



Program Handbook 2023-2024

Emergency Medical Technician - Basic Non-Credit Certificate Program

The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.

2221 Madison Avenue
Toledo, Ohio 43604
419.251.1313
888.80.MERCY
www.mercycollege.edu

CONTENTS

HANDBOOK POLICY/RIGHTS RESERVED	3
CIVIL RIGHTS/NONDISCRIMINATION STATEMENT	3
TITLE IX STATEMENT	3
PROGRAM HANDBOOK	3
COLLEGE CATALOG	4
ACCREDITATION STATUS	4
PROGRAM PHILOSOPHY	4
PROGRAM GOALS	4
PROGRAM ASSESSMENT	5
PROGRAM RETENTION CRITERIA/STANDARDS OF PROGRESS	5
ACADEMIC DISMISSAL	6
PROGRAM READMISSION	6
SPECIAL CONSIDERATIONS	6
PROGRAM GRADING POLICY	6
TECHNICAL STANDARDS AND REQUIREMENTS	6
HEALTH REQUIREMENTS, DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS	8
CLINICAL PRACTICE	9
CLINICAL PRACTICE AND FIELD PRACTICUM REGISTRATION	9
CLINICAL PLACEMENT AND LOCATION	9
DRESS CODE	10
WHEN AT CLINICALS/FIELD PRACTICUM	10
CLINICAL AND FIELD PRACTICUM TIME KEEPING	10
CLINICAL AND FIELD PRACTICUM ABSENCES/TARDINESS	10
CLINICAL AND FIELD PRACTICUM EVALUATION	10
WITHDRAWAL/REMOVAL FROM THE CLINICAL FACILITY OR FIELD SITE	11
CELL PHONES AND CALLS DURING CLINICALS AND FIELD PRACTICUM	11
HAZARDOUS MATERIALS/GLOBALLY HARMONIZED SYSTEM	11
EXPOSURE PROTOCOL	11
SERVICE WORK POLICY	11
CERTIFICATE REQUIREMENTS	12
COURSE DESCRIPTIONS	12
PROFESSIONAL ASSOCIATION	12
EXAMINATIONS	13
CERTIFICATE TO PRACTICE	13
APPENDIX A	15
APPENDIX B	16
APPENDIX C	17
APPENDIX D	19

HANDBOOK POLICY/RIGHTS RESERVED

The Mercy College of Ohio Emergency Medical Technician - Basic Handbook is published by the Mercy College of Ohio Health Science Division and is the Emergency Medical Technician's official notification of its policies, procedures, and standards of conduct applicable to students. Each student is responsible for knowledge of the policies, procedures, and standards of conduct described in the Handbook; enrollment is considered acceptance of all conditions discussed in this Handbook. However, the provisions of this Handbook do not constitute a contract between any student and Mercy College of Ohio. The College reserves the right to change any of the policies, procedures, and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs, or activities described in this Handbook. If a material revision to a policy, procedure, or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms. Questions regarding this Handbook should be directed to the Director of Allied Health Certificate Programs, Tim Depinet, 419-251-1796.

CIVIL RIGHTS/NONDISCRIMINATION STATEMENT

Mercy College of Ohio is committed to a policy of nondiscrimination on the bases of race, color, national and ethnic origin, sex, sexual orientation, gender identity, disability, age, marital status, military status, religion, pregnancy, genetic information, citizenship status, and any other legally-protected class in employment, admissions and other educational programs, services and activities, in accord with applicable federal and state law. For more information about Mercy College of Ohio policies, compliance and consumer information, please visit www.mercycollege.edu/compliance. Inquiries and complaints of discrimination may be addressed to the Director of Compliance and Risk Management at 419-251-1710, or 2221 Madison Avenue Toledo, OH 43604.

