



Med-Tech EMS, Educational Foundation

Student Enrollment Package

Welcome! On behalf of Med-Tech EMS, Inc. we are excited you have made the decision to pursue the Emergency Medical Technician certification program.

I believe transparency and setting expectations play a big role in student success. We have created this package to help guide you in understanding what the course will consist of the costs and the time you should be prepared to invest.

The course is fast-paced and covers some highly complex medical concepts and interventions. You must attend class, be prepared for class and willing to learn from some of the state's best paramedics, EMT's, Nurses and Physicians.

It is our desire that every student successfully completes the course and achieve success. It is my goal to help you along that journey. The first step consists of the documents contained within this package. This package is designed to help you gain a better understanding of the requirements, course materials and manage student expectations. The package contains the following documents as briefly defined below:

Student Enrollment Agreement

The student enrollment agreement a contract signed between the student and the institution, Med-Tech EMS, Inc. This agreement specifies the conditions under which the institution will provide instruction to the student. It also specifies all costs a student must pay in order to enroll in any courses offered by Med-Tech EMS, Inc.

The student will be informed of the total cost of the program to include tuition, books and required materials as well as applicable refund policies.

EMT Student Contract

This document outlines expectations for the student and institution. The document is a contract between the student and the institution. The document describes the general course content, attendance and grading policies, code of conduct, licensing requirements and safety precautions.

EMT Course Description and Syllabus

These documents contain details of the course content and the clinical requirements.

We sincerely hope you enjoy the class and build on your professional skill set. Welcome to the family!

Chief Executive Officer
MedTech EMS, Inc.

Jennifer@medtechems.com



ENROLLMENT AGREEMENT

Med-Tech EMS
 10 Medical Services Drive
 Morrilton, AR 72110

Student Name:	
Address:	
City:	
State:	
ZIP:	
Email Address:	
Phone:	
Last Four Digits of SS#:	
Date of Birth:	

Med-Tech EMS, Inc. (school) and student enter into agreement under which the student will pay tuition and fees as indicated below as well as attest to receiving a copy of the school’s rules and regulations. The school will instruct the student in the curriculum listed below in accordance with the National Registry of Emergency Medical Technicians.

Program	EMT
Classroom Hours	120
Other Hours (online training)	48
Tuition	\$850
EMT Lab Fee	\$100
Books (Estimate – Student purchases)	TBD
Materials (uniforms, equip, etc.)	<i>See Frequently Asked Questions Document</i>
Malpractice Insurance	\$50.00
Non-Refundable Registration Fee	\$150
Total	\$1,150

Refund Policy

- A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.
- B. Thereafter, a student will be liable for
 - 1. the non-refundable registration fee plus



2. the cost of any textbook or supplies accepted plus
3. tuition liability as of the student's last date of physical attendance.

Total tuition liability is limited to the term during which the student withdrew or was terminated in accordance with the table below:

If termination occurs	School may keep	Student Refund
Prior to or during the first week	0%	100%
During the second week	20%	80%
During the third week	35%	65%
During the fourth week	50%	50%
During the fifth week	70%	30%
After the fifth week	100%	0%

By signature, I confirm that I have read the student agreement package in its entirety and agree to the terms and conditions in the agreement. I also verify that I have received a copy of this agreement.

Student Signature _____ Date _____

Received by _____ Date _____

Title _____



EMT Student Contract

Course Requirements

In order to successfully complete the Basic EMT course, students must meet the requirements and/or conditions outlined in the United States Department of Transportation (US DOT), EMT National Standard Curriculum, the Arkansas Department of Health, Section of EMS, the National Registry of EMTs, the instructor and training site rules and regulations.

Class Attendance

Students must be on time for class and be prepared to learn. Attendance is required in all lectures and scheduled practical and observation sessions. In the case of an absence, it is the student's responsibility to make up any material missed. Make up requiring instructor interaction (skills only) will be scheduled at the instructor's convenience. Students will not be able to make-up any classroom/lecture time. Three (3) tardy's equal 1 missed class.

Ambulance Clinical

To expose EMT students to the real world of EMS, clinical rotations on the ambulance will allow the student to practice skills and techniques learned in this course in a supervised environment. All students are required to complete a total of (14) patient contacts on the ambulance (Med-Tech EMS or place of employment – if AR licensed EMS service). ALL patient contact reports must be signed by the Paramedic. In the event a student must miss a clinical rotation – this rotation must be made up before the student can take the final exam. Make up clinical hours will be scheduled as time and facility permits.

