



EMS Education Student Course Catalog
Policy Procedure

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Mission Statement

It is our Mission to be the leaders of Pre-Hospital Emergency Medical Training and Education.

Vision Statement

It is the vision of STAT Emergency Medical Service/Hurley Medical Center to produce the highest trained and educated medical professional. Through use of technology, resources and diverse partnerships we will be considered the leader in the industry.

Values Statement

We value PROFESSIONALISM

We value Conduct

We value Empathy

We value Integrity

We value Honesty

We value Life

COMPANY PROFILE

STAT Emergency Medical Services, Inc. is a State of Michigan Ambulance and Specialty Transport Company founded in 2000 whose headquarters of business and operations is based in Genesee County, MI.

STAT EMS provides transportation partnerships with private, Governmental and public organizations, including other EMS services, insurance providers, hospital systems, fire/police departments and skilled nursing and rehab facilities (SNF) across the State of Michigan. Such partnerships are a key ingredient towards providing coordination of both public safety and quality patient care across the State of Michigan.

STAT EMS is Nationally Accredited through the Commission on Accreditation of Ambulance Service or CAAS. Accreditation signifies that STAT EMS has met the "gold standard" determined by the ambulance industry to be essential in a modern emergency medical services provider. These standards often exceed those established by state or local regulation. The process included a comprehensive self-assessment and an independent outside review of STAT EMS. This independent process provides verification to the County Board of Commissioners, city council, township board members, medical community and others that quality care is provided to your community.

STAT EMS provides contracted emergency services for Fenton City 911(Genesee County) and was the first EMS service in the county to coordinate emergency responses with AVL and 800 MHz direct dispatching with their 911 center. STAT also provides 24-7-365 EMD (*Emergency Medical Dispatching*) services to a northern Michigan County and EMS company. STAT also provides contracted Medical Scene Investigations and decedent removal services with the Office of Genesee County Medical Examiner.

STAT EMS is a State licensed Proprietary School with the Michigan Department of Energy, Labor & Economic Growth, and the State of Michigan Department of Education. STAT is affiliated with Hurley Medical Center, Regions only Level I Trauma Center and Level II Pediatric Center with the grateful partnership of Davenport University were granted authority under CoAEMSP's to provide Paramedic School through a "Consortium Agreement" as defined by the and holds the status of a LOR with [Commission on Accreditation of Allied Health Education Programs or \(CAAHEP\)](#). STAT's Education Department also provides its Paramedic and EMT staff with FREE EMS training courses such as PALS, ACLS, PHTLS, BLS, Emergency Vehicle Operations, and Continued Education. STAT also provides on-site CPR training for health care facilities, physician and nurse staff, fire, and police

If you would like to know more about STAT please visit www.statems.net and visit www.facebook.com/statems

COMPANY ACCOMPLISHMENTS

- Michigan Department of Community Health licensed Advanced Life Support provider.
- CAAS Accredited EMS agency. See www.caas.org
- Michigan Department of Community Health licensed EMS education site.
- Michigan Department of Energy, Labor, & Economic Growth Post Secondary Proprietary School.
- NAEMD licensed PSAP communications center.
- American Heart Association Community Training Center affiliate with Hurley Medical Center.
- Member – American Ambulance Association.
- Member – Flushing City Chamber of Commerce.
- Member – Swartz Creek City Chamber of Commerce.
- Member – Genesee Regional Chamber of Commerce.
- Member – Clio City Chamber of Commerce.
- Member – Fenton Chamber of Commerce.
- STAT EMS was the recipients of local Genesee & Lapeer County American Red Cross Hero Awards.
- EMS EXPO awards for 1st and 2nd place for Paramedic and EMT-Basic competition in Grand Rapids, MI.
- Contracted EMS provider for Fenton City.
- Contracted Genesee County Medical Examiner Transport Service.
- Contracted Genesee County Medical Scene Investigation Examiner.
- Contracted General Motors education provider
- Contracted EMS PSAP for northern Michigan county
- Employer Support of the Guard and Reserve (ESGR).
- Partnership with Genesee Area Skill Center with STAT EMS Education.
- Articulation Agreement with Davenport University

Welcome

STAT EMS, Inc would like to welcome you! We feel this is a very extraordinary time in your life. Whether you are furthering your education in emergency medicine or are just beginning your training, STAT EMS is the right place for your professional pre-hospital EMS Education.

