



NWCT.EMS.RESOURCES



EMR Student Orientation Packet

Welcome!

Thank you for choosing NWCT for your course. Our staff is available and willing to help you throughout this course and your testing process. Your success is our success. So please let us know when you need assistance and guidance. We want you to work at your own pace, but we will monitor your progress. Please stay in contact and we will work with you as best we can.

Please read the following information closely. If you have any questions or concerns, please contact the course facilitator, Susan Martin via email at susan.martin@nwctemsresources.com or by phone at 325-234-5285.

Your program director is Eddie Martin. He can be reached via email at eddie.martin@nwctemsresources.com or by phone at 325-226-4808 should you require his assistance as well.

Sign and complete the appropriate areas and email it back to us along with a copy of your BLS CPR card to registration@nwctemsresources.com.

Course Policies and Procedures

GENERAL EXPECTATIONS

The student will display a professional attitude throughout the entire course. Students will show respect for all other persons associated with the course. Discrimination to any fellow student, facilitator, and patient, patient's family or friends based on a person's national origin, race, color, creed, religion, sex, sexual preference, age, physical or mental disability, or economic status will be grounds for removal from the course.

STUDENT CONDUCT

Skills Sessions:

To ensure a productive learning environment, students are always expected to behave in a professional manner. The classroom setting is not the environment for political, moral, or controversial topics, which may disrupt the classroom or clinical setting. Any student behaving in a manner the facilitator feels is inappropriate or disruptive will be dismissed from the skills session and will not be allowed to return until such time the student, instructor, facilitator, and program director resolve the issue. The meeting and its outcome will be documented. If the issues are of a nature the student is found to be at fault, the student is placed on probation. Any similar actions in the future will be grounds for dismissal from the course. The use of alcohol will not be tolerated prior to or during sessions. Tobacco use of any kind will not be permitted during the sessions. Drinks and snacks will be acceptable. The instructor will allow periodic breaks during the session.

Confidentiality:

The student's experiences during the clinical time are strictly confidential. Any information regarding the patient, to include but not limited to name, diagnosis, and prognosis are not to be discussed with family, bystanders, media, or any other non-medical personnel. Policies and procedures of the hospital, EMS, or the class will also be treated with the same confidentiality. As a rule-of-thumb, the student should not discuss any clinical issue with persons other than the facilitators, program director, preceptor, or other students. Student discussions amongst each other in the clinical setting will be such that confidentiality is maintained. A breach of confidentiality is grounds for dismissal from the course.

PRE-COURSE ASSIGNMENTS

All students will complete the pre-assessments through Platinum Education before accessing the course work. These assessments are not pass or fail but simply assessing the student's individual strengths and weaknesses.

EXIT EXAMS

At the conclusion of the course, each student is expected to return to Platinum Education for a series of exit exams. All exams must receive a passing grade of 75% or higher to receive a course completion. If exams are not passed the first time, remediation will be offered at the course facilitator and program directors discretion. Students may get a second attempt once remediation is completed.

ATTENDANCE

Class Session:

Students are expected to attend each session scheduled. Be on time and ready for the session. Extenuating circumstances will be considered; however, the course program director's decision is final. Any student who leaves during the session without instructor approval will be counted absent. If the student has a need to leave, it will be the instructor's prerogative to excuse the absence. The instructor will relay the reason the student left to the facilitator and/or program director. The program director will have the option to overrule the instructor's decision. The state of Texas requires that a student complete a minimum number of skills hours. If a student has not been able to complete the minimum number of skills hours, they will not receive a certificate of completion. Make up sessions may be scheduled at the discretion of the course facilitator and/or program director. Excessive absences are justification to be dropped from the course.

Personal Hygiene:

Students shall ensure that they are clean-shaven and showered as necessary. Those students with beards or mustaches shall keep them well groomed. The student's hair will be worn in such a manner that it will not hang down. Long hair can be a contaminant and a safety hazard. The students with tattoos shall keep them covered. Any body piercing shall be removed during clinical. Students that fail to follow the rules concerning proper hygiene will forfeit the clinical for that day and must meet with the program director / course facilitator prior to attending any future clinical. Continued violation of the rules concerning proper dress and hygiene will cause the student to be dismissed from the course.