TITLE IX STATEMENT

In accordance with the education amendments of 1972, 34 CFR PART 106, Mercy College of Ohio has designated a Title IX Coordinator and Deputy Title IX Coordinator (Youngstown Location) to ensure compliance regarding sex/gender discrimination of any type. Discrimination on the basis of sex can include pregnancy and pregnancy-related conditions. Please direct questions/concerns to:

STACEY BROWN, TITLE IX COORDINATOR

419-251-1710

stacey.brown@mercycollege.edu or titleIX@mercycollege.edu

BETSY CARDWELL, DEPUTY TITLE IX COORDINATOR

330-480-2170

Elizabeth.Cardwell@mercycollege.edu

PROGRAM HANDBOOK

The Program Handbook is provided to allow students who are enrolled in the Mercy College of Ohio's Emergency Medical Technician - Basic Certificate to better understand the program and its policies. It contains information about the program goals, course requirements, evaluation methods, policies, and procedures. Students are expected to be familiar with the material contained in this Program Handbook.

COLLEGE CATALOG

In addition to this reference tool, the 2023/2024 Undergraduate College Catalog is an important resource during your time here at Mercy College. The College catalog is available on the College's website at the following: <https://mercycollege.edu/academics/college-catalog>.

ACCREDITATION STATUS

Mercy College is accredited by The Higher Learning Commission (HLC). The Emergency Medical Technician - Basic Certificate Program is authorized by the Ohio Board of Regents. Separate approval for this certificate is not required by the Higher Learning Commission. Program accreditation has been granted by the Ohio Department of Public Safety, Division of EMS for Emergency Medical Technician Education.

OHIO EMERGENCY MEDICAL SERVICES DEPARTMENT OF PUBLIC SAFETY
1970 WEST BROAD ST.
COLUMBUS, OH, 43223
PHONE: 614-387-0648
WWW.EMS.OHIO.GOV

PROGRAM PHILOSOPHY

The education of Emergency Medical Technicians is responsive to national and community needs that are supported by the national agenda to streamline Emergency Medical Technician education and credentialing in the field of Emergency Medical Technology. Course goals and objectives are determined based on the Committee on Accreditation of Educational Programs for the Emergency Medical Service Professions (CoAEMSP) and Commission on Accreditation of Allied Health Education Programs (CAAHEP) standards and guidelines, as well as the National Standard Curriculum. The goal is to produce a competent practitioner who can function in a rapidly changing healthcare environment as well as pass the National Registry of Emergency Medical Technicians (NREMT) exam.

PROGRAM GOALS

The goal of the Emergency Medical Technician - Basic Program at Mercy College is to prepare competent entry-level basic technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

A student that completes a certificate will be able to:

- Demonstrate basic problem-solving skills in a pre-hospital environment.
- Demonstrate fundamental and foundational knowledge in performing basic pre-hospital assessment in a professional manner of the ill or injured victim.
- Use effective communication skills.
- Successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination.

Education is a continuous process through which learners develop knowledge, skills, and attitudes resulting in cognitive, affective, and psychomotor changes. The faculty will facilitate the teaching/learning process through the sequential presentation of concepts, theories, and experimental activities within an environment that promotes mutual trust, critical thinking, and self-development.

PROGRAM ASSESSMENT

The program is assessed in the following ways:

• Institutional assessment plan and the plan for assessment of student academic achievement
• Program assessment plan to assess student learning and program outcomes
• EMT/Paramedic Advisory Committee supports program planning, evaluation, and improvement
• Student evaluations of the course and the instructor at the end of each semester
• Student evaluations of the course learning objectives at the end of each semester
• Instructors utilize classroom assessment techniques (CATS) during each course
• Students review the clinical component of the program
• Program completers complete a Graduate/Alumni Survey six months after completion
• Employers of Program completers are given a satisfaction survey to complete

RETENTION CRITERIA/STANDARDS OF PROGRESS

Once enrolled in the program the student is required to:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a “C” grade, or higher, in all courses in the EMT program of study
3. Meet minimum seat and clinical hours as required by the State of Ohio EMS

Students who fail to achieve a “C” in an EMT course or withdraw from an Emergency Medical Technician-Basic course may not complete the program and may repeat the course one time only. Please refer to “progression” in the EMT section of the College Catalog for more information. Please note that, should a student fail two Emergency Medical Technician-Basic courses, the Program Lead reserves the right to consider the student for dismissal from the Emergency Medical Technician – Basic Program.