All of our staff members are certified and/or licensed EMS providers and Instructor/Coordinators, as required by law and have many combined years of teaching experience. Additionally, our staff members are instructor certified in many programs such as ACLS and BLS. STAT EMS, Inc is state certified and approved as a Proprietary School through the Michigan Department of Energy, Labor and Economic Growth provide all EMS levels of educational programs. Occasionally, STAT EMS utilizes contracted Clinical Instructors to teach, assist or evaluate some components of our EMS Courses. A licensed Instructor or Subject Matter Expert is required at each and every EMS class.

Course Sponsor

STAT EMS, Inc, Hurley Medical Center and Davenport University are sponsors of the EMS programs. The EMS programs at STAT EMS, Inc are approved through the Michigan Department of Community Health (MDCH) at the highest level (Paramedic) and the Department of Energy, Labor and Economic Growth.

Students successfully completing any initial EMS program at STAT EMS, Inc are eligible to challenge the National Registry of EMT's (NREMT's) certification examination for that program level. Upon successful completion of the STAT EMS, Inc EMS programs students are eligible to receive college credits from Davenport University (see instructional brochure for more information).

Please see Davenport college academic advisor for articulation requirements. MDCH site and course approvals are posted in the EMS Education Conference room and copies of such approvals are available upon request.

Course Goals and Objectives

It is the mission of the STAT EMS, Inc, to maintain educational programs and faculty that are "state of the art". Evaluation and improvements are constant processes to make certain that all STAT EMS, Inc courses are the very latest in training and education. We strive for continuing quality in programming and a reputation of a first rate education.

The EMS programs are designed for individuals interested in providing care to patients in the pre-hospital setting. It will provide the participant with opportunities to gain information, skills, and understanding necessary for licensure and to practice as an EMS Provider in the State of Michigan. The program will contain cognitive information and psychomotor skill practice opportunities, which will enable a properly motivated and capable participant to attain a course completion certificate.

STAT EMS, Inc EMS Course Curriculum

AHA HEARTSAVER CPR

This course is designed to teach CPR and relief of foreign-body airway obstruction (FBAO) to all lay rescuers. Participants include security guards, police officers, fire fighters, or the general public. Although the course may be used to teach CPR to all lay rescuers, it is specifically designed for lay rescuers who are required to obtain a course completion card – a credential – documenting completion of a CPR course.

Course Length: 6 hours

Course Tuition: \$60.00

Prerequisites: None

Textbook: AHA Heartsaver Text

Course Times: Contact STAT EMS, Inc for specific Times

Course Location: Courses held at STAT EMS, Inc. Main Education Campus or can be arranged at your site. Contact the Education Department for details

Certification: CPR Card

MEDICAL FIRST RESPONDER

This course will teach those who may arrive on an emergency scene first the necessary skills to support and treat medical emergencies. This course is designed for security guards, firefighters, police officers, other public safety personnel and the general public. The course is based on curricula set forth by the National Highway Traffic Safety Administration and Michigan Department of Community Health. Upon successful completion of the MFR course the applicant will be required to successfully pass the National Registry Exam for MFRs.

Course Length: Minimum 60 classroom hours required by MDCH and 24 hours clinical

Course Modules:	Topic	Clock Hours
	Prepatory	8 Hours
	Airway	3 Hours
	Patient Assessment	4 Hours
	Medical Emergencies	23 Hours
	Trauma	10 Hours
	Children and Childbirth	5 Hours
	EMS Operations	7 Hours

Clinical Objectives: 24 Hours observation on board an ambulance:

Prerequisites: Must be 18 years or older upon completion of the course.
Other prerequisites as designated by the specific course syllabus

Textbook: AAOS

Course Times: Contact STAT EMS, Inc for specific Times

Location: Courses held at STAT EMS, Inc. Main Education Campus

Certification: Certificate of Completion and eligibility to write the NREMT Certification Exam and apply for an MDCH MFR License.

NHTSA Curriculum: <http://www.nhtsa.dot.gov/people/injury/ems/nsc.htm#emtp>
Website

EMERGENCY MEDICAL TECHNICIAN BASIC

This is a comprehensive course for those interested in pre-hospital health care at the Basic Life Support level. This course is based on curricula set forth by the National Highway Traffic Safety Administration and Michigan Department of Community Health. Upon successful completion of the EMT course the applicant will be required to successfully pass the National Registry Exam for EMT-Basics.