Reading Assignments and Objectives:

Reading the chapter prior to viewing the virtual lecture is required. Although some courses are designed for the student to work at their own pace, there are guidelines and benchmarks that should be met. Such as the midterm should be taken halfway through the allotted time for the course. A thorough understanding of each chapter should be accomplished before taking the quiz and advancing the next chapter. Your progress will be monitored by the class facilitator and the class program director. If at any time they become concerned about the rate of completion, the student will be contacted and any concerns should be addressed at that time. NWCT wants each student to be successful.

Grading:

Students will be expected to maintain an overall average of 75% throughout the course. Should the student fail to maintain this grade, he/she will be notified immediately. The student will be counseled to determine the reason for the decline in grades. Should the student receive another grade below 75% after being counseled, they will receive a written response from the course facilitator. The student must have a 75% grade average to pass the course and be approved to take the National Certification written evaluation.

STUDENT WITHDRAWAL

If for any reason the student must withdraw from the class, provide this notice in writing to the course facilitator.

GRIEVANCE POLICY

Anytime the student wishes to file a grievance, it shall be in writing and given directly to the program director. It will be the responsibility of the course program director to provide a written response to the student within 7 days of receiving the grievance.

The course offered is designed to provide the student with didactic and clinical skills necessary to provide prehospital emergency care. The student must always remember the rules presented are designed to maximize the learning opportunity. Emergency care is serious business and the student must conduct themselves accordingly.

STUDENT AGREEMENT

I, _____, hereby acknowledge that I have read the Course Policies and Procedures. I have had the opportunity to have them explained and clarified. I acknowledge that I understand and agree to abide by them. Furthermore, I understand that violation of the policies and procedures may result in being dismissed from the class

Student Signature: _____ Date: _____

NWCT Representative Signature: _____ Date: _____

EMS Functional Position

Introduction

We are providing the following position description for EMR, EMT, and AEMT. This should guide you when giving advice to anyone who is interested in understanding what qualifications, competencies and tasks are required at these levels.

Qualifications:

Successfully complete a Texas Department of State Health Services approved course. Verification of skills proficiency and achievement of a passing score on the written certification examination.

Must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to be unaffected by loud noises and flashing lights; ability to function efficiently throughout an entire work shift without interruption; ability to calculate weight and volume ratios and read small print, both under life threatening time constraints; ability to read English language manuals and road maps; accurately discern street signs and address numbers; ability to interview patient, family members, and bystanders; ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient. Good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to work in low light and confined spaces.

COMPETENCY AREA

EMR Emergency Medical Responder

Must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the DOT/First Responder Training Course and the FEMA document entitled "Recognizing and Identifying Hazardous Materials", and to include curricula on aids to resuscitation, blood pressure by palpation and auscultation, oral suctioning, spinal immobilization, patient assessment, and adult, child, and infant cardiopulmonary resuscitation. The automated external defibrillator curriculum is optional.

EMT Emergency Medical Technician

Must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT curriculum and the FEMA

document entitled "Recognizing and Identifying Hazardous Materials". EMT 1994 curriculum includes, automated external defibrillator, epinephrine auto-injector and inhaler bronchodilators.

AEMT Advanced Emergency Medical Technician

Must demonstrate competency handling emergencies utilizing basic and advanced life support equipment appropriate for this skill level and skills in accordance with all behavioral objectives in the DOT/AEMT curriculum and FEMA document entitled "Recognizing and Identifying Hazardous Materials". An individual qualifies as an advanced emergency medical technician if the individual is certified as minimally proficient to provide emergency prehospital care by initiating under medical supervision certain procedures, including intravenous therapy and endotracheal or esophageal intubation.