Students are not allowed to do any skills that they have not been trained to do: if a student is asked to do such a skill, the student must tell the Paramedic they have not been trained and immediately notify instructors. Completing the skill and failure to notify instructors can result in dismissal from class.

Required Components Include:

- Attendance and participation in classroom lectures and practical applications.
- Completion of 14 patient contacts on ambulance.
- Completion of all required clinical documentation.
- Class notebook will be completed and given to instructors.



Dress Code

During all portions of the course the student is expected to exhibit professional behavior/attitude, maintain good personal hygiene and a neat appearance. For your safety and the comfort of the patient, a prescribed dress code is required for the students during ambulance clinical rotation as well as final psychomotor exams.

Dress Code Specific to Ambulance

- Gray polo style shirt (clean & not wrinkled)
- Black uniform style pants (not wrinkled, NO jeans)
- Black belt, black socks, black shoes (NO cowboy boots, clogs, flip flops, etc.)
- Eye protection, mask, and gloves on your person
- Jewelry is strictly limited to one wedding band and a wristwatch – no dangling earrings (studs only), or piercings (safety issues with patients who may attempt to grab or make contact)
- Make-up and perfume/cologne are to be kept to a minimum (safety issue with patients suffering severe respiratory emergencies)
- Long hair is to be tied back or pinned up (safety issue with patients attempting to grab or make contact)
- Plain black cap may be worn (No logo other than Med-Tech EMS, Inc.)
- Solid black coat/jacket
- No camo

Body Substance Isolation Precautions

Students must be up to date with immunizations/vaccinations, TB skin test, and provide a record of such. Students may be required to receive immunization for flu during the flu season (October - March) or the student will be required to wear a mask during student ambulance clinicals.

Students must understand that EMS involves certain risks with biohazards and infectious disease. Very strict infectious controls will be required and there will be **NO** tolerance for the violations of these rules. All students are required to have on his or her person and wear personal protective equipment and devices including glasses/goggles in all patient care areas. Failure to follow the body substance isolation precaution protocols will result in immediate suspension from the clinical area and/or failure of the course. The student should contact the instructor, clinical coordinator, or clinical director as soon as possible after any questionable body fluid exposure.



Student Conduct

Students are guests at the ambulance service. Students are not to be on the dayroom computers or gaming systems without permission from the owner of the device (EMTs or Paramedics). Students are welcome to use the microwave and refrigerator provided the student cleans up behind themselves, washes their dishes and/or throws away their trash.

Harassment of any kind will not be tolerated and will be grounds for dismissal.

Students will be exposed to situations of a sensitive nature during this class. Patient confidentiality is an ABSOLUTE must. Breach of confidentiality will result in dismissal from class.

Students will be allowed to have food and drinks in the classroom but are responsible for clean-up of such items (including spills). Students will help maintain a clean training center.

Drug and/or alcohol use will not be tolerated before or during class or on clinical rotations – this will be grounds for immediate dismissal. Use of tobacco products will be in accordance with the facility's standard policies and procedures.

Cell phones, pagers, radios should be turned off or placed on vibrate/silent during class. Tablets and Laptops are permitted to be used during class but only on EMT topics. Students are not to be texting during class.

If you have a problem with another student, come to the instructor. The situation cannot be corrected if the instructor is not aware of the situation.

Students are not allowed at Med-Tech EMS, Inc. after 10:00 PM (2200) during clinicals unless you have permission from both Instructors.

Student Privacy Policy

The Family Education Rights and Privacy Act, known as FERPA, is a federal law that protects your education records, such as personal information, grades, enrollment records and class schedules. You have specific rights as an enrolled student regarding the release of these records and FERPA requires that institutions adhere strictly to these guidelines. These rights include:

- The right to see the information the institution is keeping on you
- The right to seek an amendment to your record and, in certain cases, append a statement to the record
- The right to consent to the disclosure of your records
- The right to file a complaint with the FERPA office in Washington D.C.



Special Exceptions

Generally, written permission is required from the student to release information from his or her educational records. However, FERPA allows schools to release certain information without the student's consent to these following parties:

- School officials with a legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Compliance with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific state law



Emergency Medical Technician Course Syllabus

EMT Course Description

This course is an introduction to the study of emergency medical services and the basic principles and techniques of pre-hospital emergency care. Instruction includes a minimum of 120 contact hours of lecture and 48 hours of clinical practice; this includes a minimum of fourteen (14) emergency calls with an ambulance service. The course is based on the National Standard Curriculum Guidelines as developed by the Department of Transportation. Successful completion of this course prepares the student to apply for the National Registry Emergency Medical Technician Examination.

