



EMT Student Handbook

Rev.: 1-2024

Pennsylvania Ambulance Training Institute– AEMT Student Handbook

This document contains information on the Pennsylvania Ambulance Training Institute programs, accredited by the Department of Health and sponsored by the Pennsylvania Ambulance Training Institute and its Clinical Affiliates.

Courses include:

- Advanced Emergency Medical Technician (AEMT)- Approximately 200 hours of didactic, lab, and clinical training
- Emergency Medical Technician (EMT)-Approximately 175 hours of didactic, lab, and clinical training.
- Emergency Medical Responder (EMR)-Approximately 64 hours of didactic and lab training.

Student performance is measured and evaluated by exams, laboratory performances, practical examinations, clinical evaluations, willingness to participate, and demonstration of mature, responsible behavior. Students who complete programs are eligible for the National Registry examination for the course taken. Registration fees for the National Registry examination are not included in program tuition. **Students are responsible for the registration fees due to National Registry.**

Pennsylvania Ambulance Training Institute Personnel Contact Information

Program Director:

Bruce Beauvais

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Course Coordinator

Robert Rutkowski

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Medical Director:

Sean G. Morgan, MD

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Instructors:

(Refer to current faculty list.)

Program Philosophy

The Pennsylvania Ambulance Training Institute prepares the student to take the National Registry certification exam. Classroom education is combined with laboratory skills and field internships to enhance the student's foundation of EMS knowledge and the healthcare provided in the field.

Program Goal

To prepare competent entry-level EMRs, EMTs, or AEMTs

Course Information and Requirements

The Pennsylvania Ambulance Training Institute has been certified by the PA Department of Health, as an accredited Basic Life Support Training Institute. Under the provisions of the PA Emergency Medical Services Act, The Pennsylvania Ambulance Training Institute offers comprehensive training for pre-hospital personnel in emergency medical service education.

Students will be taught to provide basic and intermediate pre-hospital care to ill and injured patients, to master skills essential to the coordination and management of EMS Systems and to interact effectively with healthcare professionals, patients, and family members.

Program Prerequisites

Students should have the following requirements upon registration for any BLS course:

- Show proof of age, must be 16 years or older, and have a work permit if still in high school;
- Immunization record
 - Must Include Hepatitis B – Evidence Of 2 Doses Prior To Clinical Experiences or A Written Informed Declination of Same
 - Yearly PPD or Quantiferon Test
 - Tetanus Vaccination Within Ten Years
 - Recommended:
 - Annual influenza vaccine
 - Covid-19 Vaccination
- Pennsylvania State Police Criminal Background Check Clearance
- Pennsylvania Child Abuse History Clearance
- FBI Background Check Clearance

Clinical Site Orientation – to be completed by the student prior to first clinical experience (clinical site specific):

- General Compliance
- HIPAA
- Preventing, Detecting & Reporting Fraud
- Waste And Abuse
- Facility Safety

- Code of Conduct

Course Fee

The registration deposit is due upon enrollment with the remaining balance due by the first day of class. Check, money order (payable to Pennsylvania Ambulance, or credit card accepted. Cash payments will not be accepted.

Refund Policy

Tuition fees and deposits are non-refundable after the start of the class.

Enrollment

All EMT courses will have a minimum of 6 and a maximum of 24 students.

Transfers

Transfers from other programs will not be accepted. Students must take the course and pay tuition fee in its entirety.

Uniform Policy

Students must be easily identified as such during clinicals. The school uniform must be worn on clinicals at the EMS unit or designated hospital. Students will be provided with one polo shirt with the Pennsylvania Ambulance Training Institute logo on the left side and "Student" on the right side. Students may optionally purchase additional shirts from the training institute. The uniform consists of:

- Training Institute Polo
- Navy Dress or EMS pants
- Black shoes or boots
- School ID badge
- A stethoscope is recommended.