It is the expectation that Emergency Medical Technician-Basic students should be maintaining grades far higher than the minimum requirements if they expect to be successful in the field of emergency medicine.

Since attendance is mandatory, if you have more than two absences, you will receive a 500-point deduction for this course and will be unable to pass the program.

Students who are unable to meet these program requirements will be subject to **academic probation and/or dismissal from the program** as outlined in the College Catalog. Students who are dismissed from the program can be readmitted as outlined in the College Catalog under “Readmission to Mercy College.”

ATTENDANCE AND PARTICIPATION

Per the State of Ohio, you need to have a minimum of 150 training hours in order to complete the course. This course meets and may exceed the number of hours needed to be certified; see syllabus for specific number of hours.

You are expected to be on time for your scheduled class start time. Continuous tardiness may result in dismissal from the program.

You are expected to attend 100% of the classes/labs, however, if you miss a class, you are responsible for hours missed. Any hours missed must be made up prior to the final exam for the course.

Participation points are awarded based off participation in class.

ACADEMIC DISMISSAL

Students are subject to the academic dismissal policy of Mercy College of Ohio as outlined in the College Catalog.

READMISSION

Students dismissed from the program for academic reasons should refer to details of the readmission policy which can be found in the College Catalog.

SPECIAL CONSIDERATIONS

Unique problems or unexpected circumstances related to progression or completion should be brought to the attention of the Program Director. Consideration will be handled on a case-by-case basis and enforced with as much consistency as possible, in accordance with related policies.

PROGRAM GRADING POLICY

The grading scale used in the Emergency Medical Technician – Basic Program courses is as follows:

92 – 100%	A
84 – 91%	B
76 – 83%	C
68 – 75%	D
67% and below	F

All courses in the program of study must be passed with a grade of “C” or better to successfully complete the Emergency Medical Technician – Basic Certificate Program.

As defined in the College Catalog under the heading “Types of Course Delivery Methods,” the following instructional delivery methods may be implemented, as determined by course faculty, to reach course objectives for course requirements including but not limited to clinical, laboratory, practicum, and other course requirements: Face to Face, Web-Enhances (also Web-Facilitated), Blended (also Hybrid), Online, and/or Accelerated.

TECHNICAL STANDARDS AND REQUIREMENTS

PHYSICAL
<ul style="list-style-type: none">Physically able to operate a variety of types of equipment including computer, monitor/defibrillator/pacemaker, and other medical equipment.
<ul style="list-style-type: none">Physically able to lift, carry, push, pull, or otherwise move objects up to 125 pounds.
<ul style="list-style-type: none">Ability to lift and/or carry equipment and/or supplies weighing up to 50 pounds.
<ul style="list-style-type: none">Demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, climbing, balancing, etc. for extended periods of time.
<ul style="list-style-type: none">Ability to use refined auditory and visual discrimination, including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