Required/Supplementary Materials

1. PreHospital Emergency Care 11th ed. By Joseph J. Mistovich, Keith J. Karren Pub. Date: Oct 17, 2017 by Pearson. ISBN# 978-0-13-470445-6

2. MyLabBrady Access Code: Author: Mistovich, Publisher: Pearson, Edition: 11TH 18, ISBN: 9780134709086

Note: The textbook is optional but recommended. The MyLabBrady Access Code is a requirement and includes an eBook.

Dress Code

1. Polo style shirt (color TBD per instructor, Black uniform style pants (NO jeans)
2. Black shoes (NO cowboy boots, clogs/crocs, flip flops, etc.)
3. Plain black cap (optional)
4. Testing/Licensure fees (State Skills Fee - \$20.00; NREMT Testing Fee \$98.00). Fees are subject to change if the agency institutes a fee increase.

This course satisfies the following Institutional Student Learning Outcome:

Institutional Learning Outcome 3: Critical Thinking

Students will think critically and analytically to evaluate information, synthesize ideas, and solve problems.

Program Learning Outcomes

Students who successfully complete this program will be able to:

- 5.1 Recognize the nature and seriousness of the patient's condition.
- 5.2 Administer appropriate emergency medical care.
- 5.3 Handle the patient to minimize discomfort and prevent further injury.



5.4 Perform emergency medical care safely and effectively.

Course Learning Outcomes

Upon completion of this course, the student will be able to:

- A. Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care.
- B. Administer appropriate emergency medical care based on assessment findings of the patient's conditions.
- C. Lift, move, position, and otherwise handle the patient to minimize discomfort, and prevent further injury.
- D. Perform safely and effectively the expectations of the job description of an emergency medical technician as a member of the health care team.
- E. Demonstrate professional practice (under delegated authority) in patient care within the legal and ethical roles and responsibilities of an EMT-Basic.
- F. Identify and evaluate the patient's or patients' existing condition(s) and provide the most effective forms of treatment in an appropriate, prioritized, and timely manner.
- G. Utilize professional communications with peers, instructors, staff, patients, families, and ancillary personnel.
- H. Per Act 703 of 2007 (Arkansas Code Annotated § 6-61-133), recognize the:
 - Signs and symptoms of child abuse and neglect;
 - Legal requirements of the Child Maltreatment Act and the duties of mandated reporters under the Act;
 - Methods for managing disclosures regarding child victims.

Evaluation and Grading:

Exams	1,400 pts
MyBradyLab	500 pts
Final Exam	100 pts

Grading Scale:

- A = 90% to 100%
- B = 80% to 89%
- C = 70% to 79%
- D = 60% to 69%
- F = Below 60%



Assignment Descriptions and Expectations:

If the student does not complete his or her clinical hour requirements by the end of the semester, the student will receive a grade of “F” and will not pass this course.

Written tests will consist of multiple-choice questions, matching, and short answer. There will be a 1-hour time limit and the number of chapters per test will vary. Practical (Skills) exams will be scenario based.

The student must demonstrate acceptable performance, behavior, manners, hygiene, knowledge, and practical skills ability while attending class to receive the instructor’s recommendation to proceed with the clinical portion of the course and ADH EMT licensure process and National Registry examination. Students must have an overall course average of 70% to be eligible to take the National Registry EMT examination.

American Heart Association or American Red Cross BLS (HealthCare Provider) CPR is required. There are several online CPR courses that issue you a certification card. If the course did not include a practical hands-on practice with evaluation, it will not be accepted.

Attendance/Participation Policy

Class attendance is a critical element for student learning. Prompt and regular attendance in class sessions is expected of all students enrolled and is considered a course requirement and necessary in maintaining acceptable grades. Students must be on time for class (8:00 am, day class and 6:00 pm, night class) and be prepared to learn! Attendance is required in all lectures and scheduled practical and observation sessions. In the case of absence, it is the student’s responsibility to make up any material missed. Make-up requiring instructor interaction (skills only) will be scheduled at the instructor’s convenience. Students will not be able to make-up any classroom/lecture time. Three (3) tardies equal one (1) missed class. All instructors will explain the withdrawal policy at the beginning of the semester. This policy can be found in the Student Contract. Students that have a failing grade and missing four (4) nights for the night class will be administratively withdrawn. For those students that have a passing grade and the same number of absences, will lose eligibility in taking the National Registry EMT exam.