Dress Code

In the classroom, when not performing field or hospital clinicals, we encourage students to dress comfortably in casual attire. Students should use their best judgment to dress with professionalism and not wear anything that would make other students uncomfortable. Clothing should not include profanity or appear distracting or revealing. Our goal is to promote an inclusive environment for all students.

The following attire is specifically prohibited:

- Flip-flops
- Muscle tees
- Backless tops or dresses
- Shorts or skirts with inseams of less than 6"

Attendance Policy

All students are expected to attend class and clinical; a maximum of 24 hours is allowed for absentee time for EMT and AEMT courses. **Missed time greater than 24 hours will result in dismissal from course.** Missed clinical time must be rescheduled and the coordinator must be notified.

A maximum of 8 hours' absentee time will be allowed for the EMR course. **Missed time greater than 8 hours will result in dismissal from course.**

All absences will be considered unexcused; no medical excuses accepted.

Class Cancellations

If circumstances are such that we may not meet in person, some classes may be offered virtually. In the event a class is cancelled, the course coordinator will notify the students via phone call, group text and/or email.

Field Internship

Field internship for EMT and AEMT requires EMS unit ride along with designated EMS organization or at an alternate clinical site. A minimum of 10 documented "patient contacts" are required for completion of EMT training. AEMT clinical requirements include 32 hours of Emergency Department clinical and 72 hours minimum for "field" time.

Completion Requirements

Students will meet completion requirements after:

- Competent demonstration of skills and final cumulative grade of 75% or greater
- Completion of clinical hours, documentation, and/or skill competencies
- Completion of all co-requisite courses
- Adherence to attendance policy
- Tuition paid in full.

Grading and Exams

Students must achieve a Final cumulative grade average of 75% and meet competency expectations in the practical stations in order to pass the course and be eligible to take the National Registry Exams.

The grade average will be calculated using the following:

- Quiz Grades
- Assignment Grades
- Test Grades
- Lab/Clinical Grades

Grades and practical performance will be reviewed at midterm and the end of course and communicated with student. The program director and/or course coordinator will determine if any student does not meet the expectations of class academically or in any practical area and will recommend remediation.

The final grade of the course must be 75% or greater and students must show satisfactory skill performance to pass the class and be approved to state for National Registry testing.

Functional Requirements

All students must have the following aptitudes when taking the practical skills examination for state certification (now National Registry in Pennsylvania). In accordance with the Americans Disabilities Act (ADA), any requests for testing accommodations must be submitted in writing to the Bureau of Emergency Medical Service in Harrisburg Pennsylvania and to the National Registry of Emergency Medical Technicians no later than two weeks after the **beginning** of course. It is the student's responsibility to submit the required documentation.

- **Vision** - Students must have visual acuity sufficient to distinguish visual color discrimination in examining patients and determining by appearance diagnostic signs that require immediate detection and proper action.
- **Hearing** - Students must have hearing acuity sufficient to receive verbal directions and instructions and to distinguish diagnostic signs.
- **Reading** - Students must have the ability to read English sufficiently to read items such as prescription bottles.
- **Writing** - Students must have the ability to write English sufficiently to complete patient records forms, narratives, and examinations.
- **Physical** – Students must have the ability to perform the skill objectives as outlined in the National Registry Standards and / or Health Professional Curriculum.

Academic Integrity Policy

The following are among the forms of dishonesty for which sanctions may be applied:

- Using books, notes, or other materials during an examination, unless expressly permitted.
- Using purchased essays, term papers, or preparatory research for such papers.
- Copying others' work or engaging in unauthorized cooperation during an assignment or examination.
- Allowing another student to copy from an examination or other assignment intended to be performed independently.
- Borrowing from published works, whether material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgment.
- Submitting work originally done by someone else as one's own work.
- Submitting the same written report in more than one course without prior approval from the instructor(s) involved.
- Stealing examinations or assignments.
- Supplying or selling examinations or assignments.
- Misrepresenting statements concerning work submitted.
- Falsifying or fabricating experimental data or results.
- Falsifying or fabricating the need for extensions on papers or make-up examinations.
- Falsifying or forging of signatures from preceptors or mentors during clinical or labs.