Course Length: Minimum 162 classroom hours and minimum of 54 clinical hours as required by MDCH

Course Tuition: \$950.00

Course Modules:	Topic	Clock Hours
	Prepatory	26 Hours
	Airway	16 Hours
	Patient Assessment	22 Hours
	Medical Emergencies	40 Hours
	Trauma	38 Hours
	Children and Childbirth	8 Hours
	EMS Operations	12 Hours

Clinical Objectives: 8 hours observation in a hospital emergency department
48 hours observation on board an ambulance

Prerequisites: Applicants Must be 18 years or older upon completion of the course. The student must complete an admissions evaluation. Students are responsible to have Hepatitis vaccination and a burnet TBS test. Other prerequisites as designated by the course syllabus

Textbook: AAOS

Course Times: Contact STAT EMS, Inc for specific Times

Course Location: Courses held at STAT EMS, Inc. Main Education Campus

Certification: Certificate of Completion and eligibility to write the NREMT Certification Exam and apply for a MDCH EMT License.

NHTSA Curriculum: <http://www.nhtsa.dot.gov/people/injury/ems/nsc.htm#emtp>

PARAMEDIC

This is an in-depth course for the pre-hospital healthcare provider at the Advanced Level. This program is designed to teach the skills of the National Curriculum for Paramedic. The course is based on criteria set fourth in the National Highway Traffic Safety Administration and Michigan Department of Community Health Curricula. Upon successful completion of the Paramedic course the applicant will be required to successfully pass the National Registry Exam.

Course Length: The estimated course length is approximately 1200 hours. 500 hours of class time and 600 to 700 hours clinical time (Clinical time is based upon student meeting clinical objectives). This s the recommended course length based on the 1998 NHTSA Paramedic Curriculum.

Course Tuition: \$4,500.00

Course Modules:	Topic	Clock Hours
	Anatomy and Physiology	24 Hours
	Prepatory	84 Hours
	Airway	24 Hours
	Patient Assessment	80 Hours
	Medical Emergencies	132 Hours
	Trauma	48 Hours
	Special Consideration	48 Hours
	Assessment Based Management	24 Hours
	EMS Operations	36 Hours

Clinical Objectives: Students can expect o have at minimum 574 hours in these clinical areas, however the clinical objectives must be met, therefore clinical time may vary.

EMS Field Internship (ride along)	320 Hours
Emergency Department	128 Hours
Critical Care Environment (ICU, CCU)	32 Hours
Pediatrics	32 Hours
Obstetrics	24 Hours
Operating Room (intubations)	48 Hours
Burn or Trauma Rehabilitation	16 Hours

Prerequisites: The minimum requirements for admission to a Paramedic course are successful completion of an Emergency Medical Technician (EMT) course. Individuals wishing to participate in the Paramedic examination for licensure must provide proof of current Michigan licensure at the EMT or EMT-Specialist level or past Michigan licensure at the EMT level and currently NREMT at the EMT or EMT-I level. The student must complete an admissions evaluation. Students are responsible to have Hepatitis vaccination and a burnet TBS test. Other prerequisites may be designated by the specific course syllabus

Textbook: AAOS

Times: Contact STAT EMS, Inc for specific times

Course Location: Courses held at STAT EMS, Inc. Main Education Campus

Certification: Certificate of Completion and eligibility to write the NREMT Certification Exam and apply for a MDCH Paramedic License.

EMS INSTRUCTOR / COORDINATOR

This course is designed to teach the EMS professional how to be an EMS Instructor Coordinator. Upon successful completion of this course, the student will be eligible to write the Michigan EMS I/C Exam. This course covers all topics included in the National Traffic Safety Administration Curriculum for EMS instructors.

Course Length: 172 hours including student teaching hours

Prerequisites: Must be 18 years or older Posses a high school diploma or equivalent Michigan State Licensed EMT or higher with at least three years of field experience, letters of commendation from two current MDCH licensed I/Cs. Other prerequisites as designated by the specific course syllabus

