



BALDY VIEW ROP

EMERGENCY MEDICAL TECHNICIAN

COURSE INFORMATION

Updated: 06/14/10



Baldy View Regional Occupational Program Emergency Medical Technician



EMT COURSE POLICY'S

MODULE RETAKE POLICY

The Baldy View Regional Occupational Program has adopted a module retake policy for the Emergency Medical Technician course. A student must receive a score of 80% or better on all module exams. If a student receives less than 80% on a module exam, the student will be allowed to retake the exam. The student must then receive a score of 85% or better on the retake exam. A student is only allowed to retake a maximum of 2 module exams throughout the entire semester. You cannot retake the same module exam more than once. If a student has already used their 2 retakes and receives a score of less than 80% on a third module exam then they will be dropped from the program. Any student that does not receive a score of 85% or better on the retake exam, will also be dropped from the program.

Any student caught cheating on a module exam will be immediately dropped from the EMT program. There are no exceptions to this rule. A student that has been dropped for cheating will no longer be eligible to return to the EMT program offered at Baldy View ROP.

When a student is dropped for not meeting the module exam requirements, there is no refund on any of the class materials already purchased (ex: textbooks, shirts, tuition, etc.).

ATTENDANCE POLICY

The Baldy View Regional Occupational Program has adopted an attendance policy for the Emergency Medical Technician course. Each student will be held to the standard of the requirements of this policy. It will be at the discretion of the program director to drop the student if they have excessive tardies or absences. There is a required amount of hours a student must attend to earn a course completion and to be successful in the Emergency Medical Technician (EMT) course. If a student has excessive amount of tardies or absences the student will be unable to earn the Emergency Medical Technician (EMT) course completion certification.

The Baldy View Regional Occupational Program has adopted a policy or a signed contract between the student and the EMT Program Director in regard to a student remaining in the EMT Program after they have reached the maximum (5) unexcused absences allowed for the EMT program.

If at any time during the remainder of the EMT course the student has an additional unexcused absence, they will be immediately dropped from the EMT program. If a student exceeds these maximum hours they will no longer be eligible for EMT course completion. It is a county and state requirement for the number of class hours that must be attended to complete an EMT program. This policy also extends to students having excessive tardies to the EMT program.

Definition of Excessive Tardies / Absences:

Tardy – Arriving late or leaving early from a class session.

3 Tardies = 1 Absence

Absence – Not attending the class session

5 Absences is the maximum

If a student is going to be late or unable to attend a scheduled class, it is the student's responsibility to contact the program director and leave a message or call the EMT classroom and make contact with an EMT instructor. If a student fails to make contact with an EMT instructor or the program director, the tardy or absence will be considered unexcused.

If a student is noticed to be having multiple tardies or absences, the program director will make contact with the student and discuss the situation. If the student is still attending high school, contact with the student's school counselor and a parent will be made.

UNIFORM POLICY

The Baldy View Regional Occupational Program has adopted a uniform policy for the Emergency Medical Technician course. Each student will be required to wear a standard uniform that consists of a navy blue embroidered BVROP polo shirt, navy blue pants (ex: dockers, dickies, uniform pants, etc.), black belt (no belt buckles), black "shine-able" shoes or boots and a picture identification name badge. Students may wear either a white or navy blue undershirt under the uniform polo shirt. No other color undershirt is allowed. This uniform meets the required dress code for the ambulance ride alongs and clinical shift rotations.

The purpose of this policy is to prepare the student for the uniform they will be required to comply with as an Emergency Medical Technician (EMT). This requirement is to also maintain the professionalism of this program as students participate in hospital emergency room clinical shifts and ambulance field ride along shifts.

There will be a one week grace period for all students to obtain the proper uniform components to be in compliance with this policy.

If a student comes to class and is not in compliance with the uniform policy, it will be counted as a tardy under the student's attendance record. Refer to the Attendance Policy for the maximum number of tardies and absences allowed for the Emergency Medical Technician (EMT) course.

