar. <input type="checkbox"/> Correct punctuation. <input type="checkbox"/> Correct spelling. <input type="checkbox"/> Correct sentence structure. <input type="checkbox"/> Correct APA format of citations throughout paper.	9 points possible in this section
Introduction/Abstract	<input type="checkbox"/> Self-contained. <input type="checkbox"/> Problem statement defined. <input type="checkbox"/> Purpose statement defined. <input type="checkbox"/> Research questions summarized. <input type="checkbox"/> Procedures summarized. <input type="checkbox"/> Results summarized. <input type="checkbox"/> Recommendations summarized.	20 points possible in this section
Discussion	<input type="checkbox"/> The relationship between the research results and the literature review is discussed. <input type="checkbox"/> Author's interpretation of study results is presented. <input type="checkbox"/> Organizational implications of results clearly stated.	10 points possible in this section
Recommendations	<input type="checkbox"/> Recommendations logically flowed from the results. <input type="checkbox"/> Recommendations were supported by the data collected. <input type="checkbox"/> Recommendations provided for the organization and for future leaders.	10 points possible in this section
Appendix	<input type="checkbox"/> Final product(s) of research included.	50 points possible in this section
References	<input type="checkbox"/> Correct APA format of reference section.	1 point possible in this section

Applied Research Project - Presentation - Grading Rubric:

Section	Checklist	Evaluation
Presentation	<input type="checkbox"/> Problem statement defined.	10 points possible in this section
	<input type="checkbox"/> Purpose statement defined.	10 points possible in this section
	<input type="checkbox"/> Research questions summarized.	10 points possible in this section
	<input type="checkbox"/> Procedures summarized.	10 points possible in this section
	<input type="checkbox"/> Results summarized.	10 points possible in this section
	<input type="checkbox"/> Recommendations summarized.	10 points possible in this section
	<input type="checkbox"/> Stays within target time of 10-15 minutes.	10 points possible in this section
	<input type="checkbox"/> Includes audio and/or visual.	10 points possible in this section
	<input type="checkbox"/> Sufficiently persuasive.	20 points possible in this section

**EMS 226 - PARAMEDIC FIELD EXPERIENCE**

Eight (8) semester hours - 122 contact hours.

**PREREQUISITES:**

Successful completion of

- EMS 105 - Paramedic Medical Emergencies (page 373) and
- EMS 107 - Paramedic Clinical Experience II (page 378).

This course provides an opportunity for paramedic students to apply classroom knowledge to real-life situations and patients. Included in this course are assessment and treatment skills for obstetrics and pediatric patients. Additionally, assessment and treatment of pre-hospital patients are included in this course.

Refer to Section 6.030 - Generic Educational Calendar (page 219) for when in the calendar year, this course falls.

In order for an interfacility transfer to be documented as a patient contact in the field experience or field internship courses, the patient must be transferred to a higher level of care requiring assessment and may require emergency care.

If the minimum number of patient assessments and skills listed in 6.600.54 - Paramedic Academy Clinical Requirements - General (page 356) and 6.600.57 - Paramedic Academy Clinical Requirements - Airway (page 359) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

**DEADLINE:**

All requirements for this course must be completed by the end of your fourth semester.

**AIR AMBULANCE:**

- Prerequisites: Start Third Semester.
- Location options: Cox Air Care (Bolivar or Springfield)
- Paramedic students will shadow flight paramedic.
- This is an optional clinical. If chosen, a maximum of 12 hours must be completed by the end of Fourth Semester. A total of 100 hours must be completed between both air and ground ambulance.
- Student scheduling information: TBA
- Where to go: TBA
- Administrative contact information: unknown

**GROUND AMBULANCE:**

- Prerequisites: Start Third Semester and successfully complete ACLS course.
- Location options:
  - CMH EMS (Bolivar, Eldorado, Hermitage, Osceola, or Stockton)
  - Cox EMS (Ava, Crane, Greenfield, Marshfield, Ozark, or Springfield)
  - Mercy EMS (Buffalo, Camdenton, Carthage, Cassville, Lebanon, Macks Creek, Mt Vernon, or Springfield)
- Paramedic students will shadow ground paramedic.
- Complete a minimum of 88 hours by the end of Fourth Semester.
  - If Air Ambulance clinical time is not completed, a minimum of 100 hours on a ground ambulance must be completed by the end of the Third Semester (approximately 16 weeks).
- Student scheduling information: Contact [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).

**WALK-IN CLINIC:**

- Prerequisites: Complete Fisdap OB-Peds Unit Exam and successfully complete PALS course.
- Location options:
  - CMH Bolivar Family Care Center (Bolivar)
  - CMH Bolivar Walk-In Clinic (Bolivar)
  - CMH Dallas County Walk-In Clinic (Buffalo)
  - CMH Pediatric Walk-In Clinic (Bolivar)
- Paramedic students will shadow clinic nurse.
- Complete a minimum of 10 hours by the end of Fourth Semester.
- Administrative contact information: unknown
- Where to go: TBA
- Administrative contact information: unknown

**LABOR AND DELIVERY:**

- Prerequisites: Complete Fisdap OB-Peds Unit Exam.
- Location options: CMH Hospital (Bolivar)
- Paramedic students will shadow labor and delivery nurse.
- Complete a minimum of **12 hours** by the end of Fourth Semester.
- Student scheduling information: **TBA**
- Where to go:
  - Pick up the phone outside the Birth Place and tell the nurse you are a paramedic student doing clinicals.



