

EMT Student Handbook



2025 - 2026

This page intentionally left blank.

Welcome Letter from the EMS Program Director

Welcome to the Emergency Medical Technician (EMT) program at Edison State Community College. We are pleased you have chosen to pursue your education with us. Our EMT program has a strong reputation for preparing graduates to become entry-level EMTs who provide exceptional Basic Life Support (BLS) skills and exemplify outstanding professionalism. This program is designed to challenge you to become a first responder with the necessary knowledge and skills training to become a valuable member of the healthcare profession.

This is an exciting beginning for you! We understand that this program will be both challenging and rewarding. We are committed to your success and will provide you with every opportunity we can to help you reach your goals. Students who are most likely to be successful with such a challenging program are those individuals who communicate with their Lead Instructor, advisors, and classmates so we encourage you to reach out to others on campus who can provide a strong support system and encourage you along the way. Our faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into a top-notch EMT. Once you have completed the EMT program, you will be required to challenge the National Registry of Emergency Medical Technicians psychomotor and cognitive exam to complete your certification. This certification is required in order to practice as an EMT in the State of Ohio.

This handbook has been developed to provide you with easy access to the policies and procedures that may affect you while in the program. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us!

Sincerely,

Kris Alexander, B.S., FESI II, Paramedic
Assistant Professor
EMS Program Director

EMT PROGRAM OVERVIEW

The EMT is a health professional whose primary focus is to respond to, assess, and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility. Depending on patient's needs and/or system resources, EMTs are sometimes the highest level of care patients will receive during ambulance transport. An EMT is often paired with higher levels of personnel as part of an ambulance crew or other responding group. With proper supervision, an EMT may serve as a patient care team member in a hospital or health care setting to the full extent of the EMT's education, certification, licensure, and credentialing. In a community setting an EMT might visit patients at home and make observations reported to higher-level authority to help manage a patient's care. When practicing in less populated areas, EMTs may have low call volume coupled with being the only care personnel during prolonged transports. EMTs may provide minimal supervision of lower level personnel. EMTs can be the first to arrive on scene; they are expected to quickly assess patient conditions, provide stabilizing measures, and request additional resources, as needed.

Emergency medical technicians:

- Function as part of a comprehensive EMS response, community, health, or public safety system with defined clinical protocols and medical oversight.
- Perform interventions with the basic equipment typically found on an ambulance (Recommended Essential Equipment for Basic Life Support and Advanced Life Support Ground Ambulances 2020: A Joint Statement Position Statement, 2021) to manage life threats, medical, and psychological needs.
- Are an important link within the continuum of the emergency care system from an out-of-hospital response through the delivery of patients to definitive care.

Other Attributes

The majority of personnel in the EMS system are licensed at the EMT level. EMTs play many important roles and possess the knowledge and skill set to initially manage any emergency until a higher level of care can be accessed. In areas where AEMT or paramedic response is not available, the EMT may be the highest level of EMS personnel a patient encounters before reaching a hospital. EMTs advocate health and safety practices that may help reduce harm to the public.

National Association of State EMS Officials. National EMS Scope of Practice Model 2019 (Report No. DOT HS 812-666). Washington, DC: National Highway Traffic Safety Administration.

The Edison State Community College EMT Program is accredited by the Ohio Department of Public Safety Division of Emergency Medical Services.

To contact ODPSEMS:

Phone: (614) 466-9447

Website: <https://ems.ohio.gov/>

Content Areas in the EMT Program

The National EMS Education Standards outline the minimal competencies for entry-level EMS clinicians to perform their roles as outlined in the 2019 and 2021 updated *National EMS Scope of Practice Model*. The *Standards*, while a national effort, were intentionally created in a way that allows for diverse implementation methods to meet local needs and evolving educational practices. This less prescriptive format of *Standards* allows for the ongoing revision of EMS educational content consistent with scientific evidence, educational practices, and community standards of care.

For more information about the content areas of the EMT Program please visit:

[2021 National Emergency Medical Services Education Standards](#)

EMT Program Admission Requirements

1. ADMISSIONS

To be admitted to the Emergency Medical Technician program at Edison State Community College, a student shall apply to Edison State Community College, meet with a Career Pathways Advisor, and then register for courses with an advisor.

2. RETENTION AND PROGRESSION

To remain and progress in the Emergency Medical Technician program, a student must:

- a. Comply with college policies on academic standing and graduation requirements;
- b. Furnish medical and immunization records, renewed annually, as required;
- c. Maintain professional liability insurance (furnished by college);
- d. Successfully pass all Practical Exams and successfully complete all clinical hours & objectives prior to the end of the course.

A student may be dismissed from the Emergency Medical Technician program as a result of failing to maintain any one or more of the following:

- a. Satisfactory criminal background check
- b. A complete health record and mandatory paperwork
- c. A grade of at least 80% on the final exam – student has two attempts to achieve this
- d. An overall grade of at least 80%
- e. Satisfactory completion of each clinical competency
- f. Satisfactory completion of each EMT skill mandated by the DOT as well as the Ohio Division of EMS
- g. An overall 2.0 GPA
- h. Safe clinical practice
- i. 100% attendance of all lectures, labs, and clinical requirements
- j. Poor affective behavior with faculty, staff, clinical staff, and patients.

PROGRAM GOALS AND OUTCOMES

The mission of the Emergency Medical Technician (EMT) program at Edison State Community College is to prepare competent entry-level EMT's in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The program outcomes are met by the DOT curriculum which utilizes all three aforementioned learning domains and ultimately fulfills the primary goal.

COURSE GOALS

1. Describe the role of EMT in the Health Care System
2. Demonstrate the professional attributes expected of EMT's
3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others
4. Perform the duties of an EMT with regard for medical, legal, and ethical issues, including functioning under medical direction and within the scope of practice
5. Apply principles of anatomy, physiology, pathophysiology, life span development and therapeutic communications to the assessment and management of patients
6. Identify the need for and perform immediately lifesaving interventions to manage a patient's airway, breathing, and circulation
7. Assess and manage patients of all ages with a variety of complaints, medical conditions, and traumatic injuries
8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous materials incidents and responding to situations involving weapons of mass destruction

POLICY STATEMENTS

The following are policies of the Edison State Community College Emergency Medical Technician (EMT) program. Students in the EMT program shall abide by these policies as well as those of affiliating agencies during internship. It is the student's responsibility to know affiliating agency policies. Any changes will be posted and reviewed with each class.

EMT PROGRAM TUITION AND FEES

Current tuition rate for the EMT Program is consistent with the [Edison State Tuition & Fees](#). Other costs include current rate for required textbooks, lab fees, and student uniforms. **Approximate** cost and itemized list are as follows (subject to change):

- \$1573 Tuition eight (8) credit hours x current tuition rate
- \$212 EMT Program Lab Fee
- \$0 Background check (provided by the college)
- \$55 Drug screening
- \$104 NREMT cognitive exam fee – paid after completion of course
- \$181 Textbooks
- \$37 EMT Uniform Polo Shirt (does not include pants, boots, belt, etc...)

Fees listed are approximate costs and are subject to change.

REFUNDS OF TUITION PAYMENTS

Refunding of tuition is dependent upon the time during the term and the method tuition was paid (out of pocket vs. via financial aid). Please refer to the [Cost and Payment](#) section of the Tuition & Fees webpage.

EMT PROGRAM CLOCK HOURS

- Classroom and Lab: 150 hours
- Hospital Clinical: 12 hours
- Field Clinical: 12 hours
- Total Hours: 174 hours (minimum)

The EMT program prepares student for Ohio EMT Certification. Facility and field clinical shifts are scheduled outside of class/lab times. The hours listed above do not include time outside of class, lab, or clinical that students will spend studying course material or completing homework assignments.