GROOMING STANARD POLICY

The Baldy View Regional Occupational Program has adopted a grooming standard policy for the Emergency Medical Technician course. Each student must maintain a high standard of dress and personal appearance in order to accomplish the objectives of maintaining personal safety, neatness, and a professional image. All students shall keep themselves clean and observe personal hygiene.

Deviations may be permitted when physical characteristics make stated guidelines impossible or impractical. Exceptions, however, must be made with the permission of the EMT Program Director.

Grooming Guidelines:

Hair Standards:

- Hair shall be neat, clean, trimmed and present a well-groomed appearance.
- Extreme hairstyles are not permitted.
- Hair may be any color which naturally occurs in human hair. Any stripes or spots excluding any natural occurrence shall not be permitted.
- Hair shall be worn so that it does not extend below the bottom of the uniform shirt collar standing with the head erect.
- Hair which is styled or combed forward shall not extend below the eyebrows.

MEN: Hair shall meet the specified grooming standards without having to be mechanically restrained.

WOMEN: If hair must be secured (mechanically restrained) to meet these requirements, the device or method used to restrain must not interfere with the safety of the student.

- Only pins, combs, or barrettes that are similar in color to the individual's hair may be worn to meet the requirements of the grooming standard.

Facial Hair:

- Students shall be clean shaven when reporting to class, ride alongs and clinical shifts.
- Sideburns must not extend below the bottom of the earlobe, must be of even width (not flared) and must end with a clean shaven horizontal line.
- Mustaches shall not extend below the bottom of the upper lip and no more than one-quarter inch beyond the corners of the mouth.
- Beards and goatees of any type are specifically prohibited.

Cosmetics:

- Students are permitted to wear cosmetics of conservative color and amount consistent with maintaining a professional image of the EMT Program.

Fingernails:

- Fingernails are to be kept clean and, for safety reasons, shall be no longer than the tip of the finger. If nail polish is worn, it shall be clear, without pigment.

Jewelry:

- Wearing of wrist watches and identification bracelets is permitted if the configurations of the article will not interfere with the use of gloves and turnouts and is not subject to catching or snagging
- Ear rings will be limited to studs only. Clear studs or clear plugs may be worn for students having colored piercing already in place.
- Necklaces, crosses, pendants and medallions shall not be worn exposed when in the classroom, participating in ride alongs and clinical shifts. It is permissible to wear such items beneath undershirts.
- Wearing of rings is permitted if the configuration is not overly large or ornate and will not subject the individual to potential injury. Rings which interfere with the quick application of safety gloves or applying medical treatment are not permitted.
- Student's who have any form of facial piercing, will be required to remove them during class hours as well as during clinical shifts.

Tattoos:

- Students who have visible tattoos will be required to cover them up during class and clinical hours.

The purpose of this policy is to prepare the student for the grooming standards they will be required to comply with as an Emergency Medical Technician (EMT). This requirement is to also maintain the professionalism of this program as students participate in hospital emergency room clinical shifts and ambulance field ride along shifts.

There will be a one week grace period for all students to obtain the proper uniform components to be in compliance with this policy.

If a student comes to class and is not in compliance with the grooming standard policy, it will be counted as a tardy under the student's attendance record. Refer to the Attendance Policy for the maximum number of tardies and absences allowed for the Emergency Medical Technician (EMT) course.

TUITION REFUND POLICY

The Emergency Medical Technician course has a no tuition refund policy. The policy is that if a student chooses to drop or is dropped by the program director, there is NO refund granted of any means. There are NO partial or full refunds for the course.

There is NO refund for the navy blue EMT Student polo shirt once it has been purchased by the student.

There is NO refund on any class materials purchased by the EMT student.

