



Utah's Paramedic EMS Academy

Address: 1290 S 500 W Suite #100 Woods Cross, UT 84010

Telephone: (385) 777-5759 Website: utahsparamedic.com

getemstraining.com

UTAH'S PARAMEDIC STUDENT HANDBOOK

January 2022

Utah's Paramedic manual drafts from State Manuals and any policy not contained within this document will default to State Policy for clarification.

CONTENTS

| | |
|---|-------|
| Introduction..... | 3 |
| About your student handbook..... | 4 |
| What makes us different..... | 5 |
| Mission Statement..... | 6 |
| Registration and Disclaimer Statement..... | 6 |
| Course Administration and Communication..... | 7 |
| Requirements for Admission..... | 7 |
| Academy Style Learning..... | 8 |
| Chain of Command..... | 8 |
| Grading/Course Completion Requirements..... | 9 |
| Student ID Cards..... | 9 |
| Emergency and Safety Issues..... | 10 |
| Websites/Textbook Information..... | 10 |
| Concerns, Complaints, Compliments..... | 11 |
| Medical Director..... | 12 |
| Humanitarian Opportunities..... | 12 |
| FEMA National Incident Management System..... | 13 |
| Clinical Rotation Information (EMT Basic) | 13 |
| Sexual Harassment Policy..... | 15 |
| Cancelation or Withdrawal..... | 17 |
| Dismissal/Graduation Requirements..... | 18 |
| Wavier in understanding in dealing with the Human Body..... | 20 |
| Student Grievance..... | 20 |
| Refund Policy..... | 21 |
| Cheating and Plagiarism..... | 22 |
| Transportation..... | 23 |
| Students/Prevention of Injuries..... | 23 |
| Anti-Discrimination..... | 24 |
| Food..... | 24 |
| Smoking..... | 25 |
| Appearance and Dress Code..... | 25 |
| Academy Weapons and Knife Policy..... | 26 |
| Classroom | 27 |
| Storage Room and Equipment..... | 28 |
| BEMS Website Attachments..... | 29-47 |
| Video Surveillance..... | 48 |
| Photo Release..... | 48 |
| Student Contact Information..... | 49 |
| Student Agreement..... | 49 |

Introduction

Welcome to Utah's Paramedic EMS Academy (UPEMS)! This is a unique environment for sculpting future EMT-Basics, Advanced EMTs and, down the road, Paramedics for a rewarding and challenging career. Utah's Paramedic has gone to great lengths to give you the most advanced and forward-thinking emergency medical training available today. Students will see that the equipment UPEMS uses is the most advanced training devices available for training in Emergency Medicine. UPEMS uses feedback manikins along with Virtual Reality, Augmented Reality and various Holographic technology to bring you not only outside, but inside the patient's anatomy as well. Students will learn the most up-to-date techniques for saving lives and helping patients that will rely on you as a first responder. It is the goal of UPEMS to make you the best health care provider you can be and to be equipped with the best knowledge, experience, and technology. This synergistic approach will give you the best training possible in order to save lives, ensure strong community kinship, and instill the pride to be a graduate from Utah's Paramedic EMS Academy.

Students will be required to put in the hard work the classes demand and require. Students will be expected to show up to class each day, prepared to participate fully. If assigned, students will be required to have all homework completed prior to walking into class the day it is due. Additionally, students will be required to complete all clinical rotations and required labs.

Remember, LIVES depend on you. UPEMS will not allow you to graduate or, in good conscience, recommend students for the National Exams if they have not put forth the required effort both inside and outside of the classroom. In order to gain the knowledge and experience necessary to be able to effectively treat patients and better the lives of those patients. All required standards for testing are clearly outlined and are required to be completed to the satisfaction of those guidelines. There is no greater calling than that of committing your life to the service of others, to run after the problem and not away from it, and to help those in need when every moment counts. The instructors at UPEMS take their responsibilities very seriously and we expect the students to do the same. As students, you are expected to put in the work to learn the required knowledge and obtain the skills to become a UPEMS graduate and positively impact the lives of those you encounter from today forward.

About your Student Handbook:

The only thing that is constant is change. With that in mind, this manual may be updated, and changes may occur as the school grows. We ask you to work with us on updating this handbook as needed. Student will be notified when any changes occur to the handbook. It is our goal to include the most current copy of your student handbook in your course catalog on JB Learning.

As an adjunct to this handbook, an attachment has been prepared by the Department of Health for the State of Utah that thoroughly describes the duties and responsibilities of the EMT. These basic requirements for the job description of your profession will be included in this manual.

ADMINISTRATOR PHONE NUMBER 385-777-5759

ABOUT UTAH'S PARAMEDIC AND EMS ACADEMY

WHAT MAKES US DIFFERENT

Virtual Reality is the most advanced learning tool available today. To our knowledge, no other EMS academy in the Western United States has utilized virtual reality training techniques in the EMS educational setting. We have invested in and utilize the latest techniques in virtual reality and insert them into EMS educational training. Using these advanced technology tools, you'll be able to experience the human body like never before. Imaging seeing what it is like to be inside the human heart; to see the functions of the heart valves in action and view the way the blood flows. It is a learning opportunity not available until now.

We have equipment that will provide accurate and objective feedback on the student's performance in administering skills. This allows our instructors to provide every student with tips for improvement right away in the classroom setting, as opposed to in the field.

This course will also provide a solid foundational training for all future advanced nursing training, Physician's Assistant courses, and even medical school. The education you receive from UPEMS will be with you for the rest of your life.

We strive to Train and hire the best EMS professionals to teach in our programs. We are also Family Owned and Operated, as well as Veteran Owned and Operated. Our faculty is comprised of working First Responders, EMTs, Paramedics, Flight Medics, former Police Officers, Physician Assistants, and Emergency Room Physicians. Special guest lecturers round out the education with specialists who routinely aid in classroom instruction and classroom education.

Upon successful completion of this course, you will be eligible to take the National Registry of Emergency Medical Technicians (NREMT) cognitive and psychomotor examinations and apply to become licensed by the State of Utah to be an Emergency Medical Technician.

Students in our classroom organize themselves into crews and elect a crew leader, with a student chosen by the class to be the class leader. Leadership will be alternated so all class members may experience response leadership.

MISSION STATEMENT

The mission statement of Utah's Paramedic and EMS Academy (UPEMS) is simple, **"Saving Lives Through Education"**. Utah's Paramedic and EMS Academy has a mission that is centered around patient care. By training our students with the most updated technology and methods, we aim at giving patients and their family members the very best care possible. We strive towards giving the very best patient centered care possible. We aim at teaching our EMT-Basic students how to be effective ALS assist technicians by assisting their co-workers and paramedics. We aim towards teaching "code words" and/or "buzz words" in order to further real-world scenarios, through both virtual reality headsets as well as ride-time in the ambulance.

Our goal is to use our software and abilities to create dynamic scenarios and use the existing technology and materials to provide realistic EMS training, ranging from skill practice to integrated scenario experiences. We believe our technology will assist in the student's foundational knowledge, ensuring it is more thorough and complete than conventional textbook learning. Textbook learning will still be used and is the backbone of the learning, the technology is an additional tool. By creating an environment where students can use modern technology to help learn the way that the human body interacts with its surroundings, it will aid in first person healthcare and treatment in emergency situations in a way that have previously never been brought into the EMS classroom.

REGISTRATION AND DISCLAIMER STATEMENT

Registration for UPEMS falls under the Department of Health Registration it is not an assumption that Utah recommends, supervises, nor accredits this academy. It is the student's responsibility to determine whether certificates, degrees, licenses, credits or certificates from this academy will transfer to other institutions. Additionally, the student is required to know if this academy will meet or exceed their employers' training requirements and/or other institutions acceptance of the training certifications and licenses. This may be done by calling the prospective school or employer. United States Department of Education has not yet approved this academy for national accreditation, but the process is current and on-going.

COURSE Administration and Communication

Course administration and communication is managed through Canvas. You received your Canvas instructions in your registration's confirmation email. Course schedules, important documents, homework assignments, quizzes, etc. are found in your Canvas account. It is your responsibility to log into Canvas every day to check for messages and updates.