The purpose of the Academic Integrity Policy is to ensure that the faculty oversees the application of sanctions resulting from academic dishonesty where both students and faculty members are aware of their rights and responsibilities relating to academic integrity and due process. The primary responsibility for maintaining personal integrity and honor in academic activities rests with the student.

While discussion and general idea-sharing for homework assignments is allowed, the actual step-by-step completion of the assignments is the responsibility of each student. Any use of another's work will be considered a serious breach of academic honesty and is treated accordingly.

The Pennsylvania Ambulance Training Institute's faculty members have agreed to proceed in a uniform manner whenever they detect violations of academic integrity. Therefore, regardless of the form these violations take (see list above), and regardless of the class, location, or instructor, an offending student (or students) will incur the same penalty: permanent dismissal from the classroom and a failing grade (F) for the course. This action will be taken immediately after the violation has been reported and unless reversed through the appeal process (see below) will remain in effect no matter the consequences to one's financial aid or academic career.

Repeated violations of the Academic Integrity Policy may result in dismissal of the student from the Institute. Under unusual circumstances, the Program Director reserves the right to dismiss the student after the first infraction of the Academic Integrity Policy. Upon a second violation, consultation with appropriate faculty representative(s) will automatically occur. In all cases, notice to the student is required whenever disciplinary action is contemplated.

The student has the right to appeal the action of the faculty member when accused of a violation of the Academic Integrity Policy. All appeals should be directed to the Course Coordinator or Program Director.

Food, Drink and Tobacco Products

Food and drink are allowed in the classroom at the faculty member's discretion. The use of tobacco products or other devices such as e-cigarettes, vapes, etc. are prohibited on any property or campus of the Pennsylvania Ambulance Training Institute or its affiliated hospitals, clinical sites, or training centers unless a specific area has been designated for such use.

Where permitted, smoking, vaping, or other tobacco use must be limited to scheduled breaks or meal periods.

Weapons

Possession of any weapon or other dangerous instrument on any property or campus of the Pennsylvania Ambulance Training Institute or its affiliated hospitals, clinical sites, or training centers or in Pennsylvania Ambulance owned vehicles is strictly prohibited. For the sake of this policy, the definition of "weapons" includes the following:

- Firearms (including concealed handguns, and BB guns, whether loaded or unloaded);
- Knives (including switchblades, stilettos, swords, etc.);
- Police batons or nightsticks.
- All martial arts weapons.
- Electronic defense weapons; and
- Chemical defense weapons.

This policy does not prohibit the use of tools commonly associated with EMS work such as scissors, small folding knives, or multi-tools.

Drug and Alcohol Policy

It is the objective of the Pennsylvania Ambulance Training Institute to provide a safe and healthy learning environment for all students and faculty, to comply with federal and state health and safety regulations, and to prevent accidents.

The following activities are prohibited while on Pennsylvania Ambulance property or vehicles or the Pennsylvania Ambulance Training Institute's affiliated clinical sites or while engaged in Pennsylvania Ambulance business:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any illegal drug.
- The consumption of alcoholic beverages.
- Being under the influence of alcohol or drugs during class or clinical hours or while on Pennsylvania Ambulance business, except for prescription medication taken as authorized.

Drugs prescribed by a physician, dentist, or other person licensed to prescribe or dispense medicines and over the counter may be used in accordance with their instructions. However, **students are prohibited from working while using medicines or other substances that cause drowsiness or other side effects**

that may impair their capability to perform tasks properly and safely. Students must inform the Course Coordinator of the use of any medicines, including over-the-counter drugs that may affect their ability to safely, effectively, and/or efficiently perform assigned tasks. The Pennsylvania Ambulance Training Institute may require a student to obtain a fitness for duty certification from his or her physician certifying that the student can perform assigned tasks properly and safely while taking or under the effect of such medicine(s). A student's refusal or failure to return the requested certification may result in disciplinary action, up to and including dismissal.