TRANSPORTATION POLICY

The education, training and safety of your student is the primary goal of the teacher and Baldy View ROP. In order to insure that students are not put in any potentially dangerous situations, it is REQUIRED that your student have transportation off the campus at the scheduled ending time of class.

Baldy View ROP does not provide supervision past the scheduled time of class and therefore failure to provide transportation at the designated time will result in your student being left UNSUPERVISED.

Students are not to arrive on campus prior to 10 minutes before the scheduled class time and are not to remain on campus more than 10 minutes after the scheduled ending time. Students who violate these requirements may be dropped from the ROP class and local law enforcement may be notified.

Please make sure you have alternative transportation agreements made in the event you are late or unable to pick up your student.

Again, the student's safety is our foremost concern. If you have any questions regarding this, please contact the ROP teacher.

I acknowledge that I have read and understand that my student is to be picked up at the designated class dismissal time and that they may be dropped from the course if left without transportation.

I am an adult student and have read and understand the above rules apply to adults also.

CLINICAL / AMBULANCE RIDE ALONG POLICY

The Baldy View Regional Occupational Program has established requirements per the state of California's Department of Transportation's Emergency Medical Technician (EMT) curriculum, that students will participate and complete emergency room clinical shifts and an ambulance ride along. These are requirements for the EMT student to earn course completion and to be eligible for state EMT certification.

Clinical Shifts:

Students will be required to complete four (4) six hour clinical shifts at Chino Valley Medical Center, Loma Linda University Medical Center, Pomona Valley Hospital Medical Center or San Antonio Community Hospital. These shifts will be completed on the same day of the week at the same time for four consecutive weeks. Each student will be able to request the hospital, day of week and time of day of their choice. The EMT program director will assign each student to a clinical shift. Please refer to the course calendar for the exact dates clinical shifts will start and end.

Ambulance Shifts:

Students will be required to complete at least two (2) twelve hour ambulance ride along shifts with any of the following ambulance services: AMR, Care Ambulance Service, Medic One, Priority One, Schaefer and/or McCormick ambulance services. Students will complete their ambulance ride along shifts with at least two different companies. This allows the student additional exposure to how field EMS is provided by the different ambulance services. Students are welcome to participate in more than two ride alongs. This is at the discretion and availability of the student. Students will be able to choose the ambulance services of their choice from the above and schedule their own day to show up. Please refer to the course calendar for the exact dates ambulance ride alongs will start and end. Students shall not schedule their ambulance shifts so that they conflict with the classroom portion of the EMT program.

The Baldy View Regional Occupational Program has established contracts with the previous mentioned hospitals and ambulance services, so the EMT students will be able to gain further experience and to be eligible for EMT certification. It is very important to respect all co-workers in the hospital and on the ambulance. If the Baldy View Regional Occupational Program receives a complaint regarding a student doing their clinical shifts or on their ambulance ride along, the student has the risk of being dropped from the EMT program. Each circumstance will be evaluated individually by the EMT program director and the appropriate discipline taken. Any complaint regarding a student is taken very seriously due to the jeopardy of the EMT program losing contracts with area hospitals and ambulance providers.

CLINICAL IMMUNIZATIONS POLICY

The Baldy View Regional Occupational Program has a requirement that each student will attend four 6 hour clinical shifts for the Emergency Medical Technician course. The following immunizations are required prior to the assignment of the clinical shifts by the EMT Program Director:

- **Tuberculosis / TB test** - Proof of a negative PPD skin test. This test is only good for one (1) year. MUST NOT expire by the end of the current semester. If the student has had a positive TB test, they MUST have a chest x-ray report and must not be older than three (3) years old.
- **Measles, Mumps, and Rubella (MMR)** – Proof of immunization or may have a titer test done but MUST submit numbered values for all titer tests. (Titer involves blood drawn to see if you have had the MMR before.)
- **Hepatitis B** – Proof of completing the three (3) shot series. The first and second shots are done a month apart. The student must have started the series and had at least one (1) of the shots prior to the start date of the class. Titer may be drawn but MUST submit a numbered value titer result.
- **Chicken Pox** - If you have had chicken pox, you may sign a waiver disclosing the date when you had it –month / year, or receive one of two vaccinations. If uncertain, a titer with a numbered value may be submitted.
- **Tetanus / Diphtheria** – New requirements of the Center for Disease Control and clinical sites mandate that a “TD” or “DT” must not be older than two (2) years to be accepted.