INTERPERSONAL COMMUNICATION
<ul style="list-style-type: none"> • Ability to speak and/or signal people to convey or exchange information, including the ability to receive information and instructions from instructors, patients, physicians, and other health care providers and provide feedback to same.
LANGUAGE ABILITY
<ul style="list-style-type: none"> • Read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc.
<ul style="list-style-type: none"> • Prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling, and grammar.
<ul style="list-style-type: none"> • Communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence.
INTELLIGENCE
<ul style="list-style-type: none"> • Utilization of critical thinking skills and problem-solving skills in order to complete tasks accurately and within assigned time frames.
<ul style="list-style-type: none"> • Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems, to deal with nonverbal symbolism in its most difficult phases, and to comprehend the most obscure classes of concepts.
VERBAL APTITUDE
<ul style="list-style-type: none"> • Record and deliver information and to follow verbal and written instructions.
<ul style="list-style-type: none"> • Communicate with others via effective verbal communication.
<ul style="list-style-type: none"> • Integrate multiple abstract concepts and express them in a comprehensive and concise manner.
<ul style="list-style-type: none"> • Knowledge of medical terminology and symbolism.
NUMERICAL APTITUDE
<ul style="list-style-type: none"> • Utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply calculations; and utilize descriptive statistics.
<ul style="list-style-type: none"> • Utilize metric systems on a regular basis.
FORM/SPATIAL APTITUDE
<ul style="list-style-type: none"> • Inspect items for proper length, width, shape, and depth.
MOTOR COORDINATION
<ul style="list-style-type: none"> • Requires fine psychomotor coordination of hands and eyes in utilizing a variety of equipment and devices.
MANUAL DEXTERITY
<ul style="list-style-type: none"> • Ability to grasp, handle, hold, cut, push, pull, and feel.
<ul style="list-style-type: none"> • Ability to manipulate a variety of control knobs, switches, needles, etc.
PHYSICAL COMMUNICATION
<ul style="list-style-type: none"> • Requires the ability to talk or shout for additional help or assistance and to hear well.
<ul style="list-style-type: none"> • Must be able to understand various types of nonverbal communication.
PERSONAL TRAITS
<ul style="list-style-type: none"> • Ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work.
<ul style="list-style-type: none"> • Demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity.
<ul style="list-style-type: none"> • Maintain the presence of mind in stressful situations to utilize critical thinking skills in order to make appropriate decisions in an expedient manner.
<ul style="list-style-type: none"> • Demonstrate neatness and good hygiene.
<ul style="list-style-type: none"> • Positive attitude when receiving constructive criticism.

<ul style="list-style-type: none"> • Comfortable with physically touching others and being touched in a manner consistent with practical learning.
TRAVEL
<ul style="list-style-type: none"> • Ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

Please note: College students with documented disabilities have the right to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the ADA. If you require special accommodations, please notify the course instructor during the first week of the term and/or seek help through the Division of Student Affairs, Office of Accessibility Services, located on the fifth floor of the Madison Building, or on our website at www.mercycollege.edu/student-affairs/accessibility.

To be qualified for the Mercy College Emergency Medical Technician - Basic Program, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student's responsibility to request reasonable accommodations following the procedures outlined in the *Mercy College of Ohio Undergraduate Catalog* or on the College's website at www.mercycollege.edu/student-affairs/accessibility; requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility Services at 419-251-1784 or ADA504@mercycollege.edu. These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations.

Please indicate below:

☐ I can meet the technical standards with or without reasonable accommodations.

☐ I cannot meet the technical standards with or without reasonable accommodations.

HEALTH REQUIREMENTS, DRUG SCREEN AND CRIMINAL BACKGROUND CHECKS

Criminal background checks, drug screens, health records, immunizations, and NIMS 100 and 700 are required prior to the start of the clinical experience. Program requirements and instructions are maintained on the College website at <https://www.mercycollege.edu/my-mercy/background-checks-health-records/>. The Policy can be found at <https://mercycollege.edu/about/compliance-consumer-information>.

Failing to clear the criminal background check, fingerprinting, and drug screen, as a part of a required clinical, may be cause for dismissal from the program. Incomplete health, drug screen, or background check requirements may result in program dismissal or suspension of the clinical.

Any concerns about the outcome of a criminal background check, fingerprints, and/or drug screen should be discussed, in advance, with the Program Lead to determine the correct course of action.

CLINICAL PRACTICE

Clinical consists of a minimum of 10 patient assessments, one of which will be pediatric, during the final eight weeks of the program. Clinical experiences are available in area Emergency Departments and through EMS providers.

Supervision and instruction are provided by a variety of clinical preceptors. It is possible for clinicians to vary considerably from one site to another. However, clinical student objectives will be consistent for all sites. Students are responsible for providing their own transportation and other associated expenses for clinical, i.e., food, parking.

Placement for clinical requires “C” grades in all Emergency Medical Technician-Basic Certificate Program courses prior to placement. High academic performance does not, in and of itself, ensure placement in the clinical site. Along with academic excellence, Program Lead approval is required for placement in the clinical facility. Inappropriate behavior may preclude clinical placement.