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- Administrative contact information: [wendy.rothdiener@citizensmemorial.com](mailto:wendy.rothdiener@citizensmemorial.com)

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### **6.600.69 - Paramedic Academy Courses - Fourth Semester**

No classroom activities are scheduled. Only the capstone clinical requirement is included in this final semester.

Total of ten (10) semester hours - 150 contact hours.

Overall total for the entire Paramedic Academy of 73 semester hours - 1,173 contact hours.

#### **EMS 228 - PARAMEDIC FIELD INTERNSHIP**

Ten (10) semester hours - 150 contact hours.

#### **PREREQUISITES:**

Successful completion of all classroom, laboratory, and clinical requirements of all previous paramedic courses including completion of:

- EMS 224 - Paramedic Operations (page 385) and
- EMS 226 - Paramedic Field Experience (page 389).

This course serves as the capstone course for the paramedic program. It provides an opportunity for paramedic students to apply classroom knowledge to real-life situations and patients. Scene and patient assessment and management are developed and tested in this course as the student operates as the ambulance team leader.

Refer to Section 6.030 - Generic Educational Calendar (page 219) for when in the calendar year, this course falls.

#### **DEADLINE:**

All requirements for this course must be completed by the end of your fifth semester.

#### **ASSESSMENTS:**

At the completion of all the requirements of this course, the student will be required to successfully pass an individual summative program evaluation once approved by his or her mentor. This summative program evaluation includes three components:

1. Cognitive assessment: Computer-based multiple-choice final exam covering all modules and chapters throughout the entire paramedic curriculum. Minimum passing score is 70% with the option to retest once (resulting average of first and second exam must be 70% or greater). Refer to Section 4.640 - Academic Criteria: Grading and Examination Policies (page 200) for details.
2. Psychomotor assessment: Scenario-based skill and critical thinking evaluation utilizing a simulated patient situation with a random complex medical illness requiring assessment and treatment. A “pass” result must be obtained in this pass or fail assessment. The scenario will be evaluated by a minimum of three evaluators that may include, but not limited to: Medical Director, Program Director, Lead Instructor, Guest Instructors, EMS Director, ER Director, or TCD Coordinator.
3. Affective assessment: Interview-based evaluation of professional behavior. A “pass” result must be obtained in this pass or fail assessment. The interview will be conducted by one to three evaluators that may include, but not limited to: Medical Director, Program Director, Lead Instructor, Guest Instructors, or Preceptors. Refer to 3.330.83 - Student Behavior Evaluation Form (page 167).

---

**AMBULANCE TEAM LEADER:**

- **Prerequisites:** Complete Third Semester ambulance clinicals.
- **Location options:**
  - CMH EMS (Bolivar, Eldorado, Hermitage, Osceola, or Stockton)
  - Cox EMS (Ava, Crane, Greenfield, Marshfield, Ozark, or Springfield)
  - Mercy EMS (Buffalo, Camdenton, Carthage, Cassville, Lebanon, Macks Creek, Mt Vernon, or Springfield)
- **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.



- Successfully assess and treat at least 50 ALS patients as team leader. An average CMH paramedic assesses and treats four (4) patients every ambulance shift.
  - An ALS patient is defined as one that required and was provided at least one medication or at least one ALS intervention (other than IV access). In order for an interfacility transfer to be documented as a patient contact in this course, the patient must be transferred to a higher level of care requiring ALS assessment and treatment(s). All team lead patient contacts must include FISDAP documentation along with 3.330.86 - Paramedic Clinical Student Team Lead Evaluation Form (page 169).
  - The first ten (10) and last ten (10) patients should be with the assigned mentor. Scheduling conflicts or other exemptions will be taken into account on a case-by-case basis. At the completion of this course, the mentor must approve the student's successful completion by completing 3.330.92 - Paramedic Clinical Student Mentor Final Approval Form (page 171). This approval covers cognitive, psychomotor, and affective domains.
  - As part of the 50 ALS team leader patients, successfully assess and treat two (2) pediatric patients as team leader.
  - As part of the 50 ALS team leader patients, successfully assess and treat two (2) unconscious patients as team leader.
  - As part of the 50 ALS team leader patients, successfully assess and treat two (2) critical patients as team leader. Critical patients are defined as requiring at least one of the following interventions and that was performed by the paramedic student:
    - Administration of Adenosine, TXA, vasopressor, medication requiring medical control, airway insertion, assist ventilation, chest decompression, childbirth, CPR, cricothyrotomy, electrical therapy, gastric tube, RSI, restraints, traction splint, TCD (STEMI, stroke, trauma, or sepsis), tourniquet, vagal maneuver, or IO access.

## 6.600.72 - Equipment Available to Paramedic Students

### SIMULATION AMBULANCE

A fully-functional retired ambulance has been converted for use by the EMS Education Department. The ambulance is equipped with wireless audio and video feeds to allow instructors to observe students without distraction. Expired and replacement equipment and supplies from the EMS service keeps this training ambulance fully stocked for students to simulate any type of medical or trauma emergency.



### MID-FIDELITY MANIKIN

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This manikin has been upgraded with the SimPad Plus device to remotely control and simulate patient scenarios. From a wireless position, an instructor can control vitals, activate speech interactions, and recording of the simulation for playback or saving.