Course Modules	Topic	Clock Hours
	Introduction	2 Hours
	Roles and Responsibilities	6 Hours
	Administrative issues	3 Hours
	Legal and Ethical Issues	9 Hours
	The Learning Environment	5 Hours
	Learning Styles	5 Hours
	The Domains of Learning	5 Hours
	Goals and Objectives	5 Hours
	Lesson Plans	8 Hours
	Presentation Skills	20 Hours
	Evaluation Techniques	8 Hours
	Facilitation Techniques	5 Hours
	Communication and Feedback	5 Hours
	Motivation	5 Hours
	Teaching Thinking Skills	5 Hours
	Teaching Psychomotor Skills	5 Hours
	Affective Domain	5 Hours
	Discipline	5 Hours
	Remediation	4 Hours
	Cultural Awareness	4 Hours
	Teaching Resources	5 Hours
	Research	4 Hours
	MDCH Course Coordination	14 Hours
	Student Teaching Hours	30 Hours

Textbook: AAOS
(Recommended but not required)

Course Times: Contact STAT EMS, Inc for specific times

Course Tuition: \$570.00

Course Location: Courses held at STAT EMS, Inc. Education Campus

Certification: Certificate of Completion and eligibility to write the Michigan Department Community Health Instructor/Coordinator licensing exam.

PARAMEDIC REFRESHER COURSE

This class exceeds the State and National Registry requirements for an official EMT-Paramedic refresher class. Note: This refresher course is a competency based program. EMT-P's who successfully complete this course must demonstrate competency over the knowledge and skills outlined in this official DOT refresher education program. We also have scheduled a series of evaluations to ensure participants success at EMS work and National Registry testing.

Course Times: Contact STAT EMS for course times

Course Location: STAT EMS, Inc Main Education Campus

Tuition Cost: \$590.00

Course Length: 54 hour program

Includes advanced lectures and discussions, hands on practicing and testing.

This course permits licensed participants to test for National Registry or renew their Michigan license.

AHA Bloodborne Pathogen Course

The AHA Bloodborne Pathogens program includes information that will help students understand what bloodborne pathogens are and how to reduce the risks of exposure for themselves and others. The program assists in satisfying the training requirements of the U.S. Department of Labor, OSHA Bloodborne Pathogens Standard.

Intended Audience:

Any employee who has a reasonable anticipation of contact with blood or other potentially infectious materials as a result of performing designated job duties, including, but not limited to healthcare workers, public safety personnel, housekeeping and custodial workers, educational and correctional workers and designated first aid providers.

Initial Course length: two (2) hours

Renewal class: one (1) hour

Course Location: STAT EMS, Inc main Education Campus (STAT provides offsite course)

Tuition Cost: New Student: \$50.00
Recertification: \$35.00

Course Time: Contact STAT EMS, Inc for specific times or wish to have this program. Federal OSHA regulations require that companies provide bloodborne pathogens training to employees with occupational exposure at least annually.

Physical Classrooms

Lecture (didactic) and practical (lab) sessions are conducted at the STAT EMS, Inc (Main Campus) located at 512 West Court Street, Flint, MI 48503, Lavatory facilities for the students are located in the downstairs of the main campus from the east side of the classroom. Exits are clearly marked in educational facilities as required by MIOSHA and Fire Safety codes.

Additionally, assignments may be done with the requirement that students provide their own portable drive to save their work on. Under no circumstances are any CD-ROMS or programs in any way to be removed or copied from these computers. Students are not allowed to access the computer operating systems, or in any way edit or change any system settings on STAT education computers. Intentional “hacking”, stealing of software, or altering of the computer system settings or operating systems will result in immediate dismissal from the program without refund of tuition paid. .

The EMS Education Office is open Monday through Friday from 8 a.m. until 4 p.m. The office is closed on all holidays and on weekends.

Campus Services

Ancillary services (i.e. libraries and counseling) are available at the following locations:

Counseling:	STAT EMS, Inc Main Campus
Security, badges etc.	Hurley Medical Center
Cafeteria	Hurley Medical Center
Medical Equipment	STAT EMS, Inc Main Campus
Emergency Department	Hurley Medical Center
Administration Offices	STAT EMS, Inc Main Campus

Services from these facilities may be obtained by contacting the appropriate department.

Parking

Parking is available on the north side of the main campus. Parking at Hurley is available in any of the non-employee lots. There is no charge for the use of any parking facilities at any of the STAT EMS, Inc campuses. However, students may incur nominal parking fees at some field externship facilities where parking fees may apply.

Advisory Committee Members

All EMS programs fall under the auspices of the Advisory Committee.