Students should have fulfilled all background check, drug screen, NIMS 100 and 700, and health requirements well in advance of the clinical component of the program. In accordance with Mercy College of Ohio academic standards and policies and procedures, if a student fails to attend any session(s) of a course for which registered as of the term's add/drop date, he/she will be *DROPPED* from their course (s) and will not be permitted to re-enroll in the course for that session.

Students will not be permitted to participate in the clinical portion of the curriculum (CED ES20, which occurs during the second 8-week session of the semester) if their standing in the didactic/classroom portion of the program (CED ES10) is not a “C” or better AND/OR if they have failed other program courses.

***Not all situations are covered in these guidelines and are left up to the discretion of the Program Lead.**

CLINICAL PRACTICE AND FILED PRACTICUM REGISTRATION

Students register through Empower for clinical courses as they would any other course at the College. Students will schedule with the Clinical Coordinator for clinical time through the Platinum Planner software. Each student will have the opportunity to choose the clinical site, time, and location for their clinical requirements.

The Clinical Coordinator will assign each student a clinical seat through Platinum Planner.

Individual clinical sites may have additional requirements for students to complete. This information will be provided to the students assigned to that site by the Program Lead and/or authorized a representative of the College.

CLINICAL PLACEMENT AND LOCATION

The following criteria are used for placement:

1. Completion of all clinical requirements including completion of NIMS 100 and 700.
2. Compatibility of a student’s schedule with prospective site’s schedule
3. Student’s place of residence
4. Grade point average

If the student is unable to meet the requirements of the assigned clinical placement, he or she may be unable to complete the program as prescribed. A student cannot participate in the clinical portion of the curriculum in the second semester if they have not completed the didactic/classroom portions in the first semester and achieved a “C” or better for all courses.

DRESS CODE

Students are required to obtain clinical uniforms, consisting of a Mercy College polo shirt and dark EMS-type pants (cargo/dockers/dickies). Jeans are not permitted. All uniforms must be kept clean and neat. Students must wear clean dark safety shoes to clinical and field assignments. Croc-like shoes are not permitted.

WHEN AT CLINICAL/FIELD PRACTICUM

- Mercy College student ID badges must be worn and visible at the site always.
- Makeup should be natural looking and professional.
- Jewelry should be conservative and in good taste. Facial jewelry must be removed if applicable.
- Hair will be a “natural” color (not green, purple, blue, etc.) with hair accessories kept small/tasteful.
- Nails should be clean, of appropriate length, and neutral/business appropriate shades of color. Most healthcare facilities do not allow acrylic nails due to infection hazards.
- Maintain a neat, clean, professional appearance always.
- No visible tattoos are permitted in the clinical site.

Dress code in all Emergency Medical Technician-Basic clinical sites will be supervised by the individual site. Students will be dismissed from an Emergency Medical Technician-Basic clinical site if the dress code is violated.

CLINICAL AND FIELD PRACTICUM TIMEKEEPING

Students will report on time for any clinical shifts just as they would for any job. Students will check in on Platinum Planner upon arrival at the clinical site. Students will introduce themselves to either the Charge Nurse for hospital time or the Day Supervisor (Lieutenant or Captain) for field time.

CLINICAL AND FIELD PRACTICUM ABSENCES/TARDINESS

Students should notify the clinical site supervisor one hour prior to start time if illness or emergency causes them to be absent from clinical time. Students will check in on Platinum Planner even if sick and then immediately check out. Students reporting late will be sent home and will need to reschedule. Two late shifts will result in failure of the course. Students failing to show for a schedule shift with no notice may fail the course.

All absences must be made up.

CLINICAL AND FIELD PRACTICUM EVALUATION

Student academic and clinical progress is evaluated continuously throughout the program. The Program Lead or clinical instructor is informed of the student’s progress through the clinical site supervisor. High academic performance does not ensure continuance in the program or placement in a clinical site if the student is otherwise deemed unsuitable.