EMS FACULTY AND STAFF

See Appendix A

COMMUNICATION

The student should regularly check Blackboard and Edison State email. The Program Director and instructors may choose to post important information on the individual course website in Blackboard. It is the student's responsibility to stay in contact with EMT staff/faculty and to stay up to date with communication regarding the EMT program.

HEALTH RECORDS

Record of a medical exam and all other completed health records must be on file in the Health Sciences Office by the stipulated date clearly printed on the course syllabus. Forms will be given to students during the EMT 110S course to allow ample time to complete these requirements.

The forms include:

- Physical/Immunization Form –
 - appropriate physical status,
- Proof and documentation of:
 - MMR immunization/titer;
 - T-Dap or TD within last 10 years;
 - Hepatitis B vaccine series or signed declination form (the first immunization is required upon entry and the series of three (3) vaccines must be completed within six months);
 - varicella series of two (2) vaccines, or physician documentation of chicken pox, or blood titer to show immunity;
 - and tuberculin screen PPD (2-step) or negative chest X-ray within the past 12-months;
 - COVID vaccine (or network waiver form) may be required by individual clinical sites, students must comply with the internship requirements in order to be eligible and successfully complete the EMS program;
 - Flu vaccine (or opt-out waiver for certain hospital entities) may be required by individual clinical sites, students must comply with the internship requirements in order to be eligible and successfully complete the EMS program.

Students whose health records are incomplete as required will be administratively dropped from the Emergency Medical Technician program.

CPR REQUIREMENTS

Documentation of CPR for the Healthcare Provider. This will be obtained during the course.

DRUG SCREEN POLICY

See Appendix B

CRIMINAL RECORD BACKGROUND CHECK

EMT students provide direct care to young children and older adults in a variety of settings. The Ohio Revised Code requires Criminal Record Background checks of all applicants under final consideration for employment in settings that provide care for these age groups. Students of the EMT program will participate in the Bureau of Criminal Investigation background and FBI check and be successfully vetted before being allowed to do clinical.

Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Health Sciences Office in order to determine whether such action will negatively impact their ability to complete the program.

HEALTH INSURANCE

Proof of health insurance must be on file at Edison State prior for placement at clinical internship sites. Students must provide their own health care insurance by the stipulated date on the course syllabus. Edison State Community College assumes no responsibility for student health care expenses. While clinical facilities will provide emergency care for EMT students when necessary, students are responsible for payment of care provided and any transportation required. Students are not insured by the Worker's Compensation Act.

LIABILITY INSURANCE

All students are required to have liability insurance before performing invasive procedures. The coverage is provided by Edison State, and payment for coverage is included in the course cost. Liability insurance provides protection to the student in the event of malpractice initiated by a client or another student. This liability policy provides \$1,000,000 per claim (\$500 deductible) Drug Testing

To provide a safe working environment, area hospitals and other institutions are requiring individuals who provide care to patients to undergo drug testing. For this reason, students in the EMT program will undergo similar testing.

Waiver of Liability

Students should understand there are risks involved in this type of training program and the occupation for which you are being prepared. Students shall be required to waive rights and claims against Columbus State Community College, clinical sites, and the Emergency Medical Service provider students are riding with for accidents, injuries and civil liabilities while a student in the Paramedic Training Program. This written waiver can be found in the **Appendix C** of this handbook, and must be submitted to the EMS Program Director on the first day of the program. See **Appendix C for Waiver of Liability**

EMT STUDENT UNIFORM / EQUIPMENT / PROFESSIONAL APPEARANCE POLICIES

EMT students are required to have the outlined uniform and equipment during all EMT classes, lab hours, hospital clinical, and field clinical:

1. Navy blue polo-type shirt with Edison State logo and “EMS Student” on the upper left side of the shirt. Shirts are to be tucked in at all times.
2. Long sleeved shirts, if worn under the polo type shirt, shall be navy blue.
3. Navy blue trousers (standard EMS/Fire Dept. type) to be worn at the natural waist.
4. Solid black (EMS/Fire Dept. type) hard-sole laced shoes or boots. No tennis shoes, crocs, or *Hey Dude* style shoe.
5. Black or dark blue socks
6. Appropriate black belt with plain buckle.
7. Edison State EMS Student photo ID badge must be worn at all times while in class or hospital. ID badge will be carried during field clinical experience, to be presented upon request.
8. High visibility EMS jacket (optional); refer to handout or contact Clinical Coordinator
9. EMT students will arrive equipped with a stethoscope, pen, watch, and small note pad.

* Students are permitted to wear the EMS student uniform $\frac{1}{4}$ zippered sweatshirt to class or clinical experience.

* Jewelry, other than wedding ring and watch, are **NOT** permitted.

- EMS students are **NOT** permitted to wear ANY VISIBLE TYPE of eyebrow, nose, tongue, lip, ear or other jewelry while in uniform. *This policy is consistent with other healthcare and public safety programs on campus, as well as reflective of individual department policies in the EMS and Fire Service professions.*

* While the student is in uniform, hair is expected to be neat, clean and under control, above the collar, and of natural color. Faces must be clean-shaven at all times while in uniform.

* Students are also expected to practice good personal hygiene with regard to body odor, oral hygiene, nail care, etc.

* Fingernails should not extend past the fingertips; nail polish, if used, will be clear or neutral in color. Artificial or acrylic fingernails are **NOT PERMITTED**; this is in response to clinical site policies. Makeup should be appropriately professional and not excessive; this includes perfume, cologne, aftershave, etc.

* Caps or other types of head gear are **NOT** permitted while the student is in uniform.

* Students are not permitted to wear ornamental teeth covers including grillz.

* Students with visible tattoos are advised that they may be required to keep them covered, depending upon policies of individual clinical sites.

* Knives, firearms, or weapons of any kind are **NOT** permitted while in uniform, on campus, or in the clinical setting.

EMT STUDENT UNIFORM / EQUIPMENT / PROFESSIONAL APPEARANCE POLICIES (continued)

Students who violate the uniform policy risk disciplinary action, up to and including dismissal from the program. Students **not meeting uniform/equipment requirements** for class, hospital or field clinical **will be dismissed** from said area and will be required to make up the hours missed. This policy applies whenever the Edison State EMS Uniform shirt or ID is worn.

It is inappropriate to wear the Edison State EMS Uniform at places or times other than class hours, hospital or field clinical experience, unless permission is requested and granted by the EMS Faculty or Program Director. Students in violation of this rule risk disciplinary action.

STUDENT CODE OF CONDUCT / GROUNDS FOR DISMISSAL / DISCIPLINARY ACTION POLICIES

EMT students are held accountable to the Edison State Community College policies and procedures found in the [Student Handbook](#) and are also subject to the guidelines regarding Academic Standing. Any student violating Edison State Community College policies may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and/or immoral conduct are grounds for immediate dismissal. In technologies that include clinical experiences, good standing with the cooperating employer or clinical affiliate is expected and is essential to continuation in the program.