Causes for Dismissal from the Program

Students will be dismissed from the program for the any of the following reasons:

- **Knowledge:** If a student fails to achieve a cumulative grade of 75% at the end of class
- **Behavior:** The student fails to demonstrate assertiveness and conscientiousness in any portion of the program. Dismissal from the program on behavioral grounds may include but is not limited to instances of inappropriate conduct in class or clinical areas, cheating on examinations, arrival in class or clinical areas while under the influence of alcohol, drugs or illegal substances, falsification of personal and/or medical records, fighting or failure of the student to abide by all rules set forth in the Pennsylvania Ambulance Training Institute's Student Handbook. Students who fail to perform within acceptable guidelines of behavior may be immediately dismissed from the program without written warning and at the discretion of the program administration.
- **Psychomotor:** Student fails to demonstrate specific skills (Practical Examination) or fails to complete and document the required volume of skills or number of clinical hours by the final date established for each clinical rotation.
- **Attendance:** Non-adherence to the previously outlined attendance policy.
- **Loss of Certification / Licensure:** Students are required to maintain CPR (BCLS) certification and, for AEMT, Pennsylvania EMT certification throughout the duration of their enrollment within the program. Loss of a student's CPR certification or EMT certification will result in immediate dismissal from the program, regardless of the reason for or duration of loss.

Student Counseling Policy

The Institute's faculty will primarily be responsible for counseling students. The primary instructor, secondary instructor, and/or preceptors will notify the Clinical Coordinator of any student who may need counseling or remediation.

Students are encouraged to contact any member of the program staff to seek assistance with any educational difficulties, skill performance, or personality conflicts.

The Institute's administration shall notify and counsel students exhibiting problems with attendance, skill, or knowledge deficiencies, conduct, or other related program matters. Counseling shall include, but not be limited to, the above reasons. A counseling record will be kept for each counseling session and kept in the student's file.

Harassment and Discrimination Policy

Harassment Policy

The Pennsylvania Ambulance Training Institute is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. The Pennsylvania Ambulance Training Institute is committed to providing an educational and work environment that is free from discrimination in the form of harassment. In keeping with this policy, the Pennsylvania Ambulance Training Institute will not tolerate any type of harassment related to race, color, sex, religion, national origin, age, sexual preference, or physical or mental disability. For these purposes, the term "harassment" includes, but is not necessarily limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, religion, sex, national origin, age or physical or mental disability. The Institute does not discriminate based on race, color, sex, sexual orientation, sexual identity or expression, religion, ancestry, national origin, age, or applicable handicap in its educational programs, activities, admissions, or employment practices as required by all applicable statutes. Violation of this policy by any student, faculty, or staff member shall subject that person to disciplinary action up to and including discharge or expulsion. Harassment is a form of illegal discrimination and violates The Civil Rights Act of 1964, as amended, The Civil Rights Act of 1991 and The Pennsylvania Human Relations Act.

Harassment and Discrimination are defined as any means of verbal and/or non-verbal communication, including, but not limited to in-person, text message, email, or any form of social media that displays any actions, statements, expressions, threats, gestures, and/or words directed toward another person that incite a breach of the peace, create a hostile environment, or cause emotional distress because of the humiliating, degrading, intimidating, insulting, and/or alarming nature of the conduct. This includes discrimination against pregnant and parenting students. It also includes:

1. Any action intended to intimidate another person because of age, race, color, ancestry, religious or national origin, disability, creed, veteran service, sex, sexual orientation, marital or family status, pregnancy, physical or mental ability, gender identity, political ideas, or sexual orientation.
2. Deliberately creating on the part of an individual student or group of students a hostile or potentially hostile environment. Bullying or other aggressive and hostile acts of an individual against others with the intent to humiliate, mentally or physically injure, or control.
3. Any action that includes following a person without proper authority (stalking) that may cause a reasonable person to fear for his/her safety or the safety of others or to suffer emotional distress.