### TRAINING LIBRARY

A library of more than 700 reference books are available to all students. The majority of these books are EMS-oriented, but several fire service, law enforcement, management, and general healthcare topics are included.

The library can be browsed and materials checked out by visiting [https://www.librarycat.org/lib/cmh\\_ems](https://www.librarycat.org/lib/cmh_ems)



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**6.600.75 - 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 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.

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**6.600.78 - Criminal History Records Disclosure Consent Form**

Please complete the TOP HALF of the following form. The section of the form you need to complete is in the thick black border. The part of the form below your signature will be completed by CMH Human Resources Department.

Once complete, please return it to the CMH EMS Education Director using one of the following methods:

- Scan and email to [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com)
- Fax to 417-328-7209
- Hand deliver to Theron Becker at CMH EMS Headquarters in Bolivar.
- Mail to CMH EMS Education, 1500 N Oakland Ave, Bolivar, MO 65613

**AUTHORIZATION FORM - backgroundcheckadvantage.com (based on 11/16/2016 form)**

		Citizens Memorial Hospital 417-326-6000	
<b>First Name</b>		<b>Middle Name</b>	
<b>Last Name</b>			
<b>Alias / Maiden Name(s)</b>		<b>Will Employee's Salary Exceed \$75,000?</b>	
		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>Social Security Number</b>	<b>Date of Birth</b>	<b>Race</b>	<b>Gender</b>
			<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Mailing Address (NO P.O. Boxes)</b>		<b>City</b>	<b>State</b>
			<b>Zip</b>
As part of the <input checked="" type="checkbox"/> employment <input type="checkbox"/> volunteer <input checked="" type="checkbox"/> student <input type="checkbox"/> credentialing process, I consent to the release of my criminal background records and motor vehicle driving records or a search listed below by any and all states or agencies holding such records. I also agree to an investigation and the obtaining of a consumer report solely for <input checked="" type="checkbox"/> employment <input type="checkbox"/> volunteer <input checked="" type="checkbox"/> student <input type="checkbox"/> credentialing purposes. I understand that the company named above may use this consent on multiple occasions to request such consumer reports. This consent will remain effective until I have affirmatively revoked it.			
Signature of Applicant _____		Date _____ / _____ / _____	
<b>BACKGROUND SEARCHES</b>			
<input type="checkbox"/> <b>OIG</b> (Medicare/Medicaid Fraud & Abuse) <input type="checkbox"/> <b>GSA</b> (Federal Procurement Fraud) <input type="checkbox"/> <b>**FCSR</b>			
<input type="checkbox"/> <b>SSN Plus</b> (Address & Alias name are included) <input type="checkbox"/> <b>Address Verification</b> <input type="checkbox"/> <b>Alias Name Search</b>			
<input type="checkbox"/> <b>Government Watch List</b> (includes DOC Entity List & Denied Persons List, DOT Specially Designated nationals & Blocked Persons List, DOS Proliferation List & more)			
<input type="checkbox"/> <b>Wants &amp; Warrants</b> (Nationwide - extraditable only) <input type="checkbox"/> <b>OFAC</b> (Specially Designated Nationals and Blocked Persons List)			
<b>Child Abuse/Neglect</b> - <input type="checkbox"/> IL** <input type="checkbox"/> IA** <input type="checkbox"/> IN** <input type="checkbox"/> KS** <input checked="" type="checkbox"/> MO* <input type="checkbox"/> NE** <input type="checkbox"/> TN <b>Adult Abuse/Neglect</b> - <input type="checkbox"/> KS			
<input type="checkbox"/> <b>*MO Mental Health Employee Disqualification Registry</b> <input type="checkbox"/> <b>MO EDL</b> (Employee Disqualification List)			
<input type="checkbox"/> <b>FEDERAL COURTS - Criminal State 1:</b> _____ <b>2:</b> _____ <b>SEX OFFENDER</b> <input type="checkbox"/> Nationwide or <input type="checkbox"/> State 1: _____			
<input type="checkbox"/> <b>DRIVING RECORD</b> State _____ <b>DL#</b> _____			
<input type="checkbox"/> <b>PROFESSIONAL LICENSE</b> <input type="checkbox"/> National or <input type="checkbox"/> State _____			
<b>Type:</b> _____ <b>License #:</b> _____			
<input type="checkbox"/> <b>EDUCATION</b> School Name (include campus): _____ City/State: _____ / _____ Major: _____ Graduation Date: _____ / _____ Degree Type: _____ (BSN, BA, etc.) Name While Attending: _____ If additional Verifications are needed, refer to application during data entry or document on another Background Check Request Form.			
<input type="checkbox"/> <b>CHARACTER REFERENCE</b> <input type="checkbox"/> <b>PERSONAL</b> <input type="checkbox"/> <b>PROFESSIONAL</b> : Name _____ Phone: _____ / _____ - _____			
<input type="checkbox"/> <b>EMPLOYMENT</b> Company: _____ City/State: _____ / _____ Phone: _____ / _____ - _____ Manager: _____ Start Date: _____ / _____ End Date: _____ / _____ Title: _____ Starting Wage:\$ _____ Ending Wage:\$ _____ Duties: _____ Reason for Leaving: _____ If additional Verifications are needed, refer to application during data entry or document on another Background Check Request Form.			
<b>LIST CITY/COUNTY CRIMINAL SEARCHES NEEDED</b>			
<b>States with county by county access only: CA, LA, MA, NV, MV, and WY</b>			
<b>County 1:</b> _____	<b>State:</b> _____	<b>County 2:</b> _____	<b>State:</b> _____
<b>County 3:</b> _____		<b>State:</b> _____	
<b>STATEWIDE CRIMINAL - A Statewide/State Repository houses records from all jurisdictions throughout the State</b>			
<input type="checkbox"/> AL* <input type="checkbox"/> AK* <input type="checkbox"/> AZ <input type="checkbox"/> AR* <input type="checkbox"/> CO <input type="checkbox"/> CT* <input type="checkbox"/> DE <input type="checkbox"/> DC* <input type="checkbox"/> FL <input type="checkbox"/> GA* <input type="checkbox"/> HI <input type="checkbox"/> ID** <input type="checkbox"/> IN <input type="checkbox"/> IA* <input type="checkbox"/> KS <input type="checkbox"/> KY <input type="checkbox"/> ME <input type="checkbox"/> MD <input type="checkbox"/> MI <input type="checkbox"/> MN <input type="checkbox"/> MO <input type="checkbox"/> MS* <input type="checkbox"/> MT <input type="checkbox"/> NE <input type="checkbox"/> NH** <input type="checkbox"/> NJ <input type="checkbox"/> NM* <input type="checkbox"/> NY* <input type="checkbox"/> NC* <input type="checkbox"/> ND <input type="checkbox"/> OH* <input type="checkbox"/> OK <input type="checkbox"/> OR* <input type="checkbox"/> PA <input type="checkbox"/> RI* <input type="checkbox"/> SC <input type="checkbox"/> SD <input type="checkbox"/> TN <input type="checkbox"/> TX <input type="checkbox"/> UT* <input type="checkbox"/> VA* <input type="checkbox"/> VT* <input type="checkbox"/> WA <input type="checkbox"/> WI <input type="checkbox"/> U.S. Virgin Islands			
<input type="checkbox"/> Illinois Healthcare - compliance with IL Healthcare Worker Background Check Act (IL Police Full-State Repository Criminal) <input type="checkbox"/> International Criminal MO - includes MO Sex Offender results at no additional cost (MO State Highway Patrol Full-State Repository Criminal search)			
<b>*Required Form(s) &amp; ** Required Special Form(s) must be ATTACHED when ordering or faxed to 573-893-7669</b>			