- An EMS student who comes to a clinical setting (field/hospital) exhibiting behavior or physical signs of impairment consistent with alcohol or other drug use will be assumed to have been consuming one or more of these substances before arrival at the clinical setting. This compromises the safety of the student, his/her patients, clinical staff, and other students. Therefore, the student will not be permitted to participate in the clinical experience. This time will be considered unsatisfactory clinical time. Such action can also culminate in dismissal from the EMT program.
- An EMS student who comes to a classroom/laboratory setting exhibiting behavior or physical signs of impairment consistent with alcohol or other drug use will be assumed to have been consuming one or more of these substances before arrival at the classroom/laboratory. This compromises the safety of the student, other students, and college staff. Therefore, the student will not be permitted to participate in any skill learned or practiced that day. This time will be considered unsatisfactory classroom/lab time. Such action can also culminate in dismissal from the EMT program.
- Actions taken by the student may be deemed reportable to the Ohio Division of EMS related to ethics violations.
 - The Division of EMS may take actions regarding licensure and ability to work.
 - [OAC 4765.09-01](#)

CLASS CONDUCT

Common Courtesy is to be adhered to at all times. Sleeping in class or talking of a personal nature is considered rude, discourteous, and disruptive to those trying to learn. Pagers and cellular phones are to be turned silent during class time. The use of cellular phones to text, play games, use the internet, etc. is not permitted during class and will result in dismissal from the class session. Any student dismissed from a class session will receive an absence for that session and possibly face further disciplinary action. Students are NOT permitted access to ANY electronic devices during any written or practical exam. Student failing to comply with this rule risk dismissal from the EMT program. No tobacco products are to be used in the classroom at any time. Honesty is expected of every student. Any actions inconsistent with these standards can at minimum result in removal from class session. Drinking of non-intoxicating beverages is permitted in the classroom as long as all trash is removed at the end of the class period. Eating food of any kind is at the discretion of the instructor. Neither food nor beverages are permitted during a lab.

AWARENESS OF SCHOOL POLICIES

College policies affecting students are published in the Edison State Community College Catalog and Student Handbook. The responsibility for a student's awareness of such policies rests with the student. When in doubt about a policy, a student should question his/her advisor, Instructor, or an appropriate person on the administrative staff.

As an enrolled student at Edison State Community College, you have agreed to abide by the Student Code of Conduct as outlined in the Edison State [Student Handbook](#). You should familiarize yourself with the student code. The faculty at Edison State expects you to exhibit high standards of academic integrity. Any confirmed incidence of Academic Misconduct, including plagiarism and other forms of cheating will be treated seriously and in accordance with College Policy and Procedure.

COUNSELING

Students are encouraged to make an appointment with the instructor to discuss any course concerns, such as struggling with course content or grade concerns. It is also possible that the instructor(s) may request that the student make an appointment to discuss grades or other concerns. An advance appointment with the instructor assures the student of individualized and uninterrupted time.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

It is Edison State policy to provide reasonable accommodations to students with documented disabilities. If you would like to request such accommodations because of physical, mental or learning disability, please contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disabilities Services web page at www.edisonohio.edu/disability.

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

INCLEMENT WEATHER OR OTHER EMERGENCIES

In the event of severe weather or other emergencies that could force the college to close or to cancel classes, such information will be broadcast on radio stations and television stations. Students who reside in areas that fall under a Level III emergency should not attempt to drive to the college even if the college remains open. Assignments due on a day the college is closed will be due the next scheduled class period. If an examination is scheduled for a day the campus is closed, the examination will be given on the next class day. If a laboratory is scheduled on the day the campus is closed, it will be made up at the next scheduled laboratory class. If necessary, laboratory make-up may be held on a Saturday. If a clinical is missed because of weather conditions, the Clinical Coordinator will work with the student so that the experience can be rescheduled if at all possible. Students who miss a class because of weather-related problems with the class is held as scheduled are responsible for reading and other assignments as indicated in the syllabus. If a laboratory or examination is missed, contact me as soon as possible to determine how to make up the missed exam or lab. Remember! It is the student's responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

CLASS CANCELLATION

Any assignment due or examination scheduled for a day the college must close will be due the next scheduled class session. If a laboratory session is cancelled it will be rescheduled, possibly on a Saturday (only if necessary). If a student who resides in an area with a Level III emergency misses a mandatory lab or examination, an opportunity will be given to reschedule. Students are encouraged to register their mobile phone with the text message alert system called RAVE Mobile Safety. Students who are registered with this system will receive emergency alerts on their mobile phone. Information about the system can be found at: <https://www.gettrave.com/login/edisonohio>

FINANCIAL AID ATTENDANCE REPORTING

Edison State is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through the Department of Veterans Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported every semester by each instructor, and results in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.

ADA STATEMENT

It is Edison State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you would like to request such accommodations because of physical, mental or learning disability, please contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodation does not start until your instructor receives the letter, and accommodations are not retroactive.

AUDIO AND VIDEO RECORDING STATEMENT

Audio-and video-recording, transmission, or distribution of class content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

TITLE IX

Edison State Community College is committed to creating a learning and working environment that is free of bias, discrimination, and harassment by providing open communication and mutual respect. This policy prohibits discrimination and harassment on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, gender identity, military status, or veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, or genetic information.

Any person who believes he or she has been a victim of discrimination or harassment is strongly encouraged to pursue relief by reporting the discriminatory or harassing behavior to any of the following

- Title IX Coordinator | Chief Human Resources Officer **937.778.7832**
- Campus Security **937.778.7820**
- Director of Athletics **937.381.1555**
- Any college employee

Confidential student and employee consultation is available via the individual listed below.

Jill Bobb

Dean of Health Sciences

Email: jbobb@edisonohio.edu

PHONE: 937.381.1527

For additional information about your options at Edison State Community College please visit our webpage at: <https://www.edisonohio.edu/about/title-ix>.

ATTENDANCE

100% attendance is required for the EMT Program. Edison State will permit EMT students to make up missed course objectives (content) according to the following policy:

1. Students are only permitted to make up **three (3)** missed class and/or lab sessions during an individual term. Missing more than **three (3)** sessions will result in failure (Grade of "F") of the course.
2. Students who are more than 15 minutes late will be counted as absent for the entire class session.
3. Students who leave more than 15 minutes early will be counted as absent for the entire class session.
4. Students who are less than 15 minutes late are documented as late. Three late occurrences are equivalent to missing one class and/or lab session. **ALL** late occurrences are considered missed time and are subject to make-up work.
5. Skills Make Up Training: Students must coordinate make-up training (initial instruction) with their Instructor immediately upon return to class.
6. Lecture (Didactic/Affective) Make-Up Requirements: Instructors will give students specific course makeup assignments. This will involve the student researching the specific objectives missed and writing definitions, related terms, flashcard development, scenario development applying the missed objectives into a paper that describes how a paramedic may encounter this situation, including signs and symptoms the patient may present with, your assessment, your treatment, and any special considerations a EMT may apply in that situation, or any additional method the Instructor develops in order to verify competency. Make up requirements are due one calendar week after the student receives it.
7. Clinical absence / no-call-no-show will also be documented as an absence and count toward the overall attendance policy.

The dates marked as mandatory on the class schedule are indeed mandatory. Failure to attend the entire time on any of these days will result in failure of the course.

Skills Make Up Sessions: Edison State will post two lab make up sessions each term. This is for students who missed psychomotor skill practice due to being late or absent. You will attend this make-up session in uniform, on time, and fully participate. This is an hour for hour make-up; if you missed one hour of lab, you must attend one hour of make-up time.

Makeup work does not erase the attendance occurrence. Edison State EMS Program is not required to offer make-up training. Make-up training is handled on a case-by-case basis.

Students should notify the Instructor if they are going to be late or absent. In addition, students who are habitually late less than 15 minutes risk dismissal from the course. Students who fall asleep also risk being dismissed from the course. Students who fail to attend make up sessions or complete assigned make up work on time will be dismissed from the course. Please note that each term has a specific date when a student can no longer be dismissed and will receive a failing grade. This specific date can be found online.

ATTENDANCE (continued)

If a student has a prolonged illness or anticipates a prolonged absence, he/she must notify the Instructor as soon as possible to make arrangements for continuing in the program.

Students will not be excused for vacation time. The student must notify the Instructor in writing at the beginning of the semester of any military obligation occurring during lecture, lab or clinical time.

Attendance Policy for Military

Edison State must follow laws and rules set forth by the State of Ohio and college policy in regards to police, fire and EMS training. We will make every effort to work with students who have EMS course scheduling conflicts with military duty obligations however military scheduling conflicts do not negate the student from policies in this handbook.