REQUIREMENTS FOR ADMISSION

UPEMS has admission requirements that must be satisfied prior to admission to any course or program that it provides. Under no circumstances will UPEMS discriminate in accepting students. UPEMS is an equal opportunity academy and complies with all applicable laws and regulations accordingly. UPEMS is open to all students with no regard to age, race, sex, creed, religion, sexual orientation, marital status or disability (**Note:** If a disability is noted, it will be reviewed by UPEMS staff and the appropriate State agency to ensure the safety of the student is not compromised in anyway. Additionally, it will be reviewed that the student in question will have a reasonable capability to pass all exams). UPEMS has language translation technology and the ability to print exams to meet the needs of students whose first language is not English. However, UPEMS does require that the student has a reasonable comprehension in both the written and read form of the English language in order to ensure the student can pass the appropriate exams. This needs to be addressed prior to registration. Additionally, the students must meet the following requirements:

- Have a valid government issued ID with a photo.
- At least 16 years of age at the time the license or certification is issued.
- **Pass a background check – No felonies**
- Complete fingerprint card and file with BEMSP (Bureau of Emergency Medical Services and Preparedness)
- Pay applicable fees for state and national testing.
- **Pay a non-refundable deposit** of a minimum of \$500.00 by the first night of class
- Verifiable Social Security Number
- If the student is enrolling into an advanced course then additional requirements will have to be met which will be covered prior to enrolling the student into the course.
- Have a current TB test.
- **Understand that a late fee of \$10 per day up to \$150 if the student fails to complete their application with the State of Utah and fails to pay all applicable fees**

ACADEMY STYLE LEARNING

We firmly believe in giving you all a fair and equal learning environment where the students are prepared in a paramilitary type learning facility. We have all been out on the street in a variety of settings and our Academy is designed after the police academy and the fire academy where the paramilitary style will be highly conducive to learning and growing in the prehospital setting. This needs to be followed throughout the entirety of the class through graduation even though friendships will develop as the class progresses towards graduation.

CHAIN OF COMMAND

There will be a **chain-of-command** in this academy style EMS class. The class will be divided into crews. Within these crews you will choose a crew leader. There will also be a class leader established. Please direct your questions and concerns up the chain to your crew leader and, if needed, class leader. If there is an extreme issue, please notify a faculty member with your questions or concerns immediately. **You can always schedule an appointment with faculty outside of class time as well, the office hours for these appointments are on Wednesday from 3-5 pm. Scheduling time outside of Office Hours need to be scheduled with the Program Administrator.** Please find the "Office Hours" posted on the faculty member's door. Administrative hours can generally be Monday-Thursday 11:00-7:00pm. We will have modified hours on Fridays as well as holiday hours.

Extra Credit – Extra credit will only be accounted as 10% of final grade.

GRADING/Course Completion Requirements

During the course, you will be assessed with quizzes and examinations, and complete homework assignments. These activities contribute to your grade as follows:

| | |
|----------------------------|----------------|
| Quizzes: | 25% |
| Homework: | 10% |
| Each of 6 Component Exams: | 5% (total 30%) |
| Mid Term Exam: | 15% |
| Comprehensive Final Exam: | 20% |

Successful completion of the course and eligibility to take the certifying/licensing exams require all the following:

- A cumulative score of at least 80% of all weighted materials.
- A score of at least 80% on the final exam.
- Successfully pass all stations of the psychomotor exam.
- Successful completion of 16 hours of field internship with ten patient assessments.
- Successful completion of 8 hours of Emergency Room internship.
- Successful completion of FEMA national Incident Management System assignments.

Clinical Shifts

You must complete 24 hours of clinical internships, including 16 hours of field internships on an ambulance and 8 hours in an Emergency Department of an area hospital. You must schedule your internships with the Clinical Coordinator. If, for any reason, you are unable to attend a scheduled shift, you must notify the Clinical Coordinator at least 24 hours in advance. Visitors are not allowed during your clinical shifts. To prepare for your clinical rotations, you must complete the online orientation through Canvas prior to your sixth week of class.

Grades will be awarded based upon the following scale:

| Final score | Grade |
|-------------|-------|
| 90-100% | A |
| 80-89.9% | B |
| 70-79.9% | C |
| 60-69.9% | D |
| <60% | F |

STUDENT ID CARDS

You will receive your identification card identifying you as a student of Utah's Paramedic Emergency Medical Academy (UPEMS) program. It is your responsibility to always keep your card with you while you remain a student in the program. You must display this card at all sessions of UPEMS programs and at clinical sites (at various hospitals). If the card becomes lost or stolen, it is your responsibility to report the loss to your instructor or the administrative assistant, there is a \$25.00 replacement fee. You may not be able to attend classes, labs, field trips, clinical or internship shifts without a valid UPEMS-issued student ID card.

EMERGENCY AND SAFETY ISSUES

If there is a severe issue or safety issue, please notify your nearest instructor, faculty or administrator of any kind. If it is an emergency, please call 911 and get help on the way if you feel the situation warrants such response. Faculty or staff may be the best to help you with your questions, or concerns. Most likely they will be active paramedics and may be the best to respond to emergent situations while waiting for local EMT or Ambulance to respond. However, unless they are on duty for a department or Supervising Agency they will be limited as to how much and what type of care can be administered due to regulatory and licensing regulations.

If this is a non-emergent situation, you can always schedule an appointment with faculty as noted above.

WEBSITES/TEXTBOOK INFORMATION

FISDAP

For information regarding FISDAP, first contact your Clinical Director. If Clinical Director is unavailable, contact UPEMS administrators, and then contact infor@fisdap.net. Tech Support: support@fisdap.net
It is the responsibility of the student to have all Fisdap fees paid before testing can be allowed.

Contact for FISDAP is **651-690-9241 8:30am-8:00pm Eastern Time Zone.**

JBL LEARNING

For information regarding JBLEARNING, first contact your command staff and administrators, and then contact www.jblearning.com/techsupport. Or email support@jblearning.com.

Contact for JB Learning is **1-978-443-5000 8:30am-8:00pm Eastern Time Zone.**

BEMS: State of Utah EMS Authority

For information regarding State Policy and Procedures, first contact your Program Director, then other administrators. If the question isn't answered with clarity the student can contact the State at: <https://bemsp.utah.gov/>. Or email: ems@utah.gov

3760 Highland Drive (801)-273-6666 during regular business hours for issues related to licensure, state requirements, etc.

CONCERNS, COMPLAINTS, COMPLIMENTS

Please address any issues or complaints with your crew leader, class leader, and command staff, including your course coordinator. If they are unable to address your concerns, contact Human Resources (hr@utahspamedic.com). We have an open-door policy with the C.E.O. Ron K. Nichols. He is available at any time for any concerns and his contact information is available upon request.

MEDICAL DIRECTOR

Our Medical Director will be actively involved in training programs and session. Our Medical Director is available via School Director unless given contact information personally to the student by the medical director. We will have our primary medical director available during orientation and the first night of classes. If a Medical Director reaches out and provides contact information for questions concerning Protocols and other issues, then contact will be made at the discretion of those parties.

HUMANITARIAN OPPORTUNITIES

At the sole discretion of UPEMS the company may support and become involved with various Humanitarian Organizations. Donations and support by students are NOT required.

UPEMS is proud to support initiative at UPEMS discretion. Let us know if you'd like to assist in this effort. It is our goal to be able to assist with the medical care needed in the community.

UPEMS is always looking for humanitarian efforts to support, allowing us and our students to give back to the community by using the skills we have, to help provide medical assistance to those with the greatest needs.

FEMA National Incident Management System

The Federal Emergency Management Agency has developed the National Management System to guide incident command from local – to national – scale emergencies. You are responsible for completing the online training for the following courses and turning in the completion certificates at the appointed times on the course schedule. Each course takes approximately 3 hours.

Introduction to the Incident Command System: <https://emilms.fema.gov/is> 0100c

ICS for Single Resources and Initial Action Incidents: <https://emilms.fema.gov/is> 0200c

Introduction to the National Incident Management System: <https://emilms.fema.gov/is> 0700b

National Response Framework, and Introduction: <https://emilms.fema.gov/is> 0800d

CLINICAL ROTATION INFORMATION (EMT BASIC)

All students must complete at least 16 clinical hours and a minimum of 10 patient contacts. Clinical time will be set up by the Program Administrator with the clinical facility. The students are responsible for signing up for shifts. If a student signed up for a shift and can no longer attend the shift, the student must notify the program administrator **and** the facility the day before the shift. If an emergency comes up the day of and the student can no longer go to the shift or must leave early, the program administrator must be notified at once, **as well as** the facility/preceptor. It is the student's responsibility to complete the clinical hours they sign up for. If a student signs up for and then drops and/or no-shows for a shift, the clinical director has the right to not allow the student to sign up for anymore shifts and, as a result, the student may not be recommended for national testing. If a student does not follow the rules outlined, the student can be subject to disciplinary action, including dismissal from the course. Students are not allowed to have visitors during their clinical hours.

Clinical Rotation Standards: The students must present themselves in a professional and optimistic manner, eager to learn and grow. Respect these rules in order to have the best possible learning experience.