Misconduct which will prevent placement in clinical education includes, but is not limited to:

1. Any form of dishonesty, including but not limited to cheating on written, oral, or practical examinations
2. Absenteeism
3. Uses of profane or vulgar language
4. Using or being under the influence of alcohol or other drugs
5. Violation of any college or Emergency Medical Technician-Basic Program policy
6. Incomplete or omission of pertinent information from the health record
7. The omission of pertinent information from the employment record
8. Uncooperative, hostile, negative, or non-constructive attitudes toward College faculty, clinical instructors, or fellow students

WITHDRAWAL/REMOVAL FROM THE CLINICAL FACILITY OR FIELD SITE

Students receiving instruction at affiliated clinical sites during the clinical experience are under the jurisdiction of the College. Students frequently have the false impression that assignment to a site is permanent. The College will immediately withdraw any student from clinical for reasons of health (physical and/or emotional which is impeding the student's ability to do the work required), attendance, performance, or at the request of the clinical site supervisor. Dress code in all clinical sites will be supervised by the clinical instructor and the individual site. Failure to maintain the required 2.0 ("C") GPA or higher in all Emergency Medical Technician-Basic Program courses may result in withdrawal from the clinical site. A final letter grade of "D" in the clinical course will prevent successful program completion.

PLEASE REFER TO THE COLLEGE CATALOG FOR DETAILS OF THE STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES.

CELL PHONES AND CALLS DURING CLINICAL AND FIELD PRACTICUM

The use of personal cell phones during clinicals is highly discouraged and should only be used at appropriate times. Students may make personal calls on their scheduled break or during lunch from cell phones outside of the office/clinic. Office or clinic business phones are not to be used to make or to receive personal phone calls except in the event of an emergency.

HAZARDOUS MATERIALS/GLOBALLY HARMONIZED SYSTEM

It is the policy of Mercy College to provide a safe environment for all students based on guidelines established by the Occupational Health and Safety Act (OSHA), including the Hazard Communication Standard. This standard has been aligned with the globally harmonized system of classification and labeling of chemicals, adopted by the United Nations in 2003. During orientation to the clinical education site, the student will be shown the following: the location of the hazardous materials/waste management manual, the safety data sheets (SDSs), the inventory of hazardous materials, hazard warning labels and their significance, and measures that students can take to protect themselves from hazardous materials.

EXPOSURE PROTOCOL

Although protocol may vary among clinical/field sites, upon exposure, it is the responsibility of the student to immediately notify their clinical preceptor and the clinical coordinator. Students should follow the appropriate exposure protocol in effect at that clinical/field site. Any subsequent healthcare costs are the responsibility of the student.

SERVICE WORK POLICY

No stipend is paid to Emergency Medical Technician-Basic students during clinical. EMT clinical and field experiences are education and, as such, are equally important as time spent in the classroom. Students may not take the responsibility or the place of qualified staff, in accordance with Ohio Revised Code 4765.43 (ambulance staffing). However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction.

CERTIFICATE REQUIREMENTS – EMERGENCY MEDICAL TECHNICIAN (NON-CREDIT)

SEMESTER I

CED ES01	Anatomy and Physiology for the Prehospital Provider
CED ES10	Introduction to Basic Pre-Hospital Emergency Medicine
CED ES20	Basic Pre-Hospital Emergency Medicine Clinical Practicum

COURSE DESCRIPTIONS

CED ES10: Introduction to Basic Pre-Hospital Emergency Medicine

Non-Credit

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the Emergency Medical Technician - Basic, injury and illness prevention, and medical/legal and ethical issues. A general review of anatomy and physiology, pharmacology, communication and documentation techniques, and principles of operations will be discussed. Important techniques such as airway management and ventilation, patient assessment of the medical and trauma patient, and caring for the infant, child, adult, and geriatric patient will be covered.

CED ES20: Basic Pre-Hospital Emergency Medicine Clinical Practicum

Non-Credit

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the Emergency Medical Technician - Basic, injury and illness prevention, and medical/legal and ethical issues. Students will be given opportunities to demonstrate proficiency in important techniques such as airway management and ventilation, patient assessment of the medical and trauma patient, and caring for the infant, child, adult, and geriatric patient.