1. Students must notify their instructor of any military scheduling conflicts week one of class. The student must provide a copy of their orders by end of week two of the class.
2. Students who miss class due to military orders must contact the instructor of record for the missed class session and schedule make up work. This make-up work will have a due date that must be met. This may also require you to attend additional lab hours with other EMS classes. Any day missed, specifically due to military orders, will not count towards attendance as long as hours are made up and all make-up work is completed by assigned due date.
3. Students are encouraged to share a copy of your EMS class schedule with their commanding officer. If EMS is part of your AFSC/MOS, often commanders will allow your EMS classroom hours to count towards your drill responsibilities. It is to your advantage to check into this.
4. Any student who is deployed emergently while class is in progress should notify your instructor who will notify the Program Coordinator. These cases will be handled on a case-by-case basis in an effort to assist the student in the best manner possible.

WORK & SCHOOL

- Many students work part-time or full-time pursuing further education. Insofar as the College is concerned, students are responsible for class performance and exceptions are not made for work excuses.
- Working students who are subject to shift changes should make the necessary arrangements with their employer so as to assure their class attendance and performance. The College does not bear the responsibility for accommodating such students. Students who are having trouble in balancing work, family life and school are encouraged to seek out resources available on the [Student Resources](#) website.

GRADING POLICIES

- Final grades for the course will consist of written finals, unit exams, quizzes, homework, and class participation. There may be varying degrees of weight each category carries, all of which will be presented in the course syllabus.
- Class participation includes completion of workbook chapters and other types of homework assignment and special projects.
- There will be no makeup exams or quizzes. Homework turned in after the collection period will receive no credit.
- The student must have a minimum of 80% for their final grade in order to successfully pass EMT 110S.

Students are encouraged to schedule an appointment with the Instructor or any of the EMS staff if he/she has concerns regarding the EMT program. This assures the student of individualized and uninterrupted time. The Instructor may request an appointment with a student to discuss concerns that the Instructor may have regarding a student's progress, grades, motivation, etc.

Practical exams will be graded either satisfactory (S) or unsatisfactory (U), according to the written performance standards, which students will receive throughout the course. A student receiving a "U" on a practical exam will be given two opportunities to retest.

Students **MUST** successfully complete the practical exam to receive a passing grade and be eligible to continue in the EMT program.

The EMT course grading scale is as follows:

<u>Letter</u>	<u>Percent</u>
A	90-100
B	80-89
C	75-79
F	74-Below

To receive a successful grade of B or higher in this course students must:

- Have a 100% mandatory paperwork compliance by the stipulated due date(s),
- Maintain an 75% 'overall' GPA average at the midterm of the EMT course,
- Score at least a 80% on the final exam,
- Maintain an 80% 'overall' GPA at the end of the EMT course,
- Successfully pass all Ohio mandated skills,
- Meet 100% of the hour requirement set forth for the semester (located at the end of the syllabus),
- Complete any and all assigned coursework throughout the program, and
- Complete all clinical assignments and criteria to be eligible to sit for National Registry testing.

Students will have two (2) attempts to pass the 'final' exam and three (3) attempts at all Ohio skills if needed. All other quizzes and exams; students will have only one (1) attempt each.

As this is a short-term certification course with the assumption of achieving EMT certification in the end, any student who does not meet the above criteria will automatically be given an "F" for the course completion grade regardless of the actual grade shown in Blackboard and will not be eligible to sit for National Registry testing.

Labs – Are required and must be completed and passed successfully for course completion.

COMPETENCIES

Each EMS course is competency-based. This means there will be face-to-face skill competencies that are evaluated by the instructor directly observing the student performing the assigned skill. Competencies prove that a student is competent in the entry-level administrative and clinical skills required of an Emergency Medical Technician. Each competency required in the EMT course must be passed with a successful percentage of the state's mandate. The student will have three (3) attempts to pass each EMT Program competency. If a student fails a competency in his/her first attempt, the skills will be practiced and reassessed at the next stipulated time, or as determined by the instructor. ALL EMT courses with competencies MUST be taken on campus in a traditional classroom/laboratory setting.

Students who are unable to pass an EMT course competency after the third attempt will receive a grade of "F" for the entire course and will be given the option to retake the entire course again at a later time. Student must receive departmental permission from the Program Director in order to repeat the course.

All competencies must be successfully completed for the EMT course by the conclusion of that course term unless prior arrangements have been made with the instructor.

WITHDRAW FROM EMT PROGRAM

There are many implications to dropping a class once the term has begun. The Academic Calendar for the term includes dates detailing the implication for refunds and how dropping the course will affect the student transcript. Helpful information regarding dropping from a class can be found on the college website or by contacting your academic advisor.

Sometimes students may choose to withdraw from the EMT course because of poor grades or the inability to meet attendance requirements. If a student wishes or needs to drop or withdraw from this course, students may call the Information Center at 937-778-8600, or complete a Registration Add/Drop Form and return it to the Department of Records and Registration, at the Piqua Campus. Failure to follow official withdrawal procedures will result in a failing grade.

DISCIPLINARY AND GRIEVANCE PROCEDURES (mechanism for appeals)

Grade grievances- Grade Grievances must comply with the Edison State Academic Complaint Procedures which can be found in the Edison State Student Handbook

Each of the steps must be followed under this policy.

Student Grievances - Most student complaints can be resolved through discussion and appeals through appropriate channels. In general, the process should begin with discussion between the student and the person(s) against whom the complaint is directed. Hopefully, the complaint may be resolved at this point; if not, the student may then proceed to the individual's supervisor and so on through the chain of command. In the EMS Program, a student would use the following chain of command: 1) Instructor; 2) Program Director; 3) Dean of Health Sciences; and 4) Provost. Chains of command for other grievances are listed in the Edison State Student Handbook.

STUDENT CONCERNS

Each of the EMS Program courses has a Lead Instructor or a Program Director who is responsible for managing the content and curriculum of that course and discussing concerns that students might have with that course or instructor.

Students who have concerns should follow these steps:

1. Discuss the concern with the course instructor
2. Discuss the concern with the Lead Instructor or Program Director (see table below).
3. If a solution has not been reached, call to make an appointment with the Dean of Health Sciences, Jill Bobb at 937-381-1527. Be prepared to fill out a written, documented complaint.

Provost	Dr. Melissa Wertz	mwertz@edisonohio.edu	(937) 778-7887
Dean of Health Sciences	Jill Bobb	jbobb@edisonohio.edu	(937) 381-1527
EMS Program Director	Kris Alexander	kalexander1150@edison ohio.edu	(937) 381-1549

Social Media Policy

Edison State EMS Students are specifically prohibited from:

- ✓ Sharing Protected Health Information (PHI). PHI includes, but is not limited to the patient's name, address, age, race, extent or nature of illness or injury, hospital destination, and crew member names.
- ✓ Posting photos, videos, or images of any kind which could potentially identify patients, addresses, vehicle license plate numbers, or any other PHI.
- ✓ Sharing confidential information about any patient to anyone not privileged to said information.
- ✓ Posting or other online activities which are inconsistent with or would negatively impact Edison State's EMS Program or the reputation of the EMS Profession.
- ✓ Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups.
- ✓ Posting statements which may be perceived as derogatory, inflammatory, or disrespectful.

EMS LAB

Use of EMS Lab

Lab time for skills demonstration and practice will be arranged by the Instructor and will occur during class time. There are educational experiences in this class/lab that necessitate physical contact. Examples of this physical contact include, but are not limited to: patient assessment, vital signs, spinal immobilization, etc. These and many other skills are necessary to provide good patient care. Should you feel uncomfortable with this aspect of the course, speak to your EMS Instructor, the EMS Program Director, or the Dean of Health Sciences.