- I. Remember, you are a guest. Be respectful of the facility's rules and follow the instruction of you preceptor.
- II. If you have any issues, report them immediately to the clinical director.
- III. Wear your UPEMS uniform, name badge, closed toed shoes—boots are preferred. Jeans and shorts are not allowed.
- IV. Hair must be well-kept and professional looking. Facial hair must be clean and trimmed.
- V. Bring a jacket in case there is inclement weather. Jackets should be professional, free of images and words other than logos.
- VI. You are only to perform skills under the supervision of the preceptor. You are NOT allowed to perform skills alone.
- VII. Bring food with you to clinical shifts. You may also bring money to eat out but do not expect the crew to take you to get food unless they are going for themselves. The crew will not buy you food or provide food for you.
- VIII. Failure to show up for scheduled clinical shift without notice will result in a **\$100 rescheduling fee**.
- IX. You are to be a team member while at clinical. Participate in everything the team is doing. This includes cleaning, restocking, washing rigs, training lessons, etc.
- X. Bring class materials. This is a good opportunity to study, ask experienced EMS providers questions and tips, and get work done. Do not be lazy and sit around.
- XI. If you obtain 10 patient contacts with time left in your clinical shift, you still must stay for the **entire** shift(s) and continue documenting your patient contacts. The more experience, the better! If you do not obtain 10 patient contacts after 16 clinical hours are completed, you must do **more** clinical time!
- XII. Be HIPPA compliant! Do not write/document any patient identifiers other than sex and age. Do not share patient identifying information with anyone! What happens on the rig, stays on the rig.
- XIII. Remain within your scope of practice! Do **not** perform any skills you have not been trained to do.
- XIV. If you are given instructions by a preceptor/staff member or they ask you to perform a task and you are unsure exactly what they are asking, ask them to clarify or show you.
- XV. Be involved and constantly active. If you have nothing to do, ask what else you can do to help or learn. Remember, you are representing UPEMS and must leave a good impression.
- XVI. Remember to be in the present and enjoy every moment. Choosing to be positive will help you have fun, relax, and enjoy the experience.

SEXUAL HARASSMENT POLICY

The policy of UPEMS Academy is that all instructors and students will work and learn in an environment void of sexual harassment. Human Resources (HR) will investigate any and all complaints of sexual harassment. If it is uncovered that sexual harassment has taken place, the Director and all appropriate staff will take appropriate disciplinary actions, which can include, but are not limited to, the expulsion of the person in violation from UPEMS. A student discharged for sexual harassment will be withdrawn from the program and will forfeit all tuition and fees, privileges and titles regardless of length of time in the program.

Sexual Harassment is defined as behavior characterized by unwelcome and/or inappropriate sexual remarks or physical advances in a workplace or other professional or social situation (Webster's, 2018). Conduct that explicitly or implicitly affects the school/work environment, unreasonably interferes with a student's/instructor's ability to learn/teach, or creates an intimidating, hostile, or offensive learning/work environment is strictly prohibited.

Activities of this nature distract the student/instructor from learning/teaching and serve no useful purpose. Therefore, sexual advances, requests for sexual favors, or verbal, or physical conduct that has sexual connotations will not be tolerated. Remember, you're on camera!

Student Responsibility: Any Student who believes that he or she is being sexually harassed by anyone associated with UPEMS should follow these guidelines:

1. Firmly but politely confront the individual who is acting in this conduct. Tell the individual your concerns and express that the harassment will and should stop immediately. The student will follow the chain-of-command outlines in the Student Handbook unless circumstances dictate other options must be followed.

2. If this situation continues or if a student believes that some negative consequence may result from confronting the individual than the student should; go to any instructor/faculty member or contact Human Resources (hr@utahsparamedic.com) and express their concerns. Anyone may do this in person with an instructor, Administration staff or appropriate individuals.

3. Instructor(s) and or Admin staff will refrain from any and all forms of harassment.

Students retain the right to file a formal complaint to Human Resources, the Director of UPEMS and all appropriate actions will be taken and followed up on to ensure a safe learning environment.

4. If a student believes an unreasonable amount of time has elapsed and no appropriate action was taken, the student may contact their instructor so the person in question may be contacted again with the purpose of correcting alleged behavior, removal or dismissal from UPEMS being the topic discussed. A student removed from UPEMS will not be entitled to any refund of tuition or fees if it is found that any verifiable condition of harassment has occurred. After removal from the program, UPEMS will refuse to recommend any certifications, licenses, privileges or title for any future courses.

Instructor Responsibility: The responsibility to ensure that harassment does not occur falls to the instructor, staff, or Administration at UPEMS.

1. All complaints of harassment will receive the swift and immediate attention and investigation by the Human Resource Director via the instructors of the course unless the student feels they must express this scenario to Human Resources or the CEO in-person.

2. During the investigation of an allegation, if it is revealed that harassment has occurred, it is the policy of UPEMS that immediate and appropriate disciplinary action will be enforced. It is the goal of UPEMS to resolve any and all harassment allegations so that it is designed to stop the harassment immediately as well as stop all future harassment. This may result in the removal of instructor and or student alike. The investigation of a complaint of sexual harassment will include confronting the accused and conversing with all the parties concerned. Because of the sensitive nature of sexual harassment or any harassment this information shall remain confidential to all parties concerned.

3. It is the policy of UPEMS to not release any information concerning these allegations to any third party not involved in the investigation unless express written consent by the CEO is acquired. UPEMS reserves the right to obtain outside assistance if it is required or requested. This sexual harassment policy does not imply the assumption of legal responsibility for actions that

occur outside the school environment. UPEMS encourages students and staff to conduct professional, non-sexual appropriate contact while attending course activities, attending various training opportunity or classes, and/or performing in any clinical rotation.

4. UPEMS is not liable for damages incurred by students, instructors, or employees as a result of sexual harassment. All instructors are instructed against sexual harassment and if an instructor or employee indulges in sexual harassment, that individual is clearly outside of the scope of employment. The matter will be dealt with swiftly and efficiently.

5. As set forth in “waiver and understanding of the human anatomy” section, herein it is understood students will learn and be exposed to full pictures and representations of human reproductive organs and should expect to learn about this area of human anatomy and functionality, and discussions of such are not to be considered as sexual harassment subjects.

CANCELLATION OR WITHDRAWAL

Student may elect to withdraw from a course or program for any reason. The student is subject to the refund policy in effect at the time of withdrawal. This is the same policy for students who have been dismissed. The student is required to notify any institution necessary, which they are using, immediately after one of these actions to ensure any financial aid, payments, re-payments, or any debt that is owed is addressed. UPEMS is not responsible for this action. After a student is removed from a course this action does not absolve the student's responsibility for tuition payment. All cancellations must take place at least one week prior to start of class. It is not the policy of UPEMS to allow repayment of tuition, cost of fees to any agency that has paid the students tuition or costs if the student withdraws or stops attending for any reason. It is also not the policy of UPEMS for repayment of tuition, cost of fees to any student, if the student withdraws or stops attending for any reason.

DISMISSAL/Graduation Requirements

Dismissal from a course or program may have drastic consequences. The student is not a customer and the education they receive is a replica of what the EMS community and career field is all about. Students will be expected to act as if they are “on-the-job” and conduct themselves accordingly. Since education is not a commodity, the student’s behavior and expectations from the Academy will always be adhered to. Students are legal adults and will act as such and be treated accordingly. **STUDENTS ARE SUBJECT TO REGULATIONS, CONDITIONS AND RULES** set forth by the State of Utah and UPEMS with additional requirements coming from clinical rotation sites. Dismissal can come from but not limited to any of the following:

- **Attendance violation – 3 unexcused absences.**
- **Students are only allowed to attend a total of FIVE (5) classes via zoom unless the student is enrolled in the “online” classes. In case of illness, the student is required to submit a doctor’s statement and a determination will be made by UPEMS (i.e., Director, HR, CEO) if the student will be allowed to continue to attend class.**
- **Students will only be able to “make-up” 10 (ten) hours of class.**
- **Students must have an 80% or “B” grade and 120 hours to be recommended for Board Testing**
- **If a student sustains a physical injury or medical situation the student is required to obtain a doctor’s release statement to participate in clinicals.**
- Cheating/Plagiarism
- Inappropriate actions or egregious disruption of any course or clinical rotation. This includes inappropriate or foul language. Proper, respectful language is expected at all times in and around the school, especially during class, at or on a Clinical Rotation site, or at any time you are representing UPEMS.
- Any drug possession or being under the influence of any illegal substance during class, clinical rotation, or any Academy related event.
- The use of alcohol on Academy grounds is strictly prohibited.

- Purposeful/deliberate destroying/damaging of any equipment owned and operated by UPEMS.
- Violation of sexual harassment or any of the discrimination policies of UPEMS.
- Distributing prescription medication to anyone other than to whom the prescription was written.
- Any verbal, physical or sexual abuse of any kind will not be tolerated. This includes “hazing”.
- Theft of any kind.
- Any act that can negatively impact this Academy’s reputation. This includes any violation, arrest, conviction or any statements that are harmful in nature to the reputation of UPEMS.
- Student failing 4 consecutive exams and not passing their remediation training. This shows a lack of advancement in the course. This is cumulative only.
- Making disrespectful or harmful statements to or about any clinical rotation site, person, agency or department to which UPEMS has an agreement. These issues are to be brought to the attention of UPEMS staff only.
- Dismissal may happen without warning due to various circumstances and will be addressed accordingly.
- Use of UPEMS electronic or virtual reality equipment for any non-approved purpose.

WAIVER AND UNDERSTANDING OF DEALING WITH THE HUMAN ANATOMY

Students must understand that in learning the human anatomy, the students will be seeing anatomically correct pictures, diagrams charts, explanations, mannikins and any and all other reproductions of human anatomy. This includes visual depictions of human reproductive organs and other private parts of the human body. This is unavoidable and is a necessary part of the medical and anatomical learning environment. If a student will be offended by such visual “landmarks” of the anatomy, then the student may speak with the instructors about this concern, but the student will know that this is unavoidable since many procedures require exposed skin. This section is to be considered notice of such events and an agreement by the student that they recognize the study of anatomy will require discussions, pictures, and other learning aids that will involve sex organs/systems. These learning requirements will always be presented in a professional and academic way and should not be considered a violation of any work/learning environmental part of the sexual harassment code of conduct.