Co-requisite: CED ES10

CED ES01: Anatomy and Physiology for Prehospital Providers

Non-Credit

This course will provide a study of the basic structure and function of the human body as it relates to emergency prehospital medicine. Topics include identifying anatomy and essential concepts of physiology as it relates to injury, illness, and emergency medical procedures.

PROFESSIONAL ASSOCIATION

The National Registry of EMT (NREMT) is the professional organization for those who are employed or who are students in the field of Emergency Medical Technology. Students are registered in this organization at the end of their course of study prior to being able to take the NREMT exam.

Numerous professional organizations, in addition to state and local organizations, exist for the Emergency Medical Technician - Basic. There is a listing of several national organizations in the textbook. The student is encouraged to join the organization of their choice as it is beneficial.

EXAMINATIONS

As outlined in Ohio Administrative Code 4765-08-05, (<https://codes.ohio.gov/ohio-administrative-code/rule-4765-8-05>), EMT candidates must pass a written and practical examination. The rules for examination state:

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

(1) The passing score for the written portion of the examination shall be determined by the NREMT.

(2) The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.

(3) The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.

(4) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

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

CERTIFICATE TO PRACTICE

As outlined in Ohio Administrative Code 4765-8-01, (<http://codes.ohio.gov/oac/4765-8-01>), applicants for a certificate to practice as an Emergency Medical Technician - Basic must meet the following requirements:

- Completed application on form approved by board
- Successful completion of an EMS training program through an accredited institution, receipt of certificate verifying completion, no more than two years prior to making application
- Documentation of successful completion of training courses in National Incident management system IS-700.b, and Incident command system IS-100.c, available online or in classroom
- Passage of initial certification examination
- Attained the age of at least 18
- No criminal record of any of the following: a felony, a misdemeanor committed in the course of practice, a misdemeanor involving moral turpitude, a violation of any federal, state, county, or municipal narcotics or controlled substance law; any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation
- Have not been adjudicated mentally incompetent by a court of law
- No indictments for any felony or charges for any misdemeanor as referenced above at time of application
- Does not engage in illegal use or acquisition of controlled substances, alcohol, or other habit forming drugs or chemical substances while on duty
- No commission of fraud or material deception in applying for or obtaining a certificate
- No convictions, in this state or any other state, of providing emergency medical services or representing him/herself as an EMS provider without a license or certificate or a similar crime directly related to the profession of EMS

- If currently certified or licensed as an EMS provider in this state or another state, certificate or license is not currently on probationary status nor has it been suspended or revoked

In deciding whether to grant a certificate to practice, the board has three options:

1. Issuance of a certificate to practice to an applicant who meets all requirements listed above
2. Refusal to issue a certificate to practice to an applicant who fails to meet one or more of the first five requirements
3. Issuance, refusal to issue, or limitation of a certificate to practice to an applicant who meets the first five requirements but fails to meet one or more of the remaining seven requirements

There is no fee required for an application for a certificate to practice in the State of Ohio. Incomplete applications will not be considered. Applicants who have a criminal record as outlined in rule 4765-8-2 must submit a certified copy of the judgment entry from the court, a civilian background check from BCI&I, and a certified copy of the police report or law enforcement agency report, if applicable. All such documentation will be at the applicant's expense.

APPENDIX A

EMS Practitioners Code of Ethics

This Code of Ethics sets forth ethical principles for registered Emergency Medical Technician-Basic. Members of this profession are responsible for maintaining and promoting ethical practices. This Code of Ethics, adopted by the National Association of EMTs, shall be binding on all individuals who hold an EMT-P card.

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

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.

APPENDIX B

Mercy College of Ohio

Division of Health Sciences

Acknowledgment Statement

Emergency Medical Technician Program Handbook

I, _____, understand that the Emergency Medical Technician Program Handbook is located on the Mercy College website. I agree to read and abide by the policies and regulations described within. I have been given the opportunity to ask questions for clarification of all policies and regulations.