Foam In/Foam Out

To create a safe and hygienic lab space and build muscle memory that will protect students in this profession, all students will apply hand sanitizer when entering and exiting the lab. Students should wash hands following all labs as soon as practical. Students are required to wash hands after using the restroom facilities before returning to class or lab.

Students are encouraged to practice skills at any other time which their own schedule permits. Students must first check with one of the EMS Staff in advance to assure that:

- The lab is free to use
- Equipment needed is available to the student

Twenty-four hour prior notice for use of the lab is mandatory and an Instructor must be available to answer questions and assist in the learning process

THERE IS NO DRINKING OR EATING IN THE LAB AT ANY TIME!

Each student is responsible for cleaning up and leaving the lab in order when finished. At no time is a student permitted to remove ANY equipment or supplies from the EMS lab without prior permission from an EMS faculty or staff member. Students found removing items such as syringes, needles or medications will be automatically dismissed from the program.

It is expected that students will utilize all equipment in the classrooms and lab appropriately. Students found mistreating, vandalizing, or damaging equipment will be dismissed from the current semester's class and be liable for the replacement cost of the equipment. Such actions may also result in dismissal from the EMT program.

Lab Experience

Students will be required to practice several skills and advanced procedures throughout the EMT program. Students must be evaluated and document the success/failure of each skill into the online tracking software being used by the EMT Program. PLATINUM PLANNER is the current software being utilized for tracking purposes. The evaluations of each skill must be documented in the EMT "Lab Skills Log" and confirmed by a signature by either another student or preceptor. The "Lab Skills Log" is designed to document each individual student competency evaluation in accordance with the recommendations set forth by the EMS Advisory Committee, and State of Ohio Department of EMS requirements. The skills and advanced procedures are subject to change to remain compliant with student

requirements. Students will not be permitted to practice skills in the clinical environment until they have demonstrated and documented competency in the “Lab Skills Log”.

Currently the competencies include:

- Proper BLS care of adults, children, and infants.
- Spinal Immobilization of supine and seated patients.
- Proper splinting of joints, long bones, and femur fractures.
- Proper use of a glucometer.
- Inhaled and Intranasal medication administration.
- 12-Lead Placement
- Hemorrhage control
- Advanced airway of adults, pediatrics, and trauma patients
- Supraglottic Airway Devices
- CPAP/PEEP
- IM medication administration
- Adult patient assessments.
- Cardiac Skills Assessments
- Pediatric Patient Assessments, Normal delivery, Abnormal Delivery, and Neonatal Resuscitation.

Infection Control Policies

During your orientation to lab, hospital, and field clinical experiences, students are required to follow college policy regarding infection control. Students are required to follow the steps listed in the [Edison State Community College Exposure Control Plan](#).

Obtaining a Certificate to Practice (EMT)

An EMS training program for a certificate to practice as an emergency medical technician shall be conducted in accordance as follows:

Rule 4765-15-05 | Emergency medical technician curriculum.

[Ohio Administrative Code Chapter 4765-15 | EMT-Basics](#)

Effective: January 1, 2024

Promulgated Under: 119.03

PDF: [Download Authenticated PDF](#)

[Comment: For dates and availability of material incorporated by reference in this chapter, see rule [4765-1-03](#) of the Administrative Code.]

(A) An EMS training program for a certificate to practice as an emergency medical technician shall be conducted in accordance with division (C) of section [4765.16](#) of the Revised Code and this rule. The EMS training program shall be conducted in accordance with the "National EMS Education Standards" approved by NHTSA, the "Ohio Approved EMS Curriculum Standards" approved by the board, and consistent with the scope of practice set forth in rule [4765-15-04](#) of the Administrative Code. The national and Ohio approved standards referenced in this paragraph are required core competencies for instruction in an EMS training program. Elements of the scope of practice not referenced in the "National EMS Education Standards" or the "Ohio Approved EMS Curriculum" are added competencies that may be taught at the discretion of the EMS training program. Such EMS training program shall consist of a minimum of one hundred fifty hours to include all of the following:

- (1) Preparatory;
- (2) Anatomy and physiology;
- (3) Medical terminology;
- (4) Physiology;
- (5) Life span development;
- (6) Public health;
- (7) Pharmacology;
- (8) Airway management, respiration, and artificial ventilation, to include:
 - (a) Insertion of extraglottic and dual lumen airway devices on apneic and pulseless patients;
 - (b) Endotracheal suctioning through a stoma;
 - (c) Continuous positive airway pressure device administration and management;
 - (d) Flow restricted oxygen powered device;
 - (e) End tidal carbon dioxide monitoring and detection;
 - (f) Pulse oximeter and capnography equipment application and reading;
 - (g) Use of a positive pressure ventilation device:
 - (i) Manually triggered ventilators;
 - (ii) Automatic transportation ventilators;
- (9) Negative impedance threshold devices;
- (10) Patient assessment;
- (11) Medicine, to include:
 - (a) Blood glucose monitoring;

- (b) Chest compression assist device;
- (c) Epinephrine auto-injection administration;
- (d) Naloxone administration via auto-injector and intranasal route;
- (e) Transport of a central/peripheral intravenous access without an infusion;
- (12) Shock and resuscitation;
- (13) Trauma, to include:
 - (a) Care and transportation of a trauma patient;
 - (b) Helmet removal;
 - (c) Trauma triage determination pursuant to rule [4765-14-02](#) of the Administrative Code.
- (14) Special patient populations;
- (15) Two hours on identifying and interacting with individuals with dementia;
- (16) EMS operations;
- (17) Clinical experience, to include:
 - (a) At least ten hours devoted to combined hospital and prehospital clinical internship;
 - (b) At least ten patient assessments to include one pediatric patient assessment.

(B) An accredited institution offering an EMS training program as set forth in paragraph (B) of this rule, shall provide for regular written and practical evaluations of student performance and achievement throughout the course of the program. Evaluations shall include a comprehensive written examination and an examination of practical skills, prior to issuance of a certificate of completion.

(C) An emergency medical technician refresher program shall consist of thirty hours according to the "Emergency Medical Technician Refresher Training Program" education standards approved by the board for the number of hours listed in each of the following subject areas:

- (1) Seven hours on trauma issues;
- (2) Six hours on pediatric issues;
- (3) Six hours on medical emergencies;
- (4) Two hours on geriatric issues;
- (5) One hour on identifying and interacting with individuals with dementia;
- (6) Two hours on cardiology;
- (7) Two hours on airway and ventilation to include education of positive pressure ventilation devices;
- (8) Two hours on EMS operations;
- (9) Two hours on obstetrics and gynecology.

(D) An accredited or approved institution offering a refresher program, outlined in paragraph (D) of this rule, shall provide for regular evaluation of student performance and achievement through written and practical examinations, prior to issuance of a certificate of completion.

Last updated January 2, 2024 at 9:22 AM

Supplemental Information

Authorized By: [4765.11](#)

Amplifies: [4765.16](#), [4765.162](#)

Five Year Review Date: 8/1/2028

Prior Effective Dates: 2/6/2012, 10/18/2013, 6/15/2018



EMS Program Requirements Handbook
Acknowledgement Form with Contact Information

Student Name: _____ ID#. _____
(please print)

Address: _____ Phone: _____
_____ Cell: _____

I have read and understand the program handbook for Edison State Community College's EMS Program. I have asked questions necessary regarding the handbook.

Failure to comply with the requirements listed in the handbook may result in a delay in progression through the program until requirements are met, or removal from the program. I acknowledge and agree that I will adhere to the rules in the handbook. I knowingly and voluntarily signed this document.

(Signature) Date: _____

This page intentionally left blank.