DISABILITY POLICY

The Texas Department of State Health Services, Office of EMS/Trauma Systems Coordination offers the following recommendations regarding the EMT program application process:

It is recommended that all applicants to EMT programs complete an aptitude test battery (e.g. General Aptitude Test Battery (GATB), Differential Aptitude Test (DAT) and a standardized achievement measure (e.g. Woodstock Johnson-Revised Tests of Achievement; Wide Range Achievement Test-Revised). Such measures assess many of the capacities and abilities necessary to competently perform the responsibilities of the EMT such as: general learning ability; verbal, numerical and spatial ability; form and clerical perception; motor coordinator, finger and manual dexterity; eye-hand-foot coordination; color discrimination. In instances where test batteries are not administered prior to admission to EMT training programs, DSHS recommends that such tests be administered at appropriate times as determined by training program policies. It is also recommended that vocational counselors be available to applicants to interpret the results of the testing and provide guidance in terms of the advisability of proceeding with the EMT training program.

EMS CERTIFICATION TESTING POLICY

Skills Proficiency Verification

A candidate must demonstrate proficiency in all skills prior to course completion. Program approved skills sheets and grading criteria shall be used.

Written Examination

A candidate must achieve a passing grade on the National Registry certification examination,

Emergency Medical Responder

Functional Job Analysis

Responds to emergency calls to provide educated, efficient, and immediate care to the critically ill and injured, and transports the patient to the closest appropriate medical facility. After receiving the call from the dispatcher, drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. Observes traffic laws, ordinances, and regulations concerning emergency vehicle operation.

Upon arrival at the scene of crash or illness, parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMR will also 'size-up' the scene to determine that the scene is safe, the mechanism of injury or nature of illness, total number of patients and to request additional help if necessary. In the absence of law enforcement, creates a safe traffic environment, such as the placement of road flares, removal of debris, and re-direction of traffic for the protection of the injured and those assisting in the care of injured or ill patients.

Determines the nature and extent of illness or injury and establishes priority for required emergency care. Renders emergency medical care to adult, infant and child, medical and trauma patients based on assessment findings. Duties include but are not limited to, opening and maintaining an airway, ventilating patients, and cardiopulmonary resuscitation, including use of automated external defibrillators. Provide Pre-hospital emergency medical care for the simple and multiple system trauma such as controlling hemorrhage, treatment of shock (hypo perfusion), and bandaging wounds. Medical patients include: Assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies, and suspected poisonings. Search for medical identification emblem as a clue in providing emergency care. Additional care is provided based upon assessment of the patient and obtaining historical information.

Reassures patients and bystanders by working in a confident, efficient manner. Avoids mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized extrication unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

Complies with regulations on the handling of the deceased, notifies authorities, and arranges for protection of property and evidence at scene.

Lifts stretcher, place in ambulance and see that the patient and stretcher are secured, continues emergency medical care.

From the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities, determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. Reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported, and the destination to assure prompt medical care on arrival. Identifies assessment findings and communicate with medical direction for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

Constantly assesses patient in-route to emergency facility, administers additional care as indicated or directed by medical direction and/or protocols.

Assists in lifting and carrying the patient out of the ambulance and into the receiving facility.

Reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene and in transit to the receiving facility staff for purposes of records and diagnostics. Upon request, provides assistance to the receiving facility staff.

After each call, restocks and replaces used linens, blankets and other supplies, cleans all equipment following appropriate disinfecting procedures, makes careful check of all equipment so that the ambulance is ready for the next run.

Maintains ambulance in efficient operating condition. Ensures that the ambulance is clean and washed and kept in a neat orderly condition. In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.

Determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service.

Attends continuing education and refresher training programs as required by employers, medical direction, licensing or certifying agencies.

EMR Functional Position Signature Page

I, _____, hereby acknowledge that I have received and read the EMR Functional Position. I have had the opportunity to any questions or concerns addressed by the course facilitator.

(Printed Name)

(Signature)

(Date)