*Mission: Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.*

**6.600.81 - Paramedic Academy Terminal Competency Form**

Citizens Memorial Hospital - Emergency Medical Services Education Department hereby certifies that the candidate listed below has successfully completed all the terminal competencies required for graduation from the Paramedic education program as a minimally competent, entry-level Paramedic and as such is eligible for State and National Certification written and practical examination in accordance with our published policies and procedures.

Name of graduate: \_\_\_\_\_

Graduate email: \_\_\_\_\_

Written Fisdap examinations:

- ☐ Airway Unit Exam
- ☐ Cardiology Unit Exam
- ☐ Medical Unit Exam
- ☐ Trauma Unit Exam
- ☐ Obstetrics and Pediatrics Unit Exam
- ☐ Operations Unit Exam
- ☐ Paramedic Comprehensive Exam

☐ Paramedic portfolio

☐ Practical skill sheets (includes all required skill sheets)

☐ Clinical tracking records (includes required hours, areas, procedures, patient contacts, etc.)

☐ Field internship tracking records (includes required hours, number of team leads, objectives)

☐ Affective learning domain evaluations

☐ Student counseling (as applicable)

Required course certifications:

- ☐ ACLS
- ☐ PALS
- ☐ NIMS 200

Program requirements successfully and fully completed on: \_\_\_\_\_

Medical Director signature: \_\_\_\_\_

Program Director signature: \_\_\_\_\_

After graduation outcomes:

- ☐ NIEMT Psychomotor Pass - # of attempts: \_\_\_\_\_ - Date: \_\_\_\_\_
- ☐ NREMT CBT Pass - # of attempts: \_\_\_\_\_ - Date: \_\_\_\_\_
- ☐ Missouri Licensure - Date: \_\_\_\_\_
- ☐ Calendar reminder set to send Section 3.770 - Program Resource Survey Completed by Students (p 175) six (6) months after state licensure.  
- Date: \_\_\_\_\_



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**Section 6.720 - Continuing Education (CE) program****6.720.16 - 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.

**6.720.32 - CE Curriculum Purpose**

Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of applicable standards of care and National Standard Curriculum.

**6.720.48 - 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.

**6.720.64 - 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.

## 6.720.80 - Equipment Available to CE Students

### **SIMULATION AMBULANCE**

A fully-functional retired ambulance has been converted for use by the EMS Education Department. The ambulance is equipped with wireless audio and video feeds to allow instructors to observe students without distraction. Expired and replacement equipment and supplies from the EMS service keeps this training ambulance fully stocked for students to simulate any type of medical or trauma emergency.



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### **TRAINING LIBRARY**

A library of more than 700 reference books are available to all students. The majority of these books are EMS-oriented, but several fire service, law enforcement, management, and general healthcare topics are included.