Reports or inquiries regarding harassment should be made to the Course Coordinator or Program Director.

If a student violates this policy, they will receive sanctions including, but not limited to, probation or dismissal from the program.

Non-Discrimination Policy

The Pennsylvania Ambulance Training Institute will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, or any other legally protected classification. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal Law including Titles VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990.

Any person who believes she or he has been subjected to discrimination may file a grievance to the Course Coordinator, Program Director, or the Bureau of EMS under this procedure. It is against the law for the Pennsylvania Ambulance Training Institute to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Non-Violence Policy

The safety and security of our personnel, students, patients, and visitors is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment, or coercion, which affect the education program, or which occur on Pennsylvania Ambulance property will not be tolerated.

Any acts or threats of violence by a student against any other student, employee, visitor, or any other person are expressly forbidden. Any student who engages in any threatening behavior or acts of violence, or who uses obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including dismissal. Furthermore, any acts or threats of violence by a visitor on our property are expressly forbidden and will result in the expulsion of such a person from the premises. Such conduct should be reported to management immediately.

This prohibition against threats and acts of violence applies to all persons involved, including but not limited to Pennsylvania Ambulance personnel, contract and temporary personnel, students, patients, and visitors. Therefore, a violation of this policy by any individual on the facility's property is considered misconduct and will lead to disciplinary and/or legal action as appropriate.

No reprisals will be taken against any student who reports or experiences workplace violence.

All students must refrain from engaging in acts of violence and are responsible for maintaining a professional work environment free from acts or threats of violence. Students shall report immediately any acts or threats of violence occurring on the Facility's premises to the Course Coordinator or Program Administrator. No student will be disciplined or dismissed for reporting any threats or acts of violence.

Disruptive and/or Intimidating Behavior

Disruptive and/or intimidating behavior will not be tolerated.

This behavior may include:

- Profane or disrespectful language
- Demeaning behavior, such as name-calling
- Sexual comments or innuendo
- Inappropriate touching, sexual or otherwise
- Racial or ethnic jokes
- Outbursts of anger
- Throwing instruments, charts, or other objects
- Criticizing other students in front of faculty, patients, or other students
- Comments undermining a patient's trust in other students or in Pennsylvania Ambulance
- Comments undermining a student's self-confidence.
- Failure to adequately address safety concerns or patient care needs expressed by another student or faculty.
- Intimidating behavior that has the effect of suppressing input by other students
- Deliberate failure to adhere to organizational policies without adequate evidence to support the alternative chosen.
- Retaliation against any student who has reported an instance of violation of the code of conduct or who has participated in the investigation of such an incident, regardless of the perceived veracity of the report.
- Gossip
- Inappropriate responses, language, or behaviors
- Rudeness
- Exhibiting behaviors that affect others' learning or working environments.
- Any violation of the Code of Conduct
- Refusing to perform tasks.
- Exhibiting uncooperative behaviors

Failure to abide by these policies may result in dismissal from the program.

