



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.

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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, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and 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:

LESLIE ERWIN, TITLE IX COORDINATOR

419-251-1710

leslie.erwin@mercycollege.edu

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BETSY CARDWELL, DEPUTY TITLE IX COORDINATOR

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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 2020/21 undergraduate college catalog is an important resource during your time here at Mercy College. A pdf version of the college catalog is available on the college's website for download:

www.mercycollege.edu/catalog

ACCREDITATION STATUS

Mercy College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. The Emergency Medical Technician 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

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COLUMBUS, OH, 43223

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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 2 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.”

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-Enhanced (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.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 fifty 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.
<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 accommodation 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 Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at www.mercycollege.edu/my-mercy/student-formation/academic-accessibility. See section SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS for additional information on this process.

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; 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 and Testing 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, titers/immunizations, and NIMS 100, 200, and 700 are required prior to the start of the clinical experience. Program requirements and instructions are maintained on the College website at <https://mercycollege.edu/background>. 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.

Documentation for health records includes vaccination and other health requirements. Students may request waivers or extensions for vaccinations, which may be approved or denied by clinical facilities. If waivers are denied, it will prevent placement in clinical experiences and progression in the academic program. The College will make a reasonable attempt to find alternate clinical placements for students seeking extensions or waivers of vaccinations, but it is at the discretion of clinical sites whether students are permitted to participate in clinical experiences. Students are responsible for all costs associated with criminal background checks, drug screens, and health requirements. Please see the Clinical Compliance Coordinator with questions regarding documentation for health records, including vaccination requirements.

Transcripts are available from the FEMA website for completed NIMS certificates at the following site: <https://training.fema.gov/student/residenttranscript.aspx>

CLINICAL PRACTICE

Clinical consist 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 itself, assure 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, 200, 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 self-schedule for clinical time through the FSDAP 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 FSDAP.

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, 200, 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 are expected to validate their clinical attendance. Falsification of attendance records will result in disciplinary action or possible dismissal from the program. Students will keep track of all clinical and field documentation in FISDAP.

CLINICAL AND FIELD PRACTICUM ABSENCES/TARDINESS

Students should notify the college course instructor and clinical site supervisor one hour prior to start time if illness or emergency causes them to be absent from clinical time. Tardiness will be documented by the clinical site supervisor.

Students may be withdrawn from a clinical site due to excessive absences or tardiness. 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 assure 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 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 & 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, 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 & 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.

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, and Incident command system IS-100, available online or in classroom
- Passage of initial certification examination

- Attained the age of 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
- Do 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
- If currently certified or licensed as 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.
- as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- 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.

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 - 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 fifty 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. • 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 accommodation 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 Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at www.mercycollege.edu/my-mercy/student-formation/academic-accessibility. See section SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS for additional information on this process.

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; 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 and Testing 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