The committee shall, but is not limited to the following:

- Review and recommend changes and improvements in all pre-hospital educational programs sponsored by STAT EMS, Inc
- Monitor the progress of EMS students by periodic review and evaluation and to make decisions regarding the students' continuing status in the course.
- Review and investigate complaints received regarding the performance of the EMS student and/or the teaching program.
- Act as an appeal mechanism for the EMS student.
- Provide academic guidance and direction to students

The Chain of Command for the EMS program is as follows: (*see organizational chart*) Students are required to address all questions, complaints or issues to their respective Primary Instructor. If the issue is not resolved, the student may then request review by the EMS Course Representative. If the issue is still not resolved, the student may request, in writing, review by the Advisory Committee. Any student who violates this chain of command may be subject to disciplinary action. The only exceptions to this policy are for tuition issues and any complaints of a personnel nature in which the student may request, in writing, a review with the EMS Course Representative.

Your instructor and the Advisory Committee have a continuing goal of maintaining a sound educational environment, where problems and misunderstandings concerning your education will be minimal. When an occasion does arise in which you believe a problem or misunderstanding has developed, you are urged to explore the following steps in the prescribed order. This way, you can communicate the exact nature of the problem or misunderstanding so that it may be appropriately resolved. Your use of the problem-solving procedure, as outlined below, will not prejudice your continuing educational opportunities.

Step 1:

Discuss the problem with your primary instructor or instructors.

Step 2:

If your instructor is not head of the department, and you are not satisfied with the discussion with him or her, you have the right to talk the matter over with the EMS Education Representative.

Step 3:

If you are not satisfied with the progress of your complaint, or if there is a valid reason for omitting Steps 1 and 2, you have the right to discuss the problem with the Medical Director. He or she will discuss the problem with you and help you resolve the matter.

Timing:

Following review of your grievance with your instructor, each additional step must be requested within five 5 business days, and must be requested in writing.

The following personnel participate in administering the EMS programs at STAT EMS, Inc and constitute the EMS Programs Committee: (see *Advisory Committee Chart*)

Ultimately, the Michigan Department of Community Health, EMS Division is the student final appeal. You may also file a complaint to the Department of Energy, Labor, & Economic Growth under Enrolled Senate Bill No. 786 (P.A. 212 of 2009).

Application Policy

Applications for all EMS programs are available to be picked up at the EMS Education office during normal business hours, or may be mailed if needed. Once the application has been filled out it must be returned with the appropriate deposit or registration fee and any required documentation to:

STAT EMS, Inc
EMS Education Business Office
512 West Court Street
Flint, MI 48503

All deposits will be applied toward the program tuition.

Selection Process

Once all pre-requisites are completed, such as, pre-interview with instructor, preadmission testing, and successful background check reflects negative Felony convictions, students will be selected based on available space. STAT EMS, Inc EMS Education does reserve the right to refuse enrollment of an individual's application for any reason.

STAT EMS, Inc, EMS Education conducts its curriculum to the guidelines set forth by the National Registry of Emergency Medical Technicians. For example, students must be able to read, write and take written and practical examinations in the same manner as required by the National Registry of Emergency Medical Technicians.

STAT EMS, Inc firmly believes that smaller classes foster a better educational experience for the student. As such, each EMS program will only accept twenty students per class. STAT EMS, Inc EMS Education does reserve the right to overload certain classes, in case the need arises. Generally, STAT EMS, Inc does follow the first come-first serve rule when filling each class. STAT EMS, Inc EMS Education does not discriminate due to gender, race, age, handicap or religious affiliation.

Credit for Previous Education/Training

Student applying for entrance to the EMS programs at STAT EMS, Inc that are requesting credit for previous education/training, must submit in writing a letter outlining the request along with all supporting documentation. Each request will be made to the program instructor and must be submitted two weeks prior to the beginning of the program. All requests for granting of credit for previous education/training will be reviewed on an individual basis. Additionally, students transferring in from other programs **MUST** adhere to the requirements set forth by the receiving course instructor.

Liability

Medical malpractice insurance is required for the clinical portion of the EMS programs. STAT EMS, Inc maintains such insurance as part of your tuition. If you would like a copy of the policy please see the EMS Educator. **All injuries and/or accidents that occur during clinical or field externships must be reported immediately to the program instructor.**

Students are not considered employees of STAT EMS, Inc and are therefore not covered under worker's compensation insurance.

Tuition/Refund Policy

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. All refunds shall be returned within 30 days. . Once the three business days have elapsed no refunds will be given and students will be responsible for the complete cost of the course.