Student Code of Conduct

The following behaviors will result in disciplinary action up to and including dismissal from the Institute:

1. Any action indicating a lack of respect or concern for the welfare or safety of others or conduct which may discredit Pennsylvania Ambulance.
2. Any violation of published Pennsylvania Ambulance policies, rules, and regulations.
3. Violation of federal, state, or local laws on or off campus while enrolled as a student.
4. Any action intended to intimidate another person because of race, color, religion or national origin, disability, or sexual orientation.
5. Non-compliance with Pennsylvania Ambulance's policies or state and federal laws relative to drugs, alcoholic beverages, and smoking.
6. Illegal or unauthorized use, possession or distribution of firearms, explosives, or other weapons (including BB, pellet, and air guns) or chemicals of any type on Institute premises.
7. Obscene, lewd, or vulgar conduct, including public profanity.
8. Actions which demean a person's sexual freedom, gender, or sexual preference.
9. The display of sexually demeaning written or visual materials in any area of the Institute, including classrooms and labs.
10. The deliberate creation on the part of an individual student or a group of students of a hostile (or potentially hostile) environment.
11. Hateful acts or statements, expressions, or gestures that are abusive and/or intended to insult and/or stigmatize an individual.
12. Hostile conduct or behavior that might incite immediate violence.
13. Physical or verbal abuse or harassment/stalking of any person on Pennsylvania Ambulance property, at Pennsylvania Ambulance sponsored functions, or between members of the Pennsylvania Ambulance community off property. This includes incidents of sexual assault and sexual harassment.
14. Theft, destruction, misuse, or abuse of Pennsylvania Ambulance property or property of any member of the Institute community.
15. Tampering with, removal of, activation of, or damage to the fire safety equipment or alarm system at the Institute when no apparent fire or immediate danger exists.
16. Unauthorized possession or use of keys to any Institute door or facility or unauthorized entry to or use of Pennsylvania Ambulance facilities.
17. Any form of gambling on Pennsylvania Ambulance property.
18. Intentional disruption or obstruction of teaching, administration, student appeal hearings, or other Institute activities.
19. Failure to comply with a request of authorized Pennsylvania Ambulance officials acting in performance of their duties and/or failure to identify oneself when requested to do so;
20. Furnishing false information to the Institute.
21. Forgery, alteration, or misuse of Pennsylvania Ambulance documents, records, or student identification cards.
22. Any violation of the Academic Integrity Policy.
23. Theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file to use, read, change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's ID or password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or Institute official.

- Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with the normal operations of the Institute's computing systems.
24. Impersonating or in any way falsely representing oneself as a Pennsylvania Ambulance official or acting on behalf of Pennsylvania Ambulance.
 25. Failing to disclose prior or current felony or misdemeanor convictions to Pennsylvania Ambulance.
 26. Behaving in a disrespectful manner toward any Pennsylvania Ambulance official.
 27. Any violation of the Social Media policy will result in IMMEDIATE dismissal from the program.

NOTE: Pennsylvania Ambulance reserves the right to alert civil authorities to problems on or off-campus. Concerns likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

Classroom Behavior

All classes at the Pennsylvania Ambulance Training Institute must be conducted in an atmosphere characterized by courtesy, respect, attentive interest, and the decorum that prevails in well-organized professional or business meetings. Instructors are obliged to interact with their students in a manner appropriate to such settings. Therefore, profanity, crude humor, intentionally intimidating, sexist or racially offensive assertions, personally degrading remarks directed at individual students or any other violation of the Student Code of Conduct as published in the Student Handbook are strictly prohibited in or out of class. Likewise, students are expected to extend every courtesy and consideration to their instructors and classmates. They should remain seated and attentive throughout each class, should not speak unless recognized, will refrain from sleeping or using **cell phones** in the classroom, and should refrain from raising any issue not directly relevant to the subject matter of the particular course they are studying.

Cell Phone Policy

The use of cell phones in the classroom is prohibited. Cell phones must be silenced or powered off during classroom instruction. Cell phones may only be used outside the building during class or break. Failure to follow the policy will result in:

- First offense-verbal warning
- Second offense-written warning
- A third offense may result in dismissal from program.

Field Internship Requirements

EMT – EMS Unit or Alternate Clinical Site

Minimum Required Hours – 10 patient contacts (hours variable)

The field experience time is intended to give the student first-hand knowledge of the profession within which he or she will be working and to prepare the student to perform basic assessments and skills such as patient communication, vital signs, oxygen application etc.