STUDENT GRIEVANCE POLICY

UPEMS emphasizes swift and fair conflict resolution. The medical field is littered with grievances and conflicts but the ability to manage them is a skill that each student will need to learn in order to be successful. Students are encouraged to solve the grievance(s) at the “lowest level possible”. Meaning, if the conflict is minor and can be resolved between students and no instructor is necessary to intervene than this is an ideal scenario. **Note: this is NOT a policy to prevent any student from approaching any instructor with any grievance if the student so chooses.** To promote good order and discipline, grievance resolution will be conducted in a neutral way as to not show favorability to either parties involved regardless of student or instructor status or title. Students may file a grievance at any time. Each grievance will be completed in writing and should include the details of the grievance, scenario in which it occurred, names (if possible) and any other additional information that the student feels should be included. Each student has signed a confidentiality agreement with UPEMS, which is binding. If a grievance is filed, the Academy and its staff will not discuss any information concerning this

with any family member or parent unless express written consent is received from the student. Academy staff will only speak with the student about the details of the grievance. A family member is not the student, and the parents cannot and will not exercise those rights. Any and all email, transactions, or information shared in this regard will be between the student and the Academy only.

REFUND POLICY

Any refunds made to the student will have to conform to various standards as set by UPEMS. After a student registers for a course and pays the required deposit for that course, the student takes responsibility for their place in the course.

NOTE: Unless approved by the director of UPEMS, the student will not receive a refund if they drop out of the course after midnight on the 5th business day prior to the first day of the course. Any refunds given will **not** include the deposit. The deposit is **nonrefundable**. If the student drops out of the course after it has begun the student **WILL NOT** receive a refund of any kind.

In the event a student would like to transfer payment from one course to another within UPEMS (i.e., EMT-B to EMT B & A Combination Course), that is allowed. However, if the student withdraws/drops from a course and attempts to re-enroll to a separate course without notification and agreement to UPEMS staff, then the money paid will not be credited to the other course. Switching courses or changing them does not liberate the student from paying for the course in full.

The student is not entitled to a refund for supplies for the course (stethoscopes, BP cuffs, books, etc.) if the student has taken possession of them. This takes place during the registration process. If the supplies are damaged or inoperable after being used by the student, the student is responsible for replacement costs. This also applies to uniform shirts supplied by UPEMS.

CHANGES TO DATES, TIMES, INSTRUCTORS and HOURS: Emergency medicine requires that all persons concerned live the life of Simper Gumby (Always Flexible). Changes to dates, times, instructors, and hours may change with little or no notice. Understand that there are elements of complex arrangements with outside institutions (and some internal) that may be

canceled or changed and may not be rescheduled based on course requirements and time allotted. Refunds will not be issued if dates and times are changed. However, if a class is cancelled then a remediation/make-up date and time will be rescheduled. It is the student's responsibility to ensure they have adequate time outside of the classroom to make rescheduled class and study time.

Refunds allowed by UPEMS at their sole discretion, will be processed within 30 days after the student requests a refund and it is approved by these guidelines and the UPEMS Director. All refunds will be returned in the manner in which it was paid (credit card, cash will be refunded via company check or to credit card, etc.). In the event a check is issued but the student cannot take possession of it at the UPEMS facility the check will be sent via mail to the last known address of the student. All supplies the student has ordered and sent to UPEMS will be available for pick-up prior to and on the first day of class or as soon thereafter as is reasonably possible for UPEMS. All refund decisions will be made within 7 business days of the request.

CHEATING AND PLAGIARISM

Under no circumstances will cheating be tolerated. The student must understand that the decision they make will impact other people's lives. **YOU MUST KNOW YOUR STUFF!** UPEMS requires that any and all documents submitted must be original work completed by the student submitting said documents. Students are reminded that they are under constant video surveillance and that footage will be reviewed if cheating is assumed. If cheating is found or plagiarism has taken place it will be at the discretion of UPEMS to expel the student from any course without a recommendation to attend other courses and all money paid will be forfeited by the student. Additionally, our VR equipment has the ability for the instructors to stream what the student is seeing/doing straight to the displays located around the classroom. This will aid in the instruction as well as also hold the student accountable. **NOTE: SOME EXAMS MAY BE IN THE VR SETTING.** Report instances of cheating without delay to UPEMS staff so appropriate actions may be taken. Students will not share any scenarios or information provided to them during skills checks or testing. Additionally, if a test is rendered invalid due to the violation of this policy and must be reworked then a fee of \$75 will be charged to the student. This retest will be under the discretion of UPEMS staff.

TRANSPORTATION

Student will be required to provide their own reliable form of transportation to and from clinical rotations, off-site learning locations and classes for the duration of the course in which the student is enrolled. UPEMS encourages that the students carpool whenever possible.

STUDENTS: PREVENTION OF INJURIES

Emergency medicine is a dynamic and ever-changing career field. Students will find themselves in scenarios that they have never seen before, whether it be inside or outside of the classroom. Students are instructed that the risk of infections, blood-borne pathogens and various other illnesses or injuries can occur in this line of work. UPEMS will make student aware of the potential for injuries as well during high-risk activities. UPEMS has taken many steps to limit the opportunities of this occurring. Students and instructors will make all available attempts to adhere to any and all safety guidelines and procedures to reduce the risk of exposure or incident. However, and this cannot be stressed enough; it can happen, and it is up to everyone to know their own limitations.

UPEMS conforms to a written Blood Bloodborne Infectious and Disease Plane laid out by the Centers for Disease Control and Prevention (CDC) via The National Institute for Occupational Safety and Health (NIOSH) which can be found here:

<https://www.cdc.gov/niosh/topics/bbp/default.html>. The school assumes no legal responsibility for injuries sustained or exposure, contraction and/or treatment of illnesses or disease. Student must report any injury to a school representative immediately and file an incident report. 911 should be the first contact for any life threatening emergencies and should seek medical treatment at the closest appropriate medical facility. Documentation of these incidents must be completed by instructor and student. Exposures to communicable disease should be handled in this same way. Any clarification in this matter can be addressed by UPEMS staff. Students understand they may be exposed to blood and bodily fluids of other individuals during some training exercises. Students agree to follow all safety protocols including wearing of appropriate PPE, including gloves. Students hereby waive, hold harmless, and indemnify the school (UPEMS) and any other agency from any and all damages resulting from exposure to or contamination from any blood or

airborne infection they may come in contact with during their classwork, schooling or clinical ride along completions.

Note: Students are not employees and will have no workers compensation insurance. Students should have their own health insurance. UPEMS is not responsible for negligence and/or negligent acts of the students.

ANTI-DISCRIMINATION STATEMENT

Emergency medicine is a career field that requires interactions between people of all races, creeds, disciplines, religions, gender(s)/sex(s), physical/mental disabilities, differing nationalities, cultures, ancestry, veteran status, sexual orientation and skin colors that come in all shapes and sizes. There is absolutely no place in EMS for any kind of discrimination or harassment based on any of these characteristics or any others that are not listed. We as healthcare providers are charged with the CARE OF YOUR PATIENT and they should be treated accordingly and with upmost respect and dignity. You WILL see people at their worst, and it is up to you to be that hand that reaches out. UPEMS takes this anti-discrimination statement very seriously and will enforce these ideals and comply with all local, state and federal laws therein. Any person found guilty of discrimination will be disciplined accordingly by UPEMS staff, not limited to but including dismissal from the program.

FOOD

To ensure class has minimal interruptions, food is to only be consumed in class during specified break periods or special events. Food should only be delivered before the class starts or during break periods, and cannot be delivered during exams, quizzes, or skill time. Once food is delivered, it must be placed in break room until specified break time for consumption.

Beverages are acceptable to have during class, spill proof lids are required. Alcoholic beverages are NOT permitted as stated prior. All tables are to be cleaned after food is consumed in order to ensure a clean work environment for equipment. Any spills must be cleaned immediately.

Snacks and some soft drinks are provided in the break room. Microwaves are also available for student use and must remain clean for others to use. If you have a mess in the microwave or any area of the breakroom it is your responsibility to clean it up. Napkins, plastic utensils, and paper/plastic dishes are also provided for student use. If inventory for items provided run low, it is up to the students to notify the instructors so those items may be replaced in a timely manner. At no time is food to be consumed during the classroom period or in the main classroom areas.

SMOKING

In general, please remember we are guests in the building in which UPEMS is located. As such, you are required to observe all rules of the building, including the rules on smoking, cleanliness of the building, and general good neighbor policies. Smoking is prohibited inside the facility.

