

NAME: _____

START DATE: _____

END DATE: _____

EMERGENCY MEDICAL TECHNICIAN

EMST 0000 Emergency Medical Technician Program Orientation



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Advisement Hours: Before or after class, or by appointment

Introduction

Welcome to the Emergency Medical Technician program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu), or in Student Services.

Program Description

The Emergency Medical Technician program prepares students for employment as emergency medical technicians and/or firefighters. Students will learn patient assessment, bandaging and splinting, use of the AED, patient-assisted medication administration, airway management, bleeding control, managing environmental emergencies, and handling emergency childbirth.

Through partnerships with the Layton City Fire Department, Davis Hospital, Lakeview Hospital, North Davis Fire District, and South Davis Community Hospital, Davis Tech is able to provide an exceptional training experience to students.

Program Objectives

Students will practice through hands-on experience, instructional videos, information sheets, and competency tests. Upon completion of this program or a given certificate, students will have received specialized training as an Emergency Medical Technician. Students will learn and apply the following while enrolled in the Emergency Medical Technician program:

- Recognize the nature and seriousness of a patient's condition or extent of injuries to assess requirements for emergency medical care
- Administer appropriate emergency medical care based on assessment findings of the patient's condition
- Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury
- In a mass casualty incident, perform triage
- Perform safely and effectively the expectations of the job description

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability

- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

Advisement

Teacher advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. These meetings are used for you and the coordinator to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System.
- Review performance and attendance.
- Define and clarify training and career goals.
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior and communication.
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success.

Scheduling

Courses in this program have a Defined-start/Defined-end schedule. Students in this program begin and end courses on designated start/end dates.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL:

<https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Performance Standards

Attendance

You are required to attend all scheduled classes. If for some reason you are unable to attend a class (illness, etc.), you must make arrangements with the course coordinator to make up the material missed. You are responsible to have at least 120 hours of documented class time.

Break Periods

During "classroom" sessions, 10-minute breaks will be provided approximately each hour.

Progress

Progress will be monitored throughout the class. You will receive notice from the course coordinator after each test. It is your responsibility to maintain the required level of testing and pass offs to receive recommendation for state certification.

Testing

You must have a class average of 80% on written tests to be recommended for National Registry Testing. All practical testing will be given a pass/fail score. You will have two attempts to pass all practical testing. If you are unable to pass after two attempts, you will not be recommended for National Registry testing.

At the conclusion of the course, you must successfully complete the National Registry written examination. This exam is proctored off site at a Pearson Vue location. It is a computer adaptive test and is graded on a pass/fail basis. You will be allowed six attempts to pass this test with remediation hours required between attempt three and four. In the event that you fail the test six times, you will be required to complete another Emergency Medical Technician course in order to certify. The student is responsible for all application, testing and certification fees.

A practical examination consisting of National Registry skills stations will be administered in the classroom and proctored by a National Registry representative. The examination is also administered on a pass/fail basis. Up to two attempts on the same testing day are allowed based upon National Registry rules. Additional attempts are allowed after the successful completion of remediation hours. The student is responsible for all application, testing and certification fees.

Grading

You will receive a grade for each course, and the assignments and activities that will be used to calculate your grade will vary according to the course. The specific details for each course can be found in the course curriculum.

The grading scale used throughout this program will be:

| | | | | | |
|----|---------|----|--------|----|--------|
| A | 94-100% | A- | 90-93% | | |
| B+ | 87-89% | B | 84-86% | B- | 80-83% |
| C+ | 77-79% | C | 74-76% | C- | 70-73% |

If you are unable to prove at least average competency in a given course or module, you will not receive credit for having completed it.

Probation/Termination

You may be placed on academic probation or terminated from the program for failure to meet the academic standards stated in this orientation, or for inappropriate conduct as defined by Davis Tech, the College of Health Professions, the program, or the medical profession.

The following are some reasons that a student may be placed on probation or terminated from the Emergency Medical Technician program:

- Failure to maintain 90% attendance.
- Failure to maintain an 80% average on written exams.
- Failure to show competence with clinical skills.
- Unsafe actions at the clinical site that places the student, other students, staff, or patients at risk of injury.
- Breach of confidentiality.

- Displays of behavior that are considered harassment, sexual or otherwise.
- Cheating on tests.
- Failure to complete externship due to lack of professionalism, absenteeism, and/or skills.