The current cost, exclusions and inclusions are listed below for each of the programs offered at STAT EMS, Inc:

Payments will be due the first class day of the month for all EMS programs unless otherwise noted. All payments should be made to your instructor for proper accounting of payments. Students should keep records or receipts of all payments made.

Due to the inability to accurately track payments, **cash and personal checks are NOT accepted!** This policy is strictly enforced to protect both the instructor and the student from payments being inaccurately posted in our accounts receivable department.

Each student has only one open account balance at any given time. Tuition, fees and other charges, such as library fines or lost badge fees, and any credits are posted to the student's account monthly. Students whose account balances are not paid in full by graduation date will not receive their diplomas. Invoices are issued to each student monthly and it is the responsibility of the student to check their invoices for accuracy.

Students will be charged a late fee of \$25.00 for each late payment. All payments are due on the date stated in the agreement. Payments returned for any reason will be assessed a \$25.00 returned item charge.

The EMS Education Manager shall approve all payment plans not outlined above.

Tuition must be paid up to date prior to any examination, including oral examinations, cardiology final, pharmacology final, and/or course final.

Students who fail to make payments as scheduled may be dismissed from the class, held responsible for fees as stated above, and referred for collection.

Methods of Payment

Students may elect to pay for STAT EMS, Inc programs by one of the following methods.

- Certified Check/Cashier's Check/Money Order

- Agency approved checks
- Visa/MasterCard – Payable on line at www.statems.net
- STAT EMS, Inc employee tuition reimbursement
- Hurley Medical Center employee tuition reimbursement
- Department approved P.O.
- Agency approved payroll deduction

Discipline/Dismissal Policy for EMS Education

Harassment and Discrimination Policy

Policy Statement: STAT EMS, Inc EMS students are required to provide all services in a manner that is consistent with the Health System's mission and standards without regard to race, color, religion, national origin, sex, age, marital status, height, weight or handicap/disability.

STAT EMS, Inc will not tolerate unlawful discrimination or harassment by any of its employees, officers, directors, medical staff, vendors, contractors, students, patients, visitors or others doing business with STAT EMS, Inc. Unlawful discrimination includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to any individuals sex, race, color, national origin, age, religion, height, weight, marital status, handicap/disability or other unlawful criteria.

If you believe that you have been subjected to discrimination or harassment, or you are aware of others being subjected to such conduct, you should promptly report the incident, **in writing**, to your instructor, the appeals committee, or to EMS Education Manager, Medical Director.

A student reporting discrimination or harassment or assisting in investigations will not be subject to any form of retaliation.

Disciplinary Procedures

Failure to comply with the rules and/or regulations of the institutions and/or organizations involved in the EMS programs may result in dismissal from the program. Failure to follow the directions of the physician director, EMS Manager, EMS Instructor Coordinator, clinical preceptors or any other instructors or clinical staff personnel may result in dismissal from the program.

Students whose performance is unsatisfactory will be issued corrective discipline. This performance includes both clinical and academic segments of the program as well as, but not limited to the following:

- Attitude
- Demeanor
- Attendance
- Punctuality to class, clinical/externship sites
- Dress
- Personal Grooming

Students will receive (2) warnings for infractions to correct the situation. The first will be an written reprimand from **the EMS Educator**. The second will be a final written reprimand from the EMS

Educator or his designee and a copy placed in the student's permanent record. If the undesirable behavior or activities are not corrected, the student will be dismissed from the program.

A student will be dismissed **without** prior warning when his/her performance in any area is a grave departure from acceptable professional behavior. This may include, but is not limited to, such things as:

- Drinking of alcoholic beverages or other substance abuse before or while in the classroom or clinical facilities
- Disrespect to patients or clinical personnel
- Lying, stealing or cheating
- Aggressive and/or threatening behavior to staff or classmates
- Inappropriate divulging of confidential information
- Weapons violation
- Failure of student to notify instructor of prescribed controlled substances, i.e. Vicodin, Valium, and any other mind altering substances.

Prohibited Substances

Drug and/or alcohol use will not be tolerated on STAT, hospital property, satellite facilities, and field externship sites. Students suspected of drug and/or alcohol use will be requested to submit to a breath and/or blood test (at STAT EMS, Inc expense). Refusal to submit to or failure of the test(s) will result in immediate dismissal from the program.