The library can be browsed and materials checked out by visiting [https://www.librarycat.org/lib/cmh\\_ems](https://www.librarycat.org/lib/cmh_ems)





## 6.840.28 - Clinical Education Specialist Training Program Faculty

## 6.840.42 - Clinical Education Specialist Training Program Description

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.

Section 6.840 - Clinical Education Specialist Training Program

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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.

**6.840.56 - 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 an evaluation form completed by preceptors.**

Refer to: 3.330.48 - Clinical Evaluations (page 144).

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## **6.840.70 - 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). 12-Hour shifts
  - Hermitage station (121 Jackson St). 12-Hour shifts
  - Stockton station (816 West St). 12-Hour shifts
  - El Dorado Springs station (722 E Hwy 54). 12-Hour shifts
  - Osceola station (700 Giesler Dr). 12-Hour shifts
- 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](mailto:theron.becker@citizensmemorial.com)

## 6.840.84 - Equipment Available to Ambulance Riders

### **SIMULATION AMBULANCE**

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## Part 7 - Appendix

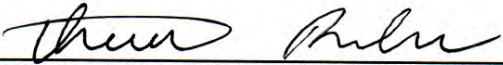
### Section 7.120 - MO BEMS documents

#### 7.120.33 - Education Department Certificate






## 7.120.62 - Program Annual Report - 2012

<b>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES</b> <b>UNIT OF EMERGENCY MEDICAL SERVICES</b> <b>PROGRAM ANNUAL REPORT</b>				<b>FOR THE YEAR 2012</b>
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	
<b>AFFIDAVIT OF PROGRAM DIRECTOR</b>				
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)].				
			1/18/16	
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY			DATE	
<b>WARNING:</b> 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				
<small>MO 580-2434 (R2/07)</small>				


EMS-63

**7.120.63 - Program Annual Report - 2013**

<b>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES</b> <b>UNIT OF EMERGENCY MEDICAL SERVICES</b> <b>PROGRAM ANNUAL REPORT</b>				<b>FOR THE YEAR 2013</b>
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			ACCREDITATION NUMBER	
CITIZENS MEMORIAL HOSPITAL			16706T4	
ADDRESS			PHONE	
1500 N Oakland Ave, Bolivar, MO 65613			417-326-6000	
NAME OF PROGRAM DIRECTOR				
Theron Becker				
<b>TYPE OF COURSE &amp; LOCATION IF OFF-SITE (Use additional forms if necessary)</b>	<b>NO. OF COURSES OFFERED</b>	<b>NO. OF STUDENTS STARTED TRAINING</b>	<b>NO. OF STUDENTS SUCCESSFULLY COMPLETED TRAINING</b>	
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	
<b>AFFIDAVIT OF PROGRAM DIRECTOR</b>				
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)].				
			1/18/16	
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY			DATE	
<i>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</i>				
MO 580-2434 (R2/07) <span style="float: right;">EMS-63</span>				



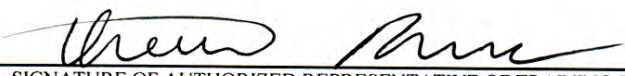
## 7.120.64 - Program Annual Report - 2014

<b>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES</b> <b>UNIT OF EMERGENCY MEDICAL SERVICES</b> <b>PROGRAM ANNUAL REPORT</b>				<b>FOR THE YEAR 2014</b>	
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					
<b>TYPE OF COURSE &amp; LOCATION IF OFF-SITE (Use additional forms if necessary)</b>	<b>NO. OF COURSES OFFERED</b>	<b>NO. OF STUDENTS STARTED TRAINING</b>	<b>NO. OF STUDENTS SUCCESSFULLY COMPLETED TRAINING</b>		
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		
<b>AFFIDAVIT OF PROGRAM DIRECTOR</b> 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	
<b>WARNING:</b> 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)


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**7.120.65 - Program Annual Report - 2015**

<b>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES</b> <b>UNIT OF EMERGENCY MEDICAL SERVICES</b> <b>PROGRAM ANNUAL REPORT</b>				<b>FOR THE YEAR 2015</b>
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				
<b>TYPE OF COURSE &amp; LOCATION IF OFF-SITE (Use additional forms if necessary)</b>	<b>NO. OF COURSES OFFERED</b>	<b>NO. OF STUDENTS STARTED TRAINING</b>	<b>NO. OF STUDENTS SUCCESSFULLY COMPLETED TRAINING</b>	
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	
<b>AFFIDAVIT OF PROGRAM DIRECTOR</b>				
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)].				
			1/18/16	
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY			DATE	
<i>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</i>				
MO 580-2434 (R2/07) <span style="float: right;">EMS-63</span>				



## 7.120.66 - Program Annual Report - 2016

<b>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES</b> <b>UNIT OF EMERGENCY MEDICAL SERVICES</b> <b>PROGRAM ANNUAL REPORT</b>			
<b>FOR THE YEAR 2016</b>			
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		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)
<b>AFFIDAVIT OF PROGRAM DIRECTOR</b> 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	
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.			