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

If you are unable to complete a course by the course end date or meet program performance standards, you will be put on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement and describe the process that will be used to monitor and evaluate future performance. This Plan will be submitted to Student Services to become part of your student record. The Plan will be signed by you and the course coordinator.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you will remain on probation and will need to meet with your course coordinator and a college counselor to modify and further define the Student Improvement Plan. The course coordinator and counselor may also evaluate barriers that might prevent your success in the program and whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the course coordinator, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

Professionalism/Personal Conduct

Professional status as an Emergency Medical Technician is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician, I solemnly pledge myself to the following code of professional ethics:

- A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.
- The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race creed, color, or status.
- The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical health care team.
- An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.
- The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws, which affect the practice of the Emergency Medical Technician.
- An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.
- The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, do so in conformity with the dignity of the profession.
- The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician
- The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical health care team.
- The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here:

<http://www.davistech.edu/student-policies>.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Program Safety

You will learn about industrial safety in EMST 1001, EMST 1017, and are expected to comply with the following safety standards:

- Because of the high risk for disease transmission in a clinical setting, safety will be addressed throughout the clinical portions of the program.
- Students will be expected to wear personal protective equipment (PPE) whenever working with patients.

Injuries

All injuries or exposures must be reported immediately to the course coordinator.

Course Evaluations

At the end of each course your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

Student Conduct

Dress Code

- **Hair:** All students shall wear their hair in a clean and well-groomed manner. Extreme hairstyles or colors are prohibited. If you have long hair, you will need to keep it pulled back during patient care scenarios. (Wear a scrunchy on your wrist so that you can pull it back during patient care.)
- **Jewelry/Make-up/Tattoos:** Extreme make-up and jewelry are not permitted in the classroom or on an externship site. Jewelry (with the exception of a wedding ring and/or wrist watch) is not to be worn in the clinical area, or on externship. This includes tongue piercings and gauged earrings (clear or pink spacers for tongues and modest earrings for gauged ears are permitted). Tattoos must be fully covered by scrubs or professional wear. Clinical sites will not accept students that choose not to adhere to professional standards and dress.
- **Clothing:** Scrubs maybe worn only during your ER time, closed-toe shoes, and a name tag will be worn. Scrub uniforms consist of Davis Tech uniform shirt with scrub pants. Other combinations of scrub wear are NOT permitted, i.e., scrub pants and t-shirt, or scrub top and sweat pants. This is considered inappropriate attire. Failure to adhere to the dress code will result in dismissal from the ER until you are appropriately dressed.

During your ambulance clinical time, you will need to wear either EMT approved pants or slack type. You may not wear blue jeans. You will also be required to wear the approved

Davis Tech uniform shirt with closed-toe shoes or boots. Failure to adhere to the dress code will result in dismissal from the clinical setting until you are appropriately dressed.

The following are prohibited:

- Extreme or slovenly clothing, including, but not limited to, baggy or “sagging” pants or shorts; excessively oversized jackets or coats; inappropriately short, tight or revealing shorts, skirts, dresses, shirts, etc.; clothing that is torn, ripped, or frayed; and cross-dressing.
- Shorts shall be the dress or walking type and shall reach to at least mid-thigh when sitting down. Short-shorts.
- Bare or stocking feet.
- Clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures.
- Bandannas.
- Clothing attachments/accessories which could be considered weapons, including, but not limited to, spikes on boots, bracelets or chokers, chains on wallets or belts.
- Exaggerated cosmetics, body paint, or body piercing.
- Clothing that exposes bare midriffs, buttocks, or undergarments.
- Clothing that advertises substances students cannot legally possess or use.
- Excessive jewelry, perfume, or make-up.

Clean-up

The classroom is utilized by numerous students’ different times throughout the day. You are responsible to make sure the work area remains clean and all practical supplies are put away prior to leaving the classroom.

Children/Visitors in the Classroom

The Student Code of Conduct requires that children not be present during class times and at individual student conferences. Children create distractions, which jeopardize the quality of learning. Additionally, because of the nature of this program, children are not permitted in clinical lab areas for safety reasons.

Cell Phone Usage

Because cell phone usage in a clinical setting is PROHIBITED, failure to comply can result in disciplinary action by the clinical site. *Cell phone usage (including text messaging) in the classroom is unprofessional and not allowed.* Ringers and/or speakers must be turned off. You may answer messages on breaks.

Cheating

Cheating will not be tolerated in any format. Anyone who is caught cheating will be dismissed from the program. If a student is caught texting during a test, it will be assumed as cheating.