APPEARANCE AND DRESS CODE

From the moment the student arrives for class, the appearance of professionalism will always be maintained. This is an Academy style learning environment and will be treated as such. Meaning, the uniform (shirts, pants, etc.) will be clean and kept in good order. **STUDENTS MUST HAVE CLOSED TOED FOOTWEAR.** EMS boots will have a moderate shine. Long hair will be pulled back and secured and/or will not touch the collar. Watches are encouraged but other jewelry are discouraged except for wedding bands and studded earrings. Necklaces should not be worn or should always be tucked under the shirt. All facial hair will be kept neat and trimmed. Tattoos are acceptable but must be in good taste and have the ability to be covered if it is offensive in anyway. Body piercings are acceptable but must be in good taste. Gauged earrings are not authorized. No facial piercings other than studded nose piercings. Nails will be clean, trimmed and natural as artificial nails can be broken off during scenarios. If nails are polished, they must be well-kept. Students must understand that when they arrive on-scene the first impression of your professionalism is your appearance. Any fragrances will be kept to a minimum. The student represents UPEMS and will dress accordingly.

After graduation almost all departments will require some sort of dress code to be adhered to and the students will practice this early. In addition, shredded or clothes with holes are not allowed. Shirts should be long enough to avoid body exposure. Any student or former student that violates this policy will be sent home. If the behavior continues, expulsion from the academy, at the sole discretion of the Director, HR, or CEO, may occur with no refunds offered. If students choose to study for testing after psychomotor exams or graduation at the school ALL rules and regulations pertaining to food consumption, dress codes, family, or children under the age of 16, will be applied (see statement below). Failure to follow these rules will result in students/former students being denied entrance to UPEMS.

Please be advised due to Bureau of Emergency Medical Services and Preparedness (BEMSP) regulations, the nature of in-depth medical topics discussed in all levels of our classes, and the equipment that is present throughout the school, children under the age of 16 are not allowed on the school premises.

ACADEMY WEAPON/KNIFE POLICY

If a student is a Law Enforcement Officer then they are permitted to wear their service pistol in the manner which complies with their department's policy and staff must be made aware. At no time is a student allowed to carry a concealed firearm without approval of the **UPEMS CEO**. UPEMS will protect their students without hesitation. This policy is only for use within the walls of UPEMS at its location in Bountiful, UT. **FIREARMS CANNOT BE CARRIED DURING CLINICAL ROTATIONS OR ANY COURSE OR PROGRAM OUTSIDE THE PHYSICAL WALLS OF UPEMS.** Any question involving this policy should be addressed to the **CEO**.

CLASSROOM

First and foremost, each student and staff will respect each other and the equipment without exception. It is important to note that the instructors and equipment are here to aid in the development of EMS providers and all appropriate action will be taken to ensure a safe and orderly learning environment. Instructors may orate a story to drive the lesson point home and to express the credibility that they have walked in the same career path as the student. This academy employs a wide range of instructors that may have been police officers, worked in other EMS environments, and countless hours of instruction and experience. Respect to each person in this academy is paramount. Some instructors have thousands of calls and years on the front lines of EMS and dedicated service to others. This experience should be always respected. The academy uses this culmination of experience and equipment to give the excellent level of training they wish they had been exposed to aid in their craft.

Instructors have been on calls that have ended in death, mutilation, pediatric emergencies, adult emergencies, etc. and know that at some point it will affect you mentally, emotionally, and physically. Students will respect the instructor's opinions and skills, but the student will know and be told that "This may not be the only way to do it," but it must always fall in-line with protocols and applicable laws. It is the goal of this academy to use these resources to help the student on the streets and later in life.

This academy will be teaching to the National Registry Standards for which you will be tested and integrate the difference between Practical Knowledge and Testable Knowledge. This academy will conduct the instruction with this in-mind. It is up to the student to parallel what has been taught to what is to be done in practice. The staff at UPEMS will do all in our ability to ensure that each student is best prepared for exams as well as the street. The staff is here to help the student in any way we can to help them succeed.

If the student has any questions, concerns or clarification we ask that you do not hesitate and ask the question. One student may not be the only one with that specific question and can be used as a teaching point. It is dependent on students to do the hard work of learning the material being taught. The students are expected to do the homework and study time to learn the material and make steady progress throughout the class. THE STAFF IS HERE TO HELP! Best wishes to you from the staff and good luck in your studies!

STORAGE ROOM and EQUIPMENT

The equipment is cutting edge and will be respected. Care must always be taken to respect the equipment. If you break the equipment then others will not be able to use it. Respect the equipment and respect others. Damage may occur to some equipment but will be addressed immediately and returned to service as applicable. Any student who willingly damages equipment will be charged and expected to repair or replace the damaged equipment. Also, theft of equipment and negligent or willful damage to equipment will be cause for expulsion from the academy with no refund and damage assessed against the person causing the damage.

Some equipment is not re-usable. An equipment Sign-out sheet is at the entrance to the supply room. **All equipment will be signed out, ONLY WHILE ACCOMPANIED BY AN INSTRUCTOR, when removed from storage rooms and all re-usable equipment will be signed back in at the end of the class.** As stated on the sign-out sheet, equipment that is one-time use only should be noted so replacements can be purchased. **The Sim mannikins require supervision at all times. No student or former students can use a Sim Man or Sim Kid without an Instructor supervising the contact. All mannikins must be wiped clean and replaced in their proper storage area at the end of each class.**

**The following attachment from BEMS website, student handbook (<https://site.utah.gov/bemsp/wp-content/uploads/sites/34/2017/04/EMT-Student-Handbook-v2.pdf>) is the full job descriptions and requirements of the EMT from the Department of Health State of Utah. It is part of our manual because it is adopted in full by UPEMS. It is considered binding in every way. It is a valuable resource and should be understood by any enrollee in our programs.

Classes will be taught at or above the levels set forth in this attachment.

**Attached from BEMS website, student handbook (<https://site.utah.gov/bemsp/wp-content/uploads/sites/34/2017/04/EMT-Student-Handbook-v2.pdf>)

Job descriptions and requirements

JOB DESCRIPTION SUMMARY OF THE EMT

- Respond to emergency calls
- Provide efficient and immediate care to the critically ill and injured
- Transport the patient to a medical facility
- Drive the ambulance to the address or location given to the dispatcher, using the most expeditious route, depending on traffic and weather conditions
 - Know and observe traffic ordinances and regulations concerning emergency vehicle operation
 - Upon arrival at the scene, park the ambulance in a safe location to avoid additional injury

Prior to initiating patient care:

- Complete a scene size-up to determine whether the scene is safe
- Determine the mechanism of injury or nature of illness
- Determine the total number of patients
- Request additional help, if necessary

In the absence of law enforcement, create a safe traffic environment, such as:

- Place road flares
 - Remove debris
 - Re-direct traffic for the protection of the injured and those assisting in the care of the injured patient(s)
 - Determine the nature and extent of illness or injury and establish priorities for required emergency care
- Render emergency medical care to medical and trauma based on assessment findings.

Duties include, but are not limited to:

- Open and maintain an airway
 - Ventilate patients
 - Perform cardiopulmonary resuscitation (CPR), including use of automated external defibrillators
- Provide prehospital emergency medical care of simple and multiple system trauma, such as:
- Control hemorrhage(s)
 - Treat shock (hypoperfusion)
 - Bandage wounds
 - Immobilize possible fractures

Provide prehospital emergency care for the medical patient including:

- Assist in childbirth
- Manage respiratory issues
- Respond to cardiac, diabetic, allergic, behavioral, and environmental emergencies
- Treat for suspected poisonings

Search for possible medical identification emblem to provide clues in emergency care.

Provide additional care and/or interventions based upon an assessment of the patient and patient history. Interventions include assisting patients with prescribed medications including:

- Sublingual nitroglycerin
- Epinephrine auto-injectors
- Hand-held aerosol inhalers
- May assist administering PHYSICIAN-approved over-the-counter medications
- Provide other medications, such as:
 - Oxygen
 - Oral glucose
 - Aspirin
 - Activated charcoal

Once the EMT becomes affiliated with a prehospital agency, it is the EMT's responsibility to understand and recognize that agency's protocol for all medication administration and interventions. Reassure patients and bystanders by working in a confident, efficient manner.

Avoid mishandling and undue haste while working expeditiously to accomplish the task.

When a patient must be extricated from entrapment, the EMT will:

- Assess the extent of injury
 - Give all possible emergency care and protection to the patient
 - Use the prescribed techniques and appliances for safely removing the patient
 - When necessary, radio the dispatcher for additional help or special rescue and/or utility services
 - Provide simple rescue service if the ambulance has not been accompanied by a specialized unit
- After extrication, the EMT will provide additional care in triaging the injured patient(s) in accordance with standard emergency procedures.

Comply with regulations on the handling of the

deceased including: Notification of
authorities

- Arrange for protection of property and evidence at the scene

Use appropriate lifting and moving techniques, and devices when necessary, to move the patient from the scene to the ambulance.

Lift patient on to the stretcher, placing the patient in the ambulance and securing the patient and stretcher.

Continue emergency medical care.

Based on knowledge about the patient's condition, the extent of injuries, and the proximity and staffing of nearby emergency hospital facilities, determine the most appropriate facility for patient transport, unless otherwise directed by off-line medical control.