APPENDIX A

FACULTY AND STAFF

Kris Alexander, B.S., Paramedic, FESI II

Assistant Professor
EMS Program Director
Office: (937) 381-1549
kalexander1150@edisonohio.edu

Heidi Jones, ABA, Paramedic, FESI II

Adjunct Faculty
Lead EMT Instructor
Phone: (937) 478-4791
hjones5@edisonohio.edu

Chad Garver, B.A., Paramedic, FESI II

Adjunct Faculty
Lead EMT Instructor
Phone: (937) 657-2376
cgarver2@edisonohio.edu

Eric Henry, AAS, Paramedic, FESI II

Adjunct Faculty
Clinical Coordinator
Phone: (937) 626-0886
ehenry@edisonohio.edu

APPENDIX B

Edison State Community College EMS Program Drug Screen Policy

Education of health profession students at Edison State Community College requires collaboration between the college and clinical agencies. In order to provide quality clinical experiences, many clinical affiliation agreements require drug screen testing. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting. Therefore, it is the policy of Edison State Community College that students enrolled in the EMS programs submit to drug testing upon the request of the clinical site.

“Drug test” or “test” means any chemical, biological, or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personnel.

Students enrolled in the EMS programs at Edison State Community College must abide by the program’s drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first EMS course. EMS students are subject to drug screening as follows:

- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the EMS program.

I. PRE-CLINICAL SCREENING

1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
2. Drug screening will be scheduled by course faculty who will notify students of when to report to Upper Valley Medical Center Occupational Health for the drug screen.
3. The drug screen fee is the responsibility of the student and is to be paid directly to UVMC Occupational Health.
4. Any student failing to report for screening at the designated time must complete testing with UVMC Occupational Health within 24 hours of that date or submit documentation of extenuating circumstances to the Dean of Health Sciences & Technical Education. The Dean of Health Sciences & Technical Education will make a determination as to acceptance of the documentation and approval for rescheduling.

II. REASONABLE SUSPICION SCREENING

1. Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the EMS program and/or clinical agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
 - a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands;

persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.

Appendix A: Drug Screen Policy (Rev. 7/2020)

- b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness, or deterioration in performance;
 - c. Evidence of tampering with a drug test;
 - d. Information that the individual has caused or contributed to an incident in the clinical agency;
 - e. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the EMS program.
 - f. Odor of Alcohol:
2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Dean of Health Sciences & Technical Education who will determine if there is reasonable suspicion to screen the student. If the Dean of Health Sciences & Technical Education is not available the faculty member will contact the Sr. Vice President for Academic Affairs who will determine if there is reasonable suspicion to screen the student.
If the decision is made to screen the student the Dean of Health Sciences & Technical Education or Sr. Vice President for Academic Affairs will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the designated lab. A student's failure to consent to the screening will result in immediate dismissal from the EMS programs. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.
 - a. Students will be informed of the screening results by the Dean of Nursing and EMS Programs.
 - b. The drug screen fee will be the responsibility of the college.

III. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED or DILUTE SPECIMENS CONSIDERED POSITIVE.

Definition of a positive test: A positive drug test is defined as "The presence in the test sample of illegal drugs and/or metabolites, or of prescriptions drugs and metabolites for which the student does not have a current prescription" at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those drugs detected. A breath alcohol test result of 0.04 or greater alcohol concentration is considered a positive test.

1. Failure to complete drug screening, a report of 2 dilute specimens, or confirmation of a positive result as specified in sections I and II above will result in immediate dismissal from the EMS program and a grade of "F" will be reported for the currently enrolled course. A student dismissed from the program as a result of noncompliance with the drug screen policy may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program. Documentation of successful completion must be sent directly to the Dean of Health Sciences & Technical Education by the substance abuse program. Results of a drug screen completed one month prior to the petition for readmission must also be received by the Dean of Health Sciences & Technical Education from Upper Valley Medical Center.
2. If a positive drug test result is confirmed, the Dean of Health Sciences & Technical Education will submit a report of the student's violation of Edison State Community College's Student Code of Conduct. To be considered for readmission to the EMS program the student must satisfy all corrective actions as specified by the Non-Academic Misconduct Procedure.

Appendix A: Drug Screen Policy (Rev. 7/2020)

IV. STUDENT DRUG SCREEN PROCEDURES

1. Policies and procedures related to drug screen testing at UVMC will be followed which includes submission of a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures.
3. Urine specimens will be screened for ten (10) classes of drugs as per the standard 10 panel pre-employment test.
4. Drug detection through urine drug testing is related to the quantity of metabolites present in the urine. A dilute specimen is invalid for determining the absence of drugs in a specimen. If the Dean of Health Sciences & Technical Education is notified of a dilute specimen that is negative, the student will be contacted and must repeat the drug screen within a specified timeframe (generally 48 hours) and at his/her own expense. The student will be requested to refrain from drinking excessive amounts of fluid prior to testing. If a second "dilute" is reported, the drug screen will be considered positive.
5. Positive screens will be confirmed by the Medical Review Officer at UVMC.
6. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test.
7. All drug screen results will be sent to the Dean of Nursing and Health Sciences.

V. CONFIDENTIALITY

The Dean of Health Sciences & Technical Education of the EMS Program will receive all test results. Confidentiality of the test results will be maintained with only the Dean of Health Sciences & Technical Education, the EMS Academic Project Specialist, and the student having access to the results with the exception of legal actions which require access to test results or upon the request of clinical agencies for the purpose of clinical placement.

VI. CONSENT

Each EMS student is required to sign a statement indicating that he or she has received a copy of the drug testing policy and consents to provide urine specimen(s) for the purpose of analysis. If the EMS student is under eighteen (18) years of age, the EMS student's parent or legal guardian must sign the drug testing consent form in addition to the EMS student. The original signed consent form will be maintained in the student's file in the Health Sciences Office.

APPENDIX C

WAIVER OF LIABILITY

The Emergency Medical Services Department of Edison State Community College and noncredit teaching and training programs (herein "College"), in making available its or other selected facilities, training grounds, equipment, faculty and its staff, and in its provision of an opportunity to learn on the part of its students and other invitees assumes no liability for the suitability or condition of its or other selected facilities, training grounds, or equipment, or for the competency of its staff, or for the quality and content of its educational services. The members of the COLLEGE, its trustees, officer, staff and the faculty/Instructors/staff with the college or otherwise employed by the COLLEGE, in their personal and representative capacity, assume no liability for and shall be indemnified and held harmless for any claims, demands or suits of any nature, kind or description whatsoever, including, but not limited to claims for direct, indirect or consequential damages, acts of god, or any types costs and expenses, for or on account of any loss or damage to property owned or possessed by any student or other invitee or any injury to any student or invitee which may result from any cause, including but not limited to, the condition and operation of COLLEGE facilities, training grounds, and equipment, or the condition and operation of any other selected facilities, training grounds and equipment, and the acts or omissions of members of its staff or the acts or omissions of other students or invitees. Student or invitee hereby authorizes the COLLEGE to seek emergency medical assistance on his or her behalf, as necessary, and agrees to pay for any and all medical expenses incurred on his or her behalf. Student or invitee shall indemnify and hold harmless the COLLEGE for any and all such emergency medical expenses and for any claims related to the aid rendered to the student or invitee by the COLLEGE or its faculty, staff, or Instructors during any such emergency situation. By signing this document, the student or invitee hereby voluntarily acknowledges that he or she understands and accepts the above terms as a condition of the student or invitee's participation in this COLLEGE sponsored event, training, class, use of any State property or equipment or other circumstance as described in paragraph one of this waiver and that any such participation in the aforementioned activities may involve difficult, strenuous and dangerous physical activities to be undertaken by the student or invitee and that the student or invitee expressly assumes all of the risks associated with such activities. The student or invitee further expressly agrees not to bring a suit for damages against the COLLEGE, its trustees, officers and employees or The State of Ohio, any independent contractors based upon any of student or invitees liabilities they waived in this document. This document constitutes the complete agreement between the parties.