Date

Student Signature

APPENDIX C

PHYSICAL
<ul style="list-style-type: none"> Physically able to operate a variety of types of equipment including computer, monitor/defibrillator/pacemaker, and other medical equipment. Physically able to lift, carry, push, pull, or otherwise move objects up to 125 pounds. Ability to lift and/or carry equipment and/or supplies weighing up to 50 pounds. Demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, climbing, balancing, etc. for extended periods of time. Ability to use refined auditory and visual discrimination, including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
INTERPERSONAL COMMUNICATION
<ul style="list-style-type: none"> Ability to speak and/or signal people to convey or exchange information, including the ability to receive information and instructions from instructors, patients, physicians, and other health care providers and provide feedback to same.
LANGUAGE ABILITY
<ul style="list-style-type: none"> Read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc. Prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling, and grammar. Communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence.
INTELLIGENCE
<ul style="list-style-type: none"> Utilization of critical thinking skills and problem-solving skills in order to complete tasks accurately and within assigned time frames. Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems, to deal with nonverbal symbolism in its most difficult phases, and to comprehend the most obscure classes of concepts.
VERBAL APTITUDE
<ul style="list-style-type: none"> Record and deliver information and to follow verbal and written instructions. Communicate with others via effective verbal communication. Integrate multiple abstract concepts and express them in a comprehensive and concise manner. Knowledge of medical terminology and symbolism.
NUMERICAL APTITUDE
<ul style="list-style-type: none"> Utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply calculations; and utilize descriptive statistics. Utilize metric systems on a regular basis.
FORM/SPATIAL APTITUDE
<ul style="list-style-type: none"> Inspect items for proper length, width, shape, and depth.
MOTOR COORDINATION
<ul style="list-style-type: none"> Requires fine psychomotor coordination of hands and eyes in utilizing a variety of equipment and devices.
MANUAL DEXTERITY
<ul style="list-style-type: none"> Ability to grasp, handle, hold, cut, push, pull, and feel. Ability to manipulate a variety of control knobs, switches, needles, etc.

PHYSICAL COMMUNICATION
<ul style="list-style-type: none"> • Requires the ability to talk or shout for additional help or assistance and to hear well. • Must be able to understand various types of nonverbal communication.
PERSONAL TRAITS
<ul style="list-style-type: none"> • Ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work. • Demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity. • Maintain the presence of mind in stressful situations to utilize critical thinking skills in order to make appropriate decisions in an expedient manner. • Demonstrate neatness and good hygiene. • Positive attitude when receiving constructive criticism. • Comfortable with physically touching others and being touched in a manner consistent with practical learning.
TRAVEL
<ul style="list-style-type: none"> • Ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

Please note: College students with documented disabilities have the right to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the ADA. If you require special accommodations, please notify the course instructor during the first week of the term and/or seek help through the Division of Student Affairs, Office of Accessibility Services, located on the fifth floor of the Madison Building, or on our website at www.mercycollege.edu/student-affairs/accessibility.

To be qualified for the Mercy College Emergency Medical Technician - Basic Program, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student's responsibility to request reasonable accommodations following the procedures outlined in the *Mercy College of Ohio Undergraduate Catalog* or on the College's website at www.mercycollege.edu/student-affairs/accessibility; requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility Services at 419-251-1784 or ADA504@mercycollege.edu. These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations.

Please indicate below:

☐ I can meet the technical standards with or without reasonable accommodations.

☐ I cannot meet the technical standards with or without reasonable accommodations.

Date

Student Signature

APPENDIX D

Student Acknowledgment of Testing and Certification

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

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

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

The skills test you take in the class is good for one year. If you do not pass the NREMT after one year, you will have to contact the Program Director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school. The Program Director will help you with this as well.

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

The initial certification examination shall consist of written and practical portions established by the National Registry of Emergency Medical Technicians (NREMT) and the board.

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

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

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

Student Name (Print) _____ Student Signature _____