Report directly to the emergency department or communications center:

- The nature and extent of injuries
- The number being transported
- The destination to ensure prompt medical care upon arrival

Identify assessment findings which may require communications with off-line medical control for advice and notify the facility of special professional services and assistance that may need to be immediately available upon arrival.

Constantly assess patient(s) en-route to the emergency facility.

Administer additional care as indicated or directed by off-line medical control.

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

Report verbally (and in writing) observations and emergency medical care provided to the patient at the emergency scene and in transit to the receiving facility staff for purposes of records and diagnostics.

Upon request, provide assistance to the receiving facility staff.

After each call:

- Restock and replace used linens, blankets, and other supplies.
- Clean all equipment following appropriate disinfecting procedures.
- Carefully check all equipment so that the ambulance is ready for the next run.

Maintain the ambulance in efficient operating condition.

In accordance with local, state, or federal regulations decontaminate the interior of the vehicle after transporting a patient with a contagious infection or hazardous materials exposure. Maintain familiarity with specialized equipment used by the service.

Attend continuing education and refresher training programs as required by employers, medical directors, or

BEMSP.

Meet qualifications included in the Functional Position Description.

BUREAU OF EMERGENCY MEDICAL SERVICES AND PREPAREDNESS FUNCTIONAL POSITION DESCRIPTIONS

Introduction

The following is a general position description for the Emergency Medical Responder (EMR), EMT, Advanced Emergency Medical Technician (AEMT), and Paramedic. This outlines the qualifications, competencies, and tasks that are required of the EMR, EMT, AEMT, or Paramedic. It is the ultimate responsibility of an employer's medical director to define specific job descriptions within each EMS entity.

Qualifications:

To be certified as an EMR, EMT, AEMT, or Paramedic, an individual shall:

1. Submit a completed application form to BEMSP.
2. Be 18 years of age or older (16 for EMR).
3. Complete a BEMSP-approved EMR, EMT, AEMT, or Paramedic course.
4. Display technical competence during field and clinical training.
5. Successfully complete the BEMSP-approved NREMT written and practical examinations for the applicable certification level.

Generally, the knowledge and skills required include:

- A high school education or equivalent
- An ability to communicate verbally via telephone and radio equipment
- An ability to lift, carry, and balance up to 125 pounds (250 with assistance)
- An ability to interpret written and oral instructions
- An ability to use sound judgment and remain calm in high-stress situations
- An ability to work effectively in an environment with loud noises and flashing lights
- An ability to function efficiently throughout an entire work shift
- An ability to calculate weight and volume ratios and read small print under life-threatening time constraints
- An ability to read and understand English language manuals and road maps
- An ability to accurately discern street signs and address numbers
- An ability to interview patient(s), family members, and bystanders
- An ability to document, in writing, all relevant information in prescribed format pursuant to legal ramifications
- An ability to converse in English with co-workers and hospital staff concerning patient status
- Good manual dexterity with the ability to perform all tasks related to highest quality patient care
- An ability to bend, stoop, and crawl on uneven terrain
- An ability to withstand varied environmental conditions such as extreme heat, cold, and moisture
- An ability to work in low light, confined spaces, and other dangerous environments

EMS Provider Competency Areas

The following are summaries of the prehospital certification competencies. This is intended to serve as quick reference for an EMT student interested in advancing their EMS career and not a complete reference. See the applicable DOT NES for all competency areas.

Emergency Medical Technician (EMT)

The primary focus of an emergency medical technician is to provide basic emergency medical care and transportation for critical and emergency patients who access the emergency medical system. An EMT possesses the basic knowledge and skills necessary to provide patient care and transportation. The EMT functions as part of a comprehensive EMS response under medical oversight. Emergency medical technicians perform interventions with the basic equipment typically found on an ambulance. An EMT provides a link from the scene to the emergency health care system.

Patient-assisted medication administration competency includes:

- Nitroglycerin
- Epinephrine by auto-injector
- Aspirin
- Oral glucose
- Prescribed inhaler
- Automatic transport ventilator

Advanced Emergency Medical Technician (AEMT)

The primary focus of an advanced emergency medical technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergency patients who access the emergency medical system. An AEMT possesses the basic knowledge and skills necessary to provide patient care and transport. Advanced emergency medical technicians function as part of a comprehensive EMS response under medical oversight. The AEMT performs interventions with the basic and advanced equipment typically found on an ambulance. An AEMT provides a link from the scene to the emergency health care system.

Advanced interventions

- Medication administration competency
- Airways not intended for insertion into the trachea
- Multi-lumen airway
- Tracheal-bronchial suctioning of an already intubated patient

Assessment

- Blood glucose monitor

Pharmacologic interventions

- Establish and maintain peripheral intravenous access
- Establish and maintain intraosseous access in pediatric patient

- Administer (non-medicated) intravenous fluid therapy
- Sublingual nitroglycerin (chest pain)

- Subcutaneous or intramuscular epinephrine (anaphylaxis)
- Glucagon (hypoglycemia)

- Intravenous 50% dextrose (hypoglycemia)

- Inhaled beta agonists (wheezing)

- Intravenous narcotic antagonist (narcotic overdose)

- IV or inhaled analgesic (pain)

EMT TRAINING COURSE

COURSE GOALS

After successfully completing the program, the student will be able to perform the following NES competencies at the minimum entry level:

1. Apply fundamental knowledge of the EMS system, safety/well-being of the EMT, medical, legal, and ethical issues to the provision of emergency care.
2. Apply fundamental knowledge of the anatomy and function of all human systems to the practice of EMS.
3. Use foundational anatomical and medical terms and abbreviations in written and oral communication with colleagues and other health care professionals.
4. Apply fundamental knowledge of the pathophysiology of respiration and perfusion to patient assessment and management.
5. Apply fundamental knowledge of life span development to patient assessment and management.
6. Use simple knowledge of the principles of illness and injury prevention in emergency care.
7. Apply fundamental knowledge of the medications that the EMT may assist/administer to a patient during an emergency.

8. Apply knowledge (fundamental depth, foundational breadth) of general anatomy and physiology to patient assessment and management in order to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
9. Apply scene information and patient assessment findings (scene size-up, primary and secondary assessment, patient history, and reassessment) to guide emergency management.
10. Apply fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely ill patient.
11. Apply fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management.
12. Apply fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient.
13. Apply a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs.
14. Possess knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

The EMT course is a minimum of 120 hours in length. There are 15 competencies in the National EMS Education Standards with 55 elaboration of knowledge lessons, nine clinical behaviors and judgements lessons, along with 27 psychomotor skills listed. Plus, the course covers the EMR competencies, knowledge, behaviors, and psychomotor skills. In addition to the required 120 hours of instruction, this course requires that the students observe emergency department operations for enough time sufficient to give them an appreciation for the continuum of care. Students must perform ten patient assessments. These can be performed in an emergency department, ambulance, clinic, nursing home, doctor's office, etc.

The EMT student should also acquire an appreciation for ongoing education. Focus on two concepts to achieve this goal:

1. During the initial EMT training, additional education in related content may be studied.
2. Ongoing education is an integral component of any educational process and the EMT should be committed to the process of life-long learning.

PREREQUISITES FOR ADMITTANCE INTO EMT COURSE

CPR Certification

The prospective EMT student must have a current CPR course completion card from a course that meets the requirements of the American Heart Association.

Acceptable certifications include:

American Heart Association - Health Care Professional

American Red Cross - Professional Rescuer

National Safety Council Certification

A course that the applicant can demonstrate to BEMSP to be equivalent or greater

Although CPR training is a prerequisite, it should be routinely practiced and integrated throughout the entire instruction of the EMT course. (Several EMT courses offer CPR instruction courses before the start of the EMT course).

Age Restriction

The prospective EMT must be at least 18 years old before they can test with National Registry of Emergency Medical Technicians or be licensed as a Utah EMT.

STUDENT EXPECTATIONS

This training program is detailed and exact. An EMT is an important, recognized part of the medical team. The standards are high and will remain high in order to maintain the respected position on the medical team and in the community. To become a fully licensed EMT, it will be necessary for the student to comply with certain requirements. These requirements include:

1. **Attendance** - Students will be required to attend all scheduled classes. If the student is unable to attend a class due to illness, etc., the student must make arrangements with the course coordinator to make up the material missed.
2. **Class Participation** - Students will be evaluated by the instructors, course coordinator, and medical director during the entire course in areas such as dependability, attitude, maturity, and the ability to relate well with others. The student will also be evaluated on their ability to achieve acceptable performance levels. Remediation will be provided by the course coordinator or instructors for students who have difficulties in any area of the course.
3. **Documentation** – BEMSP requires the following documents be submitted for each student prior to the student being allowed to take the state-approved NREMT written or practical test:
 - a. **Application Form** - The online application form must be complete. Incomplete applications may delay the certification process. The application must be **completely** filled out, including requirements of compliance with the Department of Public Safety's Direct Access Clearance System (DACs).
 - b. **Declaration of Understanding** - Each student must read, understand, and acknowledge all elements of the Declaration of Understanding.