Print Full Name and Student ID # Student or Invitee Signature Date

To be completed by Student or Invitee (Please Print):

NAME _____ Student ID # _____

Address _____ City _____

State _____ Zip Code _____ Home Phone: _____

Emergency Contact _____ Phone: _____

Witness _____ Date _____

This page intentionally left blank.

APPENDIX D

EDISON STATE COLLEGE Health Sciences- LAB Safety Agreement

- **No** lab procedures shall be done without an instructor in the room.
- **No** injections or venipuncture shall be done without an instructor actively observing.
- **No** tests or procedures shall be performed by a student who has missed the introductory lecture and instructions until approved by the instructor, and the package insert has been read (if applicable).
- **No** supplies shall leave the building and/or lab room without permission from the instructor.
- **All** instructions for procedures and use of equipment are to be followed precisely.
- **All** equipment is to be properly cleaned and cared for.
- **All** electrical plugs shall be unplugged at the conclusion of each lab day, unless otherwise instructed.
- Appropriate personal protective equipment (PPE) will be utilized during lab activities.
- **Any** and all mishaps, injuries, and/or errors are to be reported to the instructor immediately.

The student shall pursue follow up care outlined in the Accidental Exposure Follow-up Plan and be responsible for payment of such treatment.

Unsafe practices can lead to termination from the program. (See Handbook.)

I have read the Standard Precautions Program, the Exposure Control Plan and the Lab Safety Agreement. These policies will be strictly followed.

I, _____, have read the above stated laboratory policies. They have been explained and any questions have been answered to my satisfaction. I agree to abide by these laboratory rules and fully understand the possible consequences of my failure to do so.

Student Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

I, _____, wish to participate in all laboratory activities including but not limited to: venipuncture, finger puncture, electrocardiograms, vital signs, visual acuities, injections, **with the following exceptions due to my physician's orders –**

(Please provide a written statement from your physician with your specific limitations.)

Student Signature: _____ Date: _____

Witness: _____ Date: _____

APPENDIX E

STANDARD PRECAUTIONS PROGRAM

Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

Standard Precautions

Standard Precautions are a method of infection control in which all human blood and human body fluids are treated as if known to be infectious and harmful to you. In this way, you can protect yourself from being unknowingly infected simply by being informed and following the proper guidelines.

You need to be concerned with Standard Precautions because you could needlessly expose yourself to an infectious, and possibly even fatal, disease. Remember: **Consider all blood and body fluids as potentially infectious.** Use appropriate barrier precautions routinely. They should be standard for all patients.

Steps for Prevention

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used.

Protective Barriers/Personal Protective Equipment (PPE)

- **Wear Gloves:**
 - When touching blood or body fluids, mucous membranes, or non-intact skin of any individual.
 - When handling items or surfaces soiled with blood or body fluids.
 - During invasive (body-entering) procedures
- **Wear Gowns:**
 - During procedures or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.
- **Wear Masks and Protective Eyewear:**
 - During procedures or clean-up processes that are likely to generate droplets or splashes of blood or body fluids.

Disposal of Biohazard Material

- Any item that has been contaminated with blood or body fluids is considered biohazardous and shall be disposed of into appropriate biohazard containers. PPE must be worn when handling biohazard materials.
- Needles, broken glass, capillary tubes, etc., shall be disposed of into puncture-proof “sharps” containers.

- Tubes shall be disposed of into “sharps” or other puncture-proof biohazard containers.

Prevention

- **Hand Washing:**
 - Wash hands routinely.
 - Use antiseptic soap or cleansers.
- **Injury Prevention:**
 - Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in Sharps Management System container.
 - To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
 - Use extra caution when working in, around or with sharp objects, instruments or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools, and equipment.

ON CAMPUS—If an accident or any spill/mess of blood or body fluid occurs:

1. Immediately notify your instructor.
2. Complete and file Exposure Incident Report Form.
3. When required to clean up a spill, only do so with a spill kit following the instructions provided.

OFF CAMPUS (At Clinical Site)—If an accident or any spill/mess of blood or body fluid occurs:

1. Immediately notify the Clinical Preceptor/ Clinical Instructors/ or other Clinical Personnel.
2. Complete and file Exposure Incident Report Form (EDISON STATE COMMUNITY COLLEGE) and any other necessary paperwork required by the clinical site.
3. Provide copy of the incident report to your instructor.

Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.

STANDARD PRECAUTIONS PROGRAM

Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

Signature Sheet

I have read, had the opportunity to have my questions answered, and understand the Standard Precautions & Biohazard disposal protocol in this paper. I agree to use Standard Precautions, properly dispose of biohazard material, and use personal protective equipment during clinical and internship courses.

Signature

Date

APPENDIX F

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with in 6 total attempts. After a student takes 3 attempts they will need to contact the program director to complete a refresher program, after completion of the refresher program 3 more attempts can be gained. 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take in the class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

- (1) The passing score for the written portion of the examination shall be determined by the NREMT.
- (2) The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.
- (3) The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.
- (4) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

By signing below, you are acknowledging these steps and that if you have further questions you will ask the program director.

Student name Print _____

Student signature _____

APPENDIX G

JOB EXPECTATIONS AND KNOWN RISK OF PROFESSION

U.S. Bureau of Labor Statistics: EMTs and Paramedic Summary

In emergencies, EMTs and paramedics are dispatched by a 911 operator to the scene, where they often work with police and firefighters.

Summary

Quick Facts: EMTs and Paramedics	
<u>2021 Median Pay</u>	\$36,930 per year \$17.76 per hour
<u>Typical Entry-Level Education</u>	Postsecondary nondegree award
<u>Work Experience in a Related Occupation</u>	See How to Become One
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2021</u>	261,000
<u>Job Outlook, 2021-31</u>	7% (As fast as average)
<u>Employment Change, 2021-31</u>	17,900

What EMTs and Paramedics Do

EMTs and paramedics assess a patient's condition and administer emergency medical care. Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People's lives often depend on the quick reaction and competent care provided by these workers.

EMTs and paramedics typically interact with other public safety and support personnel. For example, a [911 operator](#) sends EMTs and paramedics to the scene of an emergency, where they often work with [police](#) and [firefighters](#).

Duties

EMTs and paramedics typically do the following:

- Respond to calls for medical assistance, such as at the scene of a car accident in which someone is injured
- Assess people's condition and determine what treatment, if any, is needed
- Provide treatment, such as first aid or life support care, to sick or injured patients
- Prepare patients for and safely transport them to the emergency department of a hospital or other healthcare facility
- Document and report observations and any treatment provided, to physicians, nurses, or other healthcare staff
- Inventory and replace medical supplies and clean equipment after use

When transporting a patient in an ambulance, one EMT or paramedic may drive the ambulance while another monitors the patient's vital signs and provides emergency medical care. Some paramedics work as part of a helicopter's or an airplane's flight crew to transport critically ill or injured patients to a hospital.

In addition to transporting patients from the scene of an emergency, EMTs and paramedics transfer patients from one medical facility to another. Some patients may need to be transferred to a hospital that specializes in treating their particular injury or illness or to a facility that provides long-term care, such as a nursing home.

EMTs and paramedics must decontaminate the interior of an ambulance after treating a patient who has a contagious disease. They also may need to report the case to the proper authorities.

The specific responsibilities of EMTs and paramedics depend on their level of certification and the state in which they work. EMTs and paramedics sometimes begin with emergency medical responder (EMR) certification and advance to other levels of certification as they gain competency. The following are some of the duties at each of these EMT or paramedic certification levels.