Make-up/Late Work Policy

Make-up tests are to be completed prior to the next scheduled test, otherwise the student will receive a “0/F” for the missed test. It is the student's responsibility to contact the instructor if they miss a test and to coordinate a time for the make-up test. Make-up times will be outside of normal scheduled class time.

Student-Instructor conferences can be arranged if the student perceives a problem in the class. It is the student's responsibility to arrange for a conference if he or she needs any extra help.



Time Management Expectations

In accordance with federal law and federal regulations, for every class hour, the typical student should expect to spend at least two clock hours of problem solving, reading, reviewing, organizing notes, preparing for coming exams/quizzes and other activities that enhance learning.

Instructor Specific Notes

The student is required to read / study the textbook or e-text and complete the assigned MyLab Brady homework.

Course Evaluation

Student evaluations of a course and its instructor are an important element in helping faculty achieve excellence in the classroom and the institution in assessing that students are gaining knowledge. Students will receive an email concerning dates for evaluations.

Disclaimer: This syllabus represents a “best” plan for the course, but, as with most plans, it is subject to changes made necessary by time, space, and personal constraints. The course outline, as well as exam and assignment dates, may change as the course progresses. Students should attend all class meetings to learn of any schedule changes.

Inclement Weather Policy

Med-Tech EMS, Inc. adheres to the Severe Weather Policy as defined by the University of Arkansas Community College at Morrilton. UACCM Class cancellations will be Reported to local media, social media, KATV Channel 7, KTHV Channel 11, KARK Channel 4, KLRT Channel 16. Med-Tech EMS, Inc. will mirror the UACCM status regarding inclement weather. Instructors may also set up mobile applications to provide additional lines of communication. Students should exercise sound judgment for personal safety and adhere as such.

Med-Tech EMS, Inc. is in no way, responsible for decisions made by the student in such events. Please exercise good judgement and always err on the side of caution.



Student Grievance Policy

Informal

Students who wish to seek further review of academic decisions or actions by Med-Tech EMS, Inc or any employee (acting in an official capacity) that the student contends was in violation of written policies or constitutes unfair or unequal application of such policies should first seek to resolve such concerns through informal discussions. In particular, grievances regarding academic matters should generally begin with informal discussions with the student's instructor. If such informal discussions do not reach a satisfactory resolution, then the student may pursue a grievance following the steps in this policy.

Formal

If efforts to resolve a grievance informally are not successful, no later than ten business days following the decision or action that the student seeks to have reviewed, the student shall put the grievance in writing clearly stating the facts relating to the grievance and which policies the student contends have been violated or misapplied. When student attendance in a class is at issue, the student should seek to resolve the issue as quickly as possible. All grievances should be in writing and delivered to the institution administrator, Jennifer Davis. The administrator will review the grievance and the material provided by the student and may at the administrator's discretion gather any additional information whether in writing or through meeting with the student or other persons involved.

The administrator shall make a decision within ten business days after receiving the student's written grievance (excluding the day of receipt), or as soon as possible thereafter. The written decision will explain the basis for the decision, remedial steps required, if any, and the procedure for requesting an appeal.

External Complaint Resolution

If a grievance cannot be resolved internally at the institution, a student may file a complaint with the Arkansas Division of Higher Education (ADHE). Arkansas residents must file complaints in writing with the Arkansas Division of Higher Education (ADHE), 101 E. Capitol, Suite 300 Little Rock, AR 72201, within 20 days of completing the institution's grievance process. As required by ADHE, the grievant must provide a statement from the institution verifying that the institution's grievance process has been followed.

Non-Academic Grievances

Any alleged non-academic grievance which a student may have regarding an employee, policy, or procedure of the institution may be considered under this policy.



Non-Academic Grievances (cont'd)

These would include grievances under any of the following: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disability Act of 1990, Family Educational Rights and Privacy Act of 1974, and the Age Discrimination Act of 1975. This policy does not apply to matters covered by other institution policies, including, but not limited to: allegations of sexual discrimination, harassment, retaliation, and misconduct complaints under the institutions' Code of Conduct.