Any tetanus immunization older than two (2) years requires the “Adacel®” or DTaP Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis Vaccine. Tetanus shots are accepted for ten (10) years for the general public. Healthcare providers’ requirements differ.

I encourage the student to obtain copies of all your immunizations as soon as possible. Do NOT wait until the last minute! If you are unable to provide proof of these required immunizations, you will not be able to be placed into your clinical rotations. The completion of all clinical shifts is a requirement to complete the EMT course. All immunizations must be on medical letterhead from a licensed medical facility. Baldy View ROP’s EMT Program adheres to these clinical immunization requirements established by the clinical sites.

As an EMT Program prerequisite, proof of the immunizations must be submitted to the EMT Program Director on the first day of class. Failure to provide proof of these immunizations can result in being dropped from the EMT program.

CELL PHONE POLICY

The Baldy View Regional Occupational Program has adopted a cell phone policy for the Emergency Medical Technician course. The EMT Program Director is responsible for providing a positive learning environment that is free from distractions to all students. The students are required when they enter the EMT classroom to turn their cell phones to vibrate or to the off position, so that there will not be a disruption during class time. Cell phones interfere with classroom lectures, skills and student participation.

In some circumstances (i.e., the illness of a child at home, family emergency, etc.) it would be irresponsible for a student to leave their phone off. In those cases, the EMT student must notify the classroom instructor prior to the start of the class of their special circumstances. The EMT student will then make sure their phone is in the vibrate mode and if a call is received during class time, they will quietly exit the classroom to limit any further distraction.

Students will receive one warning to turn their phone off if it rings during a class session. If the student continues to be a distraction with their phone ringing or text messaging while class is in progress, the student will be sent home from class and will earn an absence for that day.

There shall be no text messaging during classroom lecture and/or skill manipulative practice sessions. Students who use their phone for text messaging will also be held accountable for the same requirements as the cell phone policy.

CLASS DISCIPLINE POLICY

The Baldy View Regional Occupational Program has adopted a policy and a signed contract between the student and the EMT Program Director in regard to a class discipline problem. The EMT Program Director is responsible to maintain a positive learning environment for all students and an atmosphere free from distractions. If a student becomes a continuous problem for and any of the following reasons (talking, cell phone, text messaging, tardies, absences, disrespect to a course instructor, not being in uniform or any other distraction the EMT Program Director feels takes away from the student learning process) the discipline process will be initiated by the EMT Program Director.

Discipline Process:

- Step 1: Informal Individual Verbal Counseling
- Step 2: Formal Individual Verbal Counseling
- Step 3: Formal Written Letter / Signed Contact with Student
- Step 4: Dismissal from the EMT Program

I have read and understand the above requirements of the Baldy View ROP Emergency Medical Technician (EMT) Class Discipline Policy. I understand if I do not meet the requirements listed above, I will be dropped from the EMT program. This is a last chance agreement between the student and the EMT Program Director.

AUTHORIZATION TO PHOTOGRAPH POLICY

The Baldy View Regional Occupational Program has adopted an Authorization to Photograph policy for the Emergency Medical Technician course. I hereby authorize Baldy View Regional Occupational Program full and absolute permission to take, or to have contact with others, photographs or videotapes of my minor child, of whom I am the legal guardian or myself (if a student is 18 years or age or older) in an educational environment. Such photographs or videotapes may be published in any media form by the Baldy View Regional Occupational Program for educational and / or public information purposes without compensation or liability for such use.