- c. **Student Acknowledgement of Bureau of Emergency Medical Services and Preparedness Policies and Procedures** – Each student must read and understand the document titled Student Acknowledgement of Bureau Policies and Procedures.
 - d. **Letter of Recommendation for License** - The course coordinator and medical director will sign a document stating that the student successfully completed the course with all written and practical training, and meets BEMSP requirements for the initial license. If the course coordinator or medical director feels a student has not met the appropriate requirements, he/she may decide against recommending a student for license.
4. **Fees** - BEMSP requires specific fees for processing applications and DACS background investigations. These fees may be paid by individual students or the course coordinator may pay them as part of the course fees. Students will not be allowed to become licensed until all fees are paid. ***All BEMSP fees are nonrefundable.***
5. **Identification** - Students should be provided with an identification badge from their course. Students should wear the badge at all times, especially during the clinical portion of the course.
6. **Practical Training Record** - At the beginning of the course the students will be given a Practical Training Record which must be signed off by the instructors and clinical personnel during each phase of the training. This completed report will be signed by the course coordinator and medical director attesting to the skills and abilities of the student.
7. **Clinical Experience** - The students should observe emergency department operations for an adequate amount of time sufficient to gain an appreciation for the continuum of care. Students must perform ten patient assessments. These can be performed in various settings including an emergency department, ambulance, clinic, nursing home, doctor's office, etc., or on standardized patients if clinical settings are not available.
8. **Practical Psychomotor Examination** - At the conclusion of the course the course coordinator will provide a Utah-approved NREMT practical examination consisting of seven skill stations to include: patient assessment trauma, patient assessment medical BVM ventilation, oxygen administration, cardiac arrest/AED, supine patient spine immobilization, and one of five random skills. The scenario and a skills test will be administered by the course coordinator/exams coordinator and conducted by instructor/skills examiners. If the student fails any part of the practical exam, it may be necessary for the student to retake the entire practical exam. However, that student may only be required to retake the two or three skills missed. The student is only allowed two full attempts to pass this test.
9. **National Registry Cognitive Examination** - After successful completion of the psychomotor exam and all other application requirements are met, the student must successfully complete the NREMT certification exam. This test is a computer adaptive exam. The student will be allowed only

three attempts to pass this test. In the event a student fails the test three times, remediation is required prior to three additional attempts. The NREMT utilizes Pearson VUE as its exclusive test provider. Candidates may test at any authorized Pearson VUE test center in the United States at a convenient date, time, and location.

- 10. Test Results** – The exam coordinator should provide practical skills test results on the day of the test. A test result letter from NREMT will be sent after the cognitive exam is completed. The results letter will refer the student to the NES for items missed that should be studied again. The test results letter is **not** a certification document and does **not** imply licensing by BEMSP. Test results are **not** given over the telephone. If a student does not receive a results letter within two weeks, the student may call the NREMT office and inquire about the status of their testing process.
- 11. State License** – A state license will be issued upon successful completion of all the above listed requirements. These requirements must be met within two years after the course is completed. It will take approximately three weeks following testing for the information to be processed and for the student to receive their license in the mail. Students will receive a state license identification badge. If you do not receive your license within one month after you have completed all requirements, please contact BEMSP at (801) 273-6666.

CLINICAL EXPERIENCE

The hospital and ambulance services have asked BEMSP to advise students of their requirements and standards. In turn, BEMSP has advised all agencies to send students home if they do not meet the agency standards or are not appropriately groomed and dressed.

Students must wear clothing appropriate for working in a health care environment. This means clean, odor free, intact (not ripped or torn), and comfortable clothing. The students should avoid wearing dirty or torn jeans, shorts, sandals, T-shirts, revealing clothing, or clothing that might be considered offensive in nature.

Students should be clean shaven or have neatly trimmed facial hair. Students with long hair may have to fasten it back. The course coordinator will contact the facilities where the students will be observing to determine the particulars of their dress code and forward that information to the students.

Each student is responsible for gaining an adequate understanding of bloodborne pathogens to assure safety in the clinical environment. The course coordinator will have a written plan for students to follow in the event of contamination or exposure. This may also be accomplished through an agreement with the clinical agency.

The students must wear an identification badge, have a pen and a watch, and bring their Training Report to be signed by the clinic personnel.

EMT RENEWAL REQUIREMENTS

- (1) BEMSP may renew an EMT for a four-year period or for a shorter period as modified by BEMSP to standardize recertification cycles.
- (2) An individual seeking renewal must:
 - (a) Submit an online application with the applicable fees to the department.
 - (b) Maintain and attach documentation of completion of a CPR course within the previous two years, offered by the National Safety Council, the American Red Cross, or the American Heart Association or a course that the department deems to be equivalent.
 - (c) Attach a statement from the applicant’s training officer or a physician confirming the applicant’s results of a TB examination.
 - (d) Attach a letter from the applicant’s training officer that he/she has been evaluated and meets the skills requirements outlined in the recertification protocol manual.
 - (e) The training officer letter should provide documentation of completion of required hours of department approved continuing medical education distributed throughout the prior four years to include CPR.

| SAMPLE EMT COURSE OUTLINE | | |
|--|-------------------------------|--|
| Module and Lesson | | |
| Module 1 Preparatory | | |
| 1-1 | EMS Systems | |
| 1-2 | Research | |
| 1-3 | Workforce Safety and Wellness | |
| 1-4 | Documentation | |
| 1-5 | EMS System Communication | |
| 1-6 | Therapeutic Communication | |
| 1-7 | Medical/Legal and Ethics | |
| Module 2 Anatomy and Physiology | | |
| Module 3 Medical Terminology | | |

| | | |
|---|--|--|
| Module 4 Pathophysiology | | |
| Module 5 Life Span Development | | |
| Module 6 Public Health | | |
| Module 7 Pharmacology | | |
| | Principles of Pharmacology | |
| | Medication Administration | |
| | Emergency Medications | |
| Module 8 Airway Management, Respirations, and Artificial Ventilation | | |
| | Airway Management | |
| | Respiration | |
| | Artificial Ventilation | |
| Module 9 Assessment | | |
| 9-1 | Scene Size-Up | |
| 9-2 | Primary Assessment | |
| 9-3 | History Taking | |
| 9-4 | Secondary Assessment | |
| 9-5 | Monitoring Devices | |
| 9-6 | Reassessment | |
| Module 10 Medicine | | |
| 10-1 | Medical Overview | |
| 10-2 | Neurology | |
| 10-3 | Abdominal and Gastrointestinal Disorders | |
| 10-4 | Immunology | |
| 10-5 | Infectious Diseases | |
| 10-6 | Endocrine Disorders | |
| 10-7 | Psychiatric | |
| 10-8 | Cardiovascular | |
| 10-9 | Toxicology | |
| 10-10 | Respiratory | |
| 10-11 | Hematology | |

SAMPLE EMT COURSE OUTLINE

| Module and Lesson | | |
|--|---|--|
| 10-12 | Genitourinary/Renal | |
| 10-13 | Gynecology | |
| 10-14 | Non-Traumatic Musculoskeletal Disorders | |
| 10-15 | Diseases of the Eyes, Ears, Nose, and Throat | |
| Module 11 Shock and Resuscitation | | |
| Module 12 Trauma | | |
| 12-1 | Trauma Overview | |
| 12-2 | Bleeding | |
| 12-3 | Chest Trauma | |
| 12-4 | Abdominal and Genitourinary Trauma | |
| 12-5 | Orthopedic Trauma | |
| 12-6 | Soft Tissue Trauma | |
| 12-7 | Head, Face, Neck, and Spine Trauma | |
| 12-8 | Nervous System Trauma | |
| 12-9 | Special Considerations Trauma | |
| 12-10 | Environmental Emergencies | |
| 12-11 | Multiple-System Trauma | |
| Module 13 Special Patient Populations | | |
| 13-1 | Obstetrics | |
| 13-2 | Neonatal Care | |
| 13-3 | Pediatrics | |
| 13-4 | Geriatrics | |
| 13-5 | Patients with Special Challenges | |
| Module 14 EMS Operations | | |
| 14-1 | Principles of Safely Operating a Ground Ambulance | |
| 14-2 | Incident Management | |
| 14-3 | Multiple Casualty Incidents | |
| 14-4 | Air Medical | |
| 14-5 | Vehicle Extrication | |
| 14-6 | Hazardous Materials Awareness | |
| 14-7 | MCI Due to Terrorism and Disaster | |
| Final Written Evaluation | | |

| | |
|-----------------------------------|------------|
| Final Practical Evaluation | |
| TOTAL COURSE HOURS | |
| Clinical and Field | |
| TOTAL MINIMUM HOURS | 130 |