Purpose – The student will have the ability to enhance his or her knowledge base, improve his or her skills, and develop the critical thinking skills necessary for performance as an EMT. The student will have the opportunity to apply theory and lecture material from the classroom, apply knowledge and skills gained in other clinical experiences in real settings while under the supervision of an experienced EMT or certified health professional.

Expectation – The student is expected to be able to follow direction and guidance while under the supervision of an experienced EMT or certified health professional.

Course Ending

The EMT course officially ends on the date set forth on the course schedule or when the following course requirements are met (whichever comes first):

- The student has met the grading and exam requirements.
- The student has met the clinical contacts, skills, and documentation requirements.

State Certificate Testing

National Registry AEMT/EMT/EMR psychomotor testing will be done at course completion as determined by the course coordinator. The course coordinator is responsible for preparing space, equipment, and simulated patients.

Computer based testing will be the responsibility of the student to schedule through a Pearson Vue Testing Center and the student is responsible for all testing fees once he or she receives Authorization to test (ATT).

The program director will be responsible for submitting to the state the student's successful completion of course and psychomotor exam.

Record Retention

Student and course records will be kept at the institute for 7 years. The records will be stored in Pennsylvania Ambulance archive areas.

Emergency Medical Technician

Fall/Winter 2023 Course Syllabus



<p>Prerequisites</p>	<ul style="list-style-type: none"> • Show proof of age, must be at least 16 years of age with a valid work permit if still in high school. • Immunization record <ul style="list-style-type: none"> ○ Must Include Hepatitis B – Evidence Of 2 Doses Prior To Clinical Experiences or A Written Waiver Signed By Student Declining Vaccine ○ PPD or Quantiferon test, or If Positive, a Negative Chest X-ray Within the Last 2 Years ○ Rubella Titer – Or Documentation Of 2 Doses of MMR Vaccine ○ Tetanus Immunization Within the Last Ten Years ○ Annual Influenza Immunization and Must Show Proof of Immunization Prior to Clinical Experiences • Pennsylvania State Police Criminal Background Check Clearance • Pennsylvania Child Abuse History Clearance • FBI Background Check Clearance
<p>Course Description</p>	<p>The Emergency Medical Technician Academy course offers both didactic and practical training to prepare the EMT to care for patients during an emergency medical response. The training will include the basic knowledge and skills needed to provide safe patient care, packaging, and transport to an appropriate medical facility.</p>

Course Objectives	<p>At the completion of this course, the student shall be able to:</p> <ul style="list-style-type: none"> • Introduce concepts of emergency care and review the well-being of the EMT. • Discuss medical, legal, and ethical aspects of emergency medical services. • Describe effective communication skills and documentation techniques. • Review medical terminology, basic anatomy, physiology, and life span development. • Provide competent assessment skills, including vital signs, for medical, trauma, pediatric, and special populations. • Introduce critical thinking skills. • Provide effective CPR skills and airway management. • Demonstrate proper lifting and moving techniques. • Review of general pharmacology. • Identify and provide basic care for emergencies such as: <ul style="list-style-type: none"> ○ Respiratory ○ Cardiac ○ Abdominal ○ Diabetic ○ Allergic Reactions/Poisonings ○ Behavioral ○ OB/GYN ○ Geriatrics ○ Pediatrics ○ Trauma ○ Environmental • Provide awareness of hazardous materials, terrorism, and highway and street safety • Demonstration of effective extrication techniques • Provide general guidelines for incident management of a Mass Casualty Incident
Course Coordinator	Robert Rutkowski, NRP
Coordinator's Office Hours	By appointment
Coordinator's Email	rrutkowski@paambulance.com
Class Location	Pennsylvania Ambulance 1000 Remington Avenue Scranton, PA 18505