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**Section 7.420 - References**

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## **Section 7.560 - Change log**

### **7.560.01 - 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.

### **7.560.02 - 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.
Academy application fees and all non-academy tuition are paid to EMS Education and a receipt is provided at that time. Those funds are sent to Felicia Jump in admin to be credited to department 01.01.9035.  Once accepted into an academy, student information (name, billing address, and fees owed) are sent to Taresa Ball and Robyn Patton. Students will be billed directly and may be paid in person at the Cashier's Office. Meditech Client Desktop is used to verify payment of tuition.	1/18/16	Updated refund policy to reflect one-day courses.
Section 4.240 - Refund Policy		
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 5.770 - Student Transcripts	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 7.120 - MO BEMS documents	1/18/16	Added this section to move these documents out of MO BEMS document section. Updated all documents.

**7.560.03 - 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 - Training Needs Evaluation / Mission Statements	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	1/21/16	Added link to reference Section 7.120 - MO BEMS documents
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-Discrimination	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.
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 Program [EMR 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 Program [EMD Academy]	1/21/16	Added specifics for the curriculum used.
	7/8/16	Modified when ID badge should be worn.
	1/21/16	Added specifics for the curriculum used.
Section 6.360 - Emergency Medical Technician Program [EMT Academy]	7/8/16	Modified when ID badge should be worn. Added comment that other clinical sites can be considered. Added program prerequisites 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 prerequisites with changes to CMH policies.



## 7.560.04 - 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
Part 0 - Front Matter	1/26/17	Added mission statements and logo.
Section 1.200 - Training Needs Evaluation / Mission Statements	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 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
Section 7.120 - MO BEMS documents	1/29/17	Added 2016 BEMS annual report.

**7.560.05 - Changes from Version 4 to Version 5 (Escalante)**

Version Five is named in dedication to Jaime Escalante who was a Bolivian educator known for teaching students calculus from 1974 to 1991 at Garfield High School, East Los Angeles, California. He was the subject of the 1988 book *Escalante: The Best Teacher in America* and the 1988 film *Stand and Deliver*. One of his notable quotes is: “The key to my success with youngsters is a very simple and time-honored tradition: hard work for teacher and student alike.”

Protocol	Date	Description
Entire Document	2/15/17	Several additions of policies and documents to comply with CoAEMSP accreditation application.
	5/8/17	Added QR codes throughout document where internet links were already located.
Section 0.500 - Scope	3/6/17	Added CoAEMSP definition of profession.
Section 1.200 - Training Needs Evaluation / Mission Statements	4/4/17	Added EMS Education vision statement.
Section 1.400 - Organizational Chart	4/4/17	Updated org chart.
	4/11/17	Corrected a typo on 1.600.50.
Section 1.600 - Medical Director	7/11/17	Added responsibilities and qualifications for NAEMT PHTLS. Modified appointment and acceptance letters from Dr. Roger Merk to Dr. Megan Carter. Added new CoAEMSP change in medical director form for Dr. Carter. Changed all licenses and certifications to Dr. Carter.
Section 1.650 - Faculty, Program Director	3/7/17	Added copies of instructor certifications.
Section 1.675 - Faculty, EMT Academy Lead Instructor	3/7/17	Added copies of instructor certifications.
Section 1.725 - Faculty, Clinical Education Specialists	3/7/17	Added FTO curriculum and lists of FTOs in all previous years.
Section 1.750 - Faculty, Guest Instructors	3/13/17	At the advice of BEMS inspection, added curriculum vitae for all guest instructors. Still working on adding vitae for all instructors.
	3/27/17	Added Bill Gray CV.
	4/11/17	Corrected a typo on Brooks, Jason CV.
	4/12/17	Added Neal Taylor CV.
Section 1.900 EMS Education Advisory Board	3/2/17	Added Tregg Garen and Alicia Zacker. Added email address for all members of the board.
	3/6/17	Added advisory board member's email addresses. Added Tregg Geren and Alicia Zacher to advisory board.
	7/11/17	Replaced Dr. Merk with Dr. Carter.
Section 3.330 - Student evaluations	3/6/17	Added date and times to hand-out cards. Created cards for each level of student with descriptions of skills and abilities for each. Created medic team lead individual call evaluation form. Created medic team leader mentor final sign-off evaluation form.
	4/4/17	Corrected some typing errors.
	7/11/17	Added instruments to evaluate affective domain. Added process to perform annual test item analysis.
Section 3.990 - Employer Survey	4/4/17	Added this section.
Section 4.160 - Course Fees	5/1/17	Updated course fees with discounts for partner and volunteer agencies.
Section 4.640 - Academic Criteria: Grading and Examination Policies	7/11/17	Added comment that in the absence of a test, score will be based on percentage of attendance.
Section 4.680 - Remedial Education	3/7/17	Added this section for compliance with BEMS inspection checklist.
Section 4.880 - Certification Requirements	4/4/17	Added links to terminal competencies and added Limmer document “Trouble Passing NREMT?”.
Section 5.490 - Initial Course Records	3/7/17	Added this section to comply with BEMS inspection checklist.
Section 6.030 - Generic Educational Calendar	3/6/17	Added this section.
Section 6.060 - Clinical Agreements	3/1/17	Added signed clinical agreements from the following CMH departments: Anesthesia, Cardiology, Geriatric Psych, ICU, L&D, Laboratory, RT Surgery.
	3/1/17	Added signed clinical agreement from CMH Infusion Center.
	3/6/17	Added CMH Infusion Center agreement.
	4/4/17	Added Polk County Central Dispatch signatures.
	4/25/17	Added clinical details for each clinical agreement.