| Emergency Medical Technician Practical Training Record | | | |
|---|-----------------|-------------|-----------------------------------|
| Student Name: | | | SS# |
| Skill | Skills | Date | Inst. EMT # & Initials |
| Assessment | | | |
| Scene Size-up | SKILL SHEETS-01 | | |
| Primary Assessment | SKILL SHEETS-02 | | |
| History Taking | SKILL SHEETS-03 | | |
| Secondary Assessment | SKILL SHEETS-04 | | |
| SAMPLE History | SKILL SHEETS-05 | | |
| Baseline Vital Signs | SKILL SHEETS-06 | | |
| Reassessment | SKILL SHEETS-07 | | |
| Communication | SKILL SHEETS-08 | | |
| Documentation | SKILL SHEETS-09 | | |
| Airway and Breathing | | | |
| Oxygen Delivery | SKILL SHEETS-10 | | |
| Pulse Oximetry | SKILL SHEETS-11 | | |
| Assisted Ventilation | SKILL SHEETS-12 | | |
| Airway Adjuncts - OPA and NPA Airways | SKILL SHEETS-13 | | |
| Suctioning | SKILL SHEETS-14 | | |
| Treating for Shock | | | |
| Treating for shock | SKILL SHEETS-15 | | |
| Automatic external defibrillation | SKILL SHEETS-16 | | |
| Glucometer | SKILL SHEETS-17 | | |
| Patient Assisted Medications | | | |
| Administration of Nitroglycerin | SKILL SHEETS-18 | | |
| Administration of Aspirin | SKILL SHEETS-19 | | |
| Administration of Prescribed Inhaler | SKILL SHEETS-20 | | |
| Administration of Epinephrine by Auto-Injector | SKILL SHEETS-21 | | |
| Administration of Oral Glucose | SKILL SHEETS-22 | | |
| Environmental | | | |
| Treatment of Contact Poisons | SKILL SHEETS-23 | | |

| | | | |
|---|-----------------|--|--|
| Hyperthermia (Heat) | SKILL SHEETS-24 | | |
| Hypothermia (Cold) | SKILL SHEETS-25 | | |
| Frostbite and Cold Injuries | SKILL SHEETS-26 | | |
| Obstetrics and Gynecology | | | |
| Childbirth-Normal Delivery | SKILL SHEETS-27 | | |
| Childbirth-Abnormal Delivery Procedures | SKILL SHEETS-28 | | |
| Burns | SKILL SHEETS-29 | | |
| Bandaging/Bleeding Control | | | |
| Bandaging - Spiral (Arm or Leg) | SKILL SHEETS-30 | | |
| Bandaging - Figure Eight (Elbow, Knee, Neck, Shoulder or Hip) | SKILL SHEETS-31 | | |
| Bandaging - Head (Ear, Eye, or Side of Head) | SKILL SHEETS-32 | | |
| Bandaging - Protruding Eye | SKILL SHEETS-33 | | |
| Bandaging - Top of Head | SKILL SHEETS-34 | | |
| Bandaging - Cheek or Jaw | SKILL SHEETS-35 | | |
| Bandaging - Open Chest Wound | SKILL SHEETS-36 | | |
| Tourniquet | SKILL SHEETS-37 | | |
| Splinting | | | |
| Splinting - Long Bones (Humerus, Radius, Ulna, Tibia) | SKILL SHEETS-38 | | |
| Skill | | | |
| Splinting - Dislocated or Fractured Joints | SKILL SHEETS-39 | | |
| Splinting – Clavicle | SKILL SHEETS-40 | | |
| Splinting - Flail Chest | SKILL SHEETS-41 | | |
| Splinting - Hip (Living and Padded Board Splint) | SKILL SHEETS-42 | | |
| Splinting - Femur-Hare Traction Splint | SKILL SHEETS-43 | | |
| Splinting - Femur-Sager Splint | SKILL SHEETS-44 | | |
| Immobilization | | | |
| Immobilization of Cervical Spine | SKILL SHEETS-45 | | |
| Immobilization-Long Spine Board | SKILL SHEETS-46 | | |
| Immobilization-Short Spine Board | SKILL SHEETS-47 | | |
| Pneumatic Counter-Pressure Device | SKILL SHEETS-48 | | |
| Conforming Extrinsic Devices-KED or ZED | SKILL SHEETS-49 | | |
| Helmet Removal | SKILL SHEETS-50 | | |
| Lifting and Moving | | | |
| Lifting and Moving Guidelines | SKILL SHEETS-51 | | |
| Emergency Moves | SKILL SHEETS-52 | | |
| Urgent Moves | SKILL SHEETS-53 | | |
| Non-Urgent Moves | SKILL SHEETS-54 | | |

NEED-TO-KNOW ABBREVIATIONS

| | |
|------------------|---|
| AED | Automatic External Defibrillator |
| ALS | Advanced Life Support |
| APGAR | Appearance, Pulse, Grimace, Activity, and Respiration |
| AVPU | Alert, Verbal, Pain, Unresponsive |
| BLS | Basic Life Support |
| BSI | Body Substance Isolation |
| CAD | Computer Aided Dispatch |
| CPR | Cardiopulmonary Resuscitation |
| CSF | Cerebrospinal Fluid |
| CTC | Color, Temperature, Condition |
| DCAP-BTLS | Deformity, Contusions, Abrasion, Puncture/Penetration, Burns, Tenderness, Laceration, Swelling |
| DNR | Do Not Resuscitate |
| FROP-VD | Flow Restricted Oxygen Powered – Ventilation Device |
| ICS | Incident Command System |
| JVD | Jugular Vein Distention |
| MCI | Mass Casualty Incident |
| MOI | Mechanism of Injury |
| NOI | Nature of Illness |
| NRB | Non-Rebreather oxygen mask |
| NES | National EMS Education Standards |
| NIMS | National Incident Management System |
| O2 | Oxygen |
| OPQRST | Onset, Provocation, Quality, Radiation, Severity, Time |
| PEARL | Pupils Equal, and Reactive to Light |
| PMS | Pulse, Motor, Sensory |
| PPE | Personal Protective Equipment |
| Pt. | Patient |
| SAMPLE | Signs/Symptoms, Allergies, Medications, Pertinent History, Last oral intake, Events leading to the emergency |

National EMS Education Standards EMT Instructional Guidelines

Clinical Experience

Students should observe emergency department operations for an adequate amount of time to gain an appreciation for the continuum of care. Students must perform ten patient assessments. These can be performed in various settings including an emergency department, ambulance, clinic, nursing home, doctor's office, etc., or on standardized patients if clinical settings are not available.

Field Experience

The student must participate in and document patient contacts in a field experience approved by the medical director and program director.

Course Design

Provide the following components of instruction:

- Didactic instruction
- Skills laboratories
- Hospital/Clinical experience
- Field experience

Student Assessment

Perform knowledge, skill, and professional behavior evaluations based on educational standards and program objectives

- Provide several methods of assessing achievement
- Provide an assessment that measures (at a minimum) entry level competency in all domains

Program Evaluation

Provide evaluation of program instructional effectiveness

Provide evaluation of organizational and administrative effectiveness of program

YOUR COURSE INFORMATION

Course Name _____ Course Number _____

Location/Agency _____

Address _____

Course Coordinator _____ Phone Number _____

Co-Coordinator _____ Phone Number _____

Medical Director _____ Phone Number _____

Primary Instructor _____ Phone Number _____

Assistant Instructor _____ Phone Number _____

Assistant Instructor _____ Phone Number _____

Practical Test Date/s _____ Time _____ Location _____

Address _____

Written Test Date _____ Time _____ Location Pearson Vue Site _____

Address _____

VIDEO SURVEILLANCE

There are video surveillance cameras throughout the UPEMS training facility. Each student will know and understand that they are under constant video surveillance. This is to protect the students and staff alike. By signing below, you as the student, acknowledge that the video footage may be reviewed at any time to aid in any situation, grievance or conflict that may occur.

_____ Date: _____
First and Last Name Printed

Signature

PHOTORELEASE

In an effort to aid in instruction, marketing or other situations, such as testing, UPEMS may, at times, take pictures or videos of the various training opportunities and scenarios that may occur. By signing below, you allow UPEMS to publish pictures or videos of the student(s) and staff during such operations. Each student will be approached and told about the pictures and videos before they take place. The student(s) in the pictures or videos will have the opportunity to object to the use of those photos or videos at that time. After this verbal transaction this document will be used to support the decision to release the multimedia.

_____ Date: _____
First and Last Name Printed

Signature

IF YOU DO NOT WISH TO HAVE ANY PHOTOS OR VIDEO RELEASED (i.e. published on our website) FOR ANY REASON; BY SIGNING BELOW UPEMS WILL HONOR THAT REQUEST

_____ Date: _____
Signature

STUDENT CONTACT INFORMATION

STUDENT NAME _____

STUDENT ADDRESS _____

STUDENT TELEPHONE NUMBER HOME _____ CELL _____

STUDENT EMAIL _____

STUDENT EMERGENCY CONTACT:

Name: _____

Emergency Contact Cell Phone # _____ Additional Phone # _____

Emergency Contact Relationship _____

Emergency Contact Address _____

STUDENT AGREEMENT

I, _____, hereby agree that I have read through the Student Manual and understand all terms and conditions and am, therefore, responsible for abiding

by the rules and regulations set forth in this manual.

SIGNATURE

DATE

Note: A copy of the Video Surveillance, Photo Release, Student Contact information and the Student Agreement with your signature will be placed in your student file.

January 3, 2022