An **EMT**, also known as an EMT-Basic, cares for patients at the scene of an incident and while taking patients by ambulance to a hospital. An EMT has the skills to assess a patient's condition and to manage emergencies such as those related to respiratory, cardiac, or trauma incidents.

An **Advanced EMT**, also known as an EMT-Intermediate, has completed both requirements for the EMT-Basic level and instruction that allows them to perform more advanced medical procedures, such as administering intravenous fluids and some medications.

Paramedics provide more extensive prehospital care than do EMTs. In addition to doing the tasks of EMTs, they are able to administer a wider range of medications, such as through intravenous methods. Paramedics also perform advanced airflow management and interpret electrocardiograms (EKGs)—which monitor heart function—and other types of equipment. The specific task or procedures EMTs and paramedics are allowed to perform vary by state.

Work Environment

Emergency medical technicians held about 163,400 jobs in 2021. The largest employers of emergency medical technicians were as follows:

Other ambulatory healthcare services	47%
Local government, excluding education and hospitals	25
General medical and surgical hospitals; private	15
General medical and surgical hospitals; local	3
Administrative and support and waste management and remediation services	2

Paramedics held about 97,600 jobs in 2021. The largest employers of paramedics were as follows:

Ambulance services	41%
Local government, excluding education and hospitals	34
General medical and surgical hospitals; private	13
General medical and surgical hospitals; local	4
Administrative and support and waste management and remediation services	2

These employment data exclude volunteer EMTs and paramedics, who share many of the same duties as paid EMTs and paramedics.

EMTs and paramedics work both indoors and outdoors, in all types of weather. Their work is physically strenuous, and they spend much of their time standing or moving. Their work also may be stressful, especially when it involves life-or-death situations. Some paramedics must fly on helicopters or airplanes as part of an air ambulance flight crew.

Injuries and Illnesses

EMTs and paramedics spend considerable time kneeling, bending, and lifting while caring for and moving patients. They may be exposed to serious diseases and viruses, such as HIV. EMTs and paramedics may reduce the risk of injury and illness by following proper safety procedures, such as waiting for police to clear an area in violent situations or wearing a mask and gloves while working with a patient.

Work Schedules

Most EMTs and paramedics work full time. Some work more than 40 hours per week. Because EMTs and paramedics must be available to work in emergencies, their schedules may vary to include nights, weekends, and holidays. Some EMTs and paramedics work extended shifts, such as ones lasting 12, 18, or 24 hours.

How to Become an EMT or Paramedic

Emergency medical technicians (EMTs) and paramedics typically complete a postsecondary educational program. All states require EMTs and paramedics to be licensed in the state in which they work; requirements vary by state.

Education

High school students interested in becoming EMTs or paramedics should take courses in life sciences and consider becoming certified in cardiopulmonary resuscitation (CPR). Some high schools offer EMT training through vocational or technical education programs.

EMTs typically need to complete a postsecondary education program to enter the occupation. Program applicants usually need a high school diploma or equivalent and certification in CPR and basic life support (BLS). However, program entry requirements vary by state.

Most EMT programs lead to a nondegree award. They vary in length but typically take less than 1 year for EMT-Basic certification and up to 2 years for EMT-Intermediate certification. Programs are offered by technical institutes, community colleges, universities, and facilities that specialize in emergency care training. Some instruction may take place in a hospital or ambulance setting.

EMT-Basic programs cover topics such as assessing patients' conditions, handling emergencies, and using field equipment. Programs that do not require BLS and CPR certification prior to admission include instruction that leads to those certifications as part of the program. EMT-Intermediate programs require additional instruction for advanced skills, such as using complex airway devices, intravenous fluids, and some medications.

Paramedic postsecondary programs require applicants to have EMT-Intermediate certification. Most programs at community colleges typically lead to a nondegree award or an associate's degree. Some programs are offered by 4-year universities and lead to a bachelor's degree. Paramedic programs include courses such as anatomy and physiology, EKG interpretation, and maintaining airflow. They typically include supervised field experience.

The Commission on Accreditation of Allied Health Education Programs offers a list of accredited programs for paramedics.

Licenses, Certifications, and Registrations

The [National Registry of Emergency Medical Technicians](#) (NREMT) certifies EMTs and paramedics at the national level. All levels of NREMT certification—including EMT-Basic, EMT-Intermediate, and paramedics—require completing an approved education program and passing the written national exam. EMT-Intermediates and paramedics have a higher level of skill and must complete an additional hands-on component to complete their certifications.

All states require EMTs and paramedics to be licensed; requirements vary by state. Most states require candidates to have NREMT certification, but others require passage of an equivalent state exam. States also may have other requirements for licensing, such as a minimum age and passing a background check.

Employers typically require job candidates to have a driver's license and may prefer that they have ambulance driver certification.

Important Qualities

Communication skills. EMTs and paramedics must listen to patients describe their injuries and illnesses and to dispatchers and others conveying information. They also need to provide clear instruction and explain procedures.

Compassion. EMTs and paramedics must be able to provide care and emotional support to patients who may be in life-threatening situations or under extreme mental distress.

Interpersonal skills. EMTs and paramedics must be able to coordinate activities with other members of their team. They also interact with a variety of people when responding to calls for assistance.

Physical strength. EMTs and paramedics must be comfortable bending, lifting, and kneeling over the course of their shift.

Problem-solving skills. EMTs and paramedics must evaluate patients' symptoms and determine the appropriate treatment.

Advancement

With additional education, paramedics may transfer into other healthcare occupations. For example, paramedic-to-RN programs offer an accelerated pathway to becoming a [registered nurse](#).

Pay

The median annual wage for emergency medical technicians was \$35,470 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$23,620, and the highest 10 percent earned more than \$47,580.

The median annual wage for paramedics was \$46,770 in May 2021. The lowest 10 percent earned less than \$34,420, and the highest 10 percent earned more than \$74,200.

In May 2021, the median annual wages for emergency medical technicians in the top industries in which they worked were as follows:

General medical and surgical hospitals; private	\$36,590
Local government, excluding education and hospitals	36,400
Administrative and support and waste management and remediation services	36,350
General medical and surgical hospitals; local	30,550
Other ambulatory healthcare services	30,160

In May 2021, the median annual wages for paramedics in the top industries in which they worked were as follows:

General medical and surgical hospitals; private	\$47,000
Local government, excluding education and hospitals	46,950
Ambulance services	46,660
General medical and surgical hospitals; local	46,460
Administrative and support and waste management and remediation services	37,230

Most EMTs and paramedics work full time. Some work more than 40 hours per week. Because EMTs and paramedics must be available to work in emergencies, their schedules may vary to include nights, weekends, and holidays. Some EMTs and paramedics work extended shifts, such as ones lasting 12, 18, or 24 hours.

Job Outlook

Overall employment of EMTs and paramedics is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations.

About 20,000 openings for EMTs and paramedics are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Employment

Emergencies, such as car crashes, natural disasters, drug abuse incidents, and acts of violence, will continue to require the skills of EMTs and paramedics.

Growth in the middle-aged and older population will lead to an increase in age-related health emergencies, such as falls, heart attacks, and strokes. This increase, in turn, will support demand for EMT and paramedic services.

Employment projections data for EMTs and paramedics, 2021-31

Occupational Title	SOC Code	Employment, 2021	Projected Employment, 2031	Change, 2021-31		Employment by Industry
				Percent	Numeric	

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

Emergency medical technicians and paramedics	29-2040	261,000	278,900	7	17,900	Get data
Emergency medical technicians	29-2042	163,400	174,800	7	11,400	Get data
Paramedics	29-2043	97,600	104,100	7	6,400	Get data

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook handbook, EMTs and Paramedics, on the Internet at <https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm> (visited June 2023).