Protocol	Date	Description
	5/2/17	Added agreements for Bolivar Family Care Center, Bolivar Walk-In Clinic, and Dallas County Walk-In Clinic, Mercy ER, and Mercy EMS. Made adjustments to Pediatric Walk-In Clinic agreement to reduce hours to 10 and allow for other locations.
	5/8/17	Added signature for CMH Pediatric Walk-In Clinic.
	5/9/17	Added signature for CMH Dallas County Walk-In Clinic.
	6/8/17	Added signed clinical agreement from Mercy EMS.
Section 6.090 - Articulation Agreements	4/11/17	Created this section and added SBU Articulation Agreement.
	4/18/17	Added Mr. Babb signature.
Section 6.120 - Emergency Medical Responder Program [EMR Academy]	3/6/17	Added CoAEMSP definition of EMR.
	4/4/17	Removed ER and Health Department clinical requirements. Reduced number of medical and trauma patients from three each to one each.
	7/14/17	Changed textbooks from Pearson to Jones and Bartlett (AAOS).
Section 6.360 - Emergency Medical Technician Program [EMT Academy]	3/3/17	Modified course timelines to be more generic with alignment to weeks only and reference to annual calendar section.
	3/6/17	Added CoAEMSP definition of EMT. Added comment to functional abilities that job requirements are often higher. Moved general clinical requirements (patient contacts) to general section.
	4/4/17	Added SBU Articulation Agreement details for transferring credits. Added comment that you may take FISDAP unit tests twice.
	4/12/17	Adjusted tuition details to reflect updated costs and aligned deadlines with course start dates.
	4/13/17	Updated terminal competency form to be more useful after using it with current EMT Academy.
	5/8/17	Removed references to DT4EMS as we will no longer be offering this course. Changed references from EVDT to EVOS. Changed references from TCCC to TECC.
	6/13/17	Updated background check authorization form for the new company human resources is using.
	7/11/17	Added affective domain evaluation at midterm and final.
	7/14/17	Changed textbooks from Pearson to Jones and Bartlett (AAOS).
Section 6.480 - Advanced EMT program	3/6/17	Added CoAEMSP definition of AEMT.
Section 6.600 - Paramedic Program (Paramedic Academy)	2/5/17	Continued to add details to paramedic academy.
	3/3/17	Modified course timelines to be more generic with alignment to weeks only and reference to annual calendar section.
	3/6/17	Added CoAEMSP definition of paramedic. Added definitions and minimum requirements for each pediatric age sub-category. Added clarification that for a patient contact during an interfacility transfer to be counted, it must be transferred to higher level of care requiring an assessment. Added comment to functional abilities that job requirements are often higher. Moved general clinical requirements (assessments and skills) to general section. Increased minimum intubations from six to ten. Added prerequisites for all classes. Changed laboratory clinical to infusion center. Changed ER triage time to 12 hrs, ER to 122 hrs, Cath Lab to 8 hrs. Added requirement for two live births. Added pediatric age sub-groups. Added definition of ALS patient. Added minimum of first ten and last ten team lead calls should be with mentor.
	3/27/17	Added A&P Syllabi
	4/4/17	Added research assignment requirement. Added advanced placement information for military medics. Added SBU Articulation Agreement details for transferring credits. Added comment that you may take FISDAP unit tests twice. Updated clinical age brackets to match those in FISDAP.
	4/11/17	Added Bill Gray photo to 6.600.12. Added section containing transfer credit information for A&P.
	4/13/17	Updated terminal competency form to be more useful after using it with current EMT Academy.
	5/1/17	Updated program goal to be verbatim CAAHEP standard.
	5/2/17	Adjusted hours in walk-in clinics and ER (10 hours in clinic and 124 in ER). Clarified in all clinical sections to specify which locations are allowed clinical time.
	6/8/17	Added clarification on Letter of Review from CoAEMSP according to email received from CoAEMSP.
	6/13/17	Updated background check authorization form for the new company human resources is using.
	6/14/17	Added Basic Hazmat Life Support online course to the curriculum
	7/4/17	Updated simulation, clinical, and airway requirements based on updated CoAEMSP SSR Appendix G requirements.
	7/11/17	Replaced Dr. Merk with Dr. Carter for medical director. Added clear instructions in multiple locations that the capstone course cannot be started until all other courses are successfully completed. Details of summative evaluation at the end of field internship and details of affective domain evaluation throughout the program were more completely detailed. Removed references to CoAEMSP LOR and CAAHEP pending accreditation. Added section to clearly indicate the only experiential learning accepted is military and A&P.
	7/14/17	Changed textbooks from Pearson to Jones and Bartlett (AAOS).
Section 7.120 - MO BEMS documents	4/18/17	Added new training entity certificate
Section 7.700 - Index	4/25/17	Removed Glossary of Abbreviations and significantly updated Index to include these abbreviations.

**7.560.06 - Changes from Version 5 to Version 6 (Froebel)**

Version Six is named in dedication to Friedrich Froebel who was a German child educator who lived in the 1800's who laid the foundation for modern education based on the recognition that children have unique needs and capabilities. He created the concept of "kindergarten" and coined the term. Froebel also developed educational toys similar to building blocks and puzzles.