Attendance Policy	Students will be dismissed if they accumulate absences beyond the maximum number allowed. Attendance is tracked by instructors. Maximum allowed absent hours are 24. Absence beyond 24 hours will result in dismissal from course.
Withdrawal Policy	A student has the privilege of withdrawing from any courses or from the Institute by notifying the instructor or Course Coordinator. Financial obligations to the Institute will be determined according to the Refund Policy.
Make-up Policy	It is the responsibility of the student to make arrangements with the instructor to make-up missed work when practical.
Required Text and Course Materials	<p><i>Emergency Care and Transportation of the Sick and Injured</i>. 12th ed. <u>ISBN: 9781284227222.</u> AAOS: Jones and Bartlett Publishers.</p> <p><u>Other Recommended Equipment</u></p> <ul style="list-style-type: none"> • Stethoscope • Bandage or Trauma Shears • Pen Light • A Wristwatch Capable of Measuring Seconds

<p>Academic Integrity</p>	<p>Academic dishonesty in any form, such as plagiarism and cheating, will not be tolerated either in the online or traditional classrooms. Sanctions will include an automatic F for plagiarism, but the severity or frequency of the violation may result in dismissal from the Institute as well.</p> <p>The following are among the forms of dishonesty, in a classroom of any type, for which sanctions may be applied:</p> <ul style="list-style-type: none"> • Using books, notes, or other materials during an examination, unless expressly permitted. • Using purchased essays, term papers, or preparatory research for such papers. • Copying others' work or engaging in unauthorized cooperation during an assignment or examination. • Allowing another student to copy from an examination or other assignment intended to be performed independently. • Borrowing from published works, whether material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgment. • Submitting work originally done by someone else as one's own work. • Submitting the same written report in more than one course without prior approval from the instructor(s) involved. • Stealing examinations or assignments. • Supplying or selling examinations or assignments. • Misrepresenting statements concerning work submitted. • Falsifying or fabricating experimental data or results. • Falsifying or fabricating the need for extensions on papers or make-up examinations. • Misrepresenting identity in an online course. • Falsifying or forging of signatures from preceptors or mentors during clinical or labs.
<p>Disability Statement</p>	<p>Pennsylvania Ambulance is an Equal Employment Opportunity institution. Students with disabilities and other needs should feel free to contact the instructor privately if there are services and adaptations which can be made to accommodate specific needs. Students who are having difficulties with class material are strongly advised to seek assistance. If you feel that you have a disability that has not been formally documented, you may meet with the Program Director to discuss your options.</p>

<p>Equal Opportunity Statement</p>	<p>Pennsylvania Ambulance will not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with State law, including the Pennsylvania Human Relations Act, and with Federal law, including Titles VI and the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Program Director.</p>
<p>Schedule</p>	<p>The course schedule may be subject to change due to extenuating circumstances.</p>
<p>Grading</p>	<p>Grades will be calculated as follows:</p> <ul style="list-style-type: none"> • Course Exams – 40% • Final Exam – 50% • Quizzes and Assignments – 10% <p>Grading Scale:</p> <ul style="list-style-type: none"> • 93-100% A • 84-92% B • 75-83% C • 74% and below F <p>Any course assignment that is completed late or retesting (if permitted) will receive a maximum score of 75%</p>
<p>Successful Completion and Approval to Test</p>	<p>Successful course completion is required to be approved to test for certification (cognitive and psychomotor).</p> <p>Successful completion is based upon the following criteria:</p> <ul style="list-style-type: none"> • Complete all course activities, assignments, and readings with each module. • Complete all co-requisite courses. • Achieve an overall average of 75% or greater by the end of the course. • Score a minimum of 75% on the final exam. • Complete all assigned clinical rotations by the end of the course. • Pass final skills testing

Clinical Requirements	Field internship for EMT requires EMS unit ride alongs with a designated EMS organization or at an alternate clinical site. A minimum of 10 documented “patient contacts” are required for completion of EMT training.
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