Protocol	Date	Description
Section 1.725 - Faculty, Clinical Education Specialists	10/27/17	Added 2018 list of FTOs.
Section 1.750 - Faculty, Guest Instructors	8/28/17	Updated Morgan Young CV.
	10/2/17	Added Bobby O'Keefe and Goldie Masters CV.
	10/3/17	Added Lyman Taylor, Timothy Shaw, Melisa Painter CV.
	10/4/17	Added Steven Keller, Cheryl Andrew CV.
	10/9/17	Added John Smith, Paul D'Agostino, Dawn Sloan, Brice Flynn CV.
	10/19/17	Added Michael Minter CV.
	10/23/17	Added Richard Kowal CV.
Section 1.900 EMS Education Advisory Board	12/12/17	Added Michael Krteck CV.
	1/7/18	Changed meeting frequency from bi-annually to once per semester.
Section 4.160 - Course Fees	7/20/17	Added minimum and maximum class sizes and added First Aid class.
	9/1/17	Updated course fees.
	10/14/17	Updated course fees with NAEMT tactical courses and aligned AHA fees with CMH Ed Services.
	11/28/17	Added provision for Cox employees to attend NAEMT courses at the same cost as CMH employees.
	12/1/17	Added EVOS and TIMS. Lowered costs for refresher classes to be competitive.
Section 4.240 - Refund Policy	12/28/17	Added Ellett employees to CMH and Cox for discounts. Reduced paramedic refresher costs.
	9/11/17	Added section for VA students to meet requirements for VA refund.
<b>Error! Reference source not found.</b>	10/28/17	Updated roster form to include agency and make it cleaner to read.
Section 6.030 - Generic Educational Calendar	9/1/17	Removed EMT and Paramedic details and inserted references instead.
Section 6.060 - Clinical Agreements	11/30/17	Added which county's FTOs are responsible for which competencies.
	7/20/17	Added draft clinical agreement from CoxHealth.
Section 6.120 - Emergency Medical Responder Program [EMR Academy]	7/20/17	Updated class schedule to reflect J&B.
	11/28/17	Added BLS CPR to the curriculum.
Section 6.360 - Emergency Medical Technician Program [EMT Academy]	7/21/17	Updated courses, timelines, and chapters according to J&B Curriculum.
	8/28/17	Added section 6.360.34 to indicate credit for experiential learning will not be given for EMT Academy.
	9/1/17	Updated prerequisites for clinical sites based on new curriculum.
	11/28/17	Updated course schedule based on suggestions from current academy.
	1/7/18	Removed attendance requirement and removed minimum FISDAP score. Added 70% completion rate to graduation requirements.
	1/11/18	Changed course numbers to EMS 100 and EMS 102 to align with BTC courses.
Section 6.600 - Paramedic Program (Paramedic Academy)	9/1/17	Updated courses and clinical prerequisites based on new curriculum.
	9/3/17	Added section for advanced placement for RNs.
	11/28/17	Added CoAEMSP Letter of Review into accreditation status. Added GEMS and PTEP courses to certifications gained after completion. Added PTEP to CEP 1511.
	1/7/18	Added details and grading rubric to applied research projects. Removed attendance requirement and minimum FISDAP unit exam scores. Added 70% completion requirement to graduation requirements. Changed class times to 9am to 5pm on all days that do not include A&P.
	1/11/18	Added 2018 dates to all course scheduled. Changed course numbers to EMS ??? to align with BTC courses.

## 7.560.06 - Changes from Version 6 to Version 7 (Galilee)

Version Seven is named in dedication to Galileo Galilei who was an Italian renaissance man who lived in the 1500's and is the central figure in the transition from natural philosophy to modern science.

Protocol	Date	Description
Section 1.900 EMS Education Advisory Board	5/15/18	Updated board member due to personnel change with CMH Chief Nursing Officer.
Section 3.330 - Student evaluations	4/25/18	Fixed typos on the paramedic student clinical evaluation cards.
Section 5.700 - Training Roster Form	1/19/18	Updated roster form to facilitate new student billing process.
Section 4.160 - Course Fees	3/16/18	Updated course fees so EMR is just the cost of the textbook.
	3/27/18	Added info on where application fees and tuition fees are sent and billed.
Section 6.360 - Emergency Medical Technician Program [EMT Academy]	5/15/18	Added skill requirements similar to they way they are listed for Paramedic Academy. Added NAEMT EMS Safety course. Upgraded NAEMT EVOS course to two-day. Removed 9-1-1 clinical requirements. Updated BEMS skills verification form (removed mouth-to-mask and added supraglottic).
Section 6.600 - Paramedic Program (Paramedic Academy)	2/5/18	Added generic chapter schedule. Added guest instructors to the course schedules.
	3/27/18	Several typo fixes and minor adjustments based on 2018 Paramedic Academy. Generic classroom schedule modified. Added requirement for students to complete ePCR after each simulation scenario. Added scheduling and contact details for clinical sites. Added guest instructors.
	4/1/18	Added blank pharmacology quiz form.
	4/25/18	Added details of semester final practical exams. Corrected typos in applied research project instructions. Added info on how to sign up and where to go for EMS 103 clinicals.
	5/15/18	Added supplemental textbook information. Modified simulation requirements to include practice in class of observing scenarios. Added information on deadlines for each clinical course that is due by the end of the following semester. Added a few Mercy department administrative contacts. Added clinical site details. Added TECC to trauma course.

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