Students may not use any mind altering or function altering substances including, but not limited to alcohol, controlled substances, and prescription drugs (except those prescribed to the person by a licensed physician). This applies to any clinical site (i.e. hospital clinical, EMS externship) or while in the classroom. *Students may not participate in any capacity if they are currently taking prescribed controlled substances, unless cleared by the Program Director. Evidence must be provided in writing prior to the clinical or classroom experience.*

Weapons Policy

The State of Michigan does have a right to carry a concealed weapons law; however, that is not the case for students enrolled in the STAT EMS, Inc. All weapons including, but not limited to, firearms, explosive devices (including fireworks or firecrackers), knives or brass knuckles are strictly prohibited on hospital property or on any clinical or satellite sites. The only exception to this rule is for licensed police officers or sheriff deputies who hold a general firearm permit.

All decisions of a disciplinary nature will be handled by consultation of the physician director, EMS Manager and EMS Education staff members.

Academic Fraud

Academic fraud is viewed as unprofessional behavior and is unacceptable in any EMS programs. Any student caught cheating will be expelled from class and will not be recommended for the National Registry of EMT's examination.

Evidence of any dishonesty on the part of a EMS student (e.g. tests, quizzes, field externship hours attended, homework assignments, etc.) will result in an investigation and may be grounds for immediate dismissal. Evidence of theft from any person(s), facility or institution associated with the STAT EMS, Inc EMS programs will result in an investigation and may be grounds for immediate

dismissal and criminal prosecution.

In addition, students caught cheating will forfeit any tuition paid, and will be required to pay the balance of tuition still owed.

Misrepresentation/False Documentation

STAT EMS, Inc considers the falsification of information or misrepresentation by the student to be a serious matter that may result in disciplinary action, up to and including dismissal from the program. This includes but is not limited to the following list.

- Falsification of clinical/externship records
- Falsification of information on the student registration form
- The student representing himself/herself as something other than an EMS student
- Tampering with grade books, voice mail, computers or computer records
- Falsification of information on state or National Registry applications for testing
- Violation of student badge policy
- Performing skills not approved for clinical site

Romantic Relationships

Sexual and/or romantic relationships are not allowed between instructors and students. The mentoring relationship exists between all instructors and all students, not merely in the case of the primary or direct teacher of the student. The decision to become an instructor at STAT EMS assumes this mentoring relationship and precludes engaging in such romantic relationships. Romantic relationships include, but are not limited to, short and long-term relationships, sexual relationships, all expressions of romantic or sexual interest and like activities.

Complaints may be filed by the student in the relationship, other students, other instructors or any third party affected by the relationship. Complaints should be directed to the EMS Education Course Representative or the programs Medical Director. All complaints will be promptly and thoroughly investigated by STAT EMS and the complaining party will receive notice of the resolution of the complaint. STAT EMS will not retaliate against any party who brings a complaint in good faith. Instructors who are found to have violated this policy will receive discipline, up to and including removal as an instructor and/or discharge from STAT EMS.

Academic Probation

Any student who fails to maintain an 80% course average will be placed on academic probation. The probationary period will be thirty days. During the probationary period, the student's progress will be evaluated on a weekly basis. If at any time the student's performance meets the requirements the student will be taken off academic probation. Probation will be extended for an additional thirty days should the student fail to meet the requirements. Should the student fail to meet the requirements at the end of the additional thirty day probationary period, the student will be dismissed from the program. During this period the course instructor will help the student develop a plan of action to correct the deficiency. When placed on academic probation, the student will be ineligible for clinical/externships.

Re-entrance Policy

A student may re-enter an alternate program after termination by contacting the EMS Education Coordinator and requesting re-enrollment. The EMS Education Coordinator will review the student's records and why the student was terminated. The EMS Education Coordinator will make the final decision on re-entry. STAT EMS, Inc reserves the right to deny re-admittance or re-admit the student into a program being conducted at a previous point of the student's initial departure. All students who re-enroll will be required to submit a new application and complete new enrollment paperwork.

Students who are allowed to re-enter will be placed on a thirty-day probation period. During the probationary period, the student's progress will be evaluated on a weekly basis. If at any time the student's performance meets the requirements the student will be taken off academic probation. Probation will be extended for an additional thirty-day should the student fail to meet requirements. Should the student fail to meet requirements at the end of the additional thirty-day probationary period, the student will be dismissed from the program. Re-entry students are subject to the policies and requirements of the receiving program instructor, including new financial requirements.

Student Progress Reports

Each student will receive a computerized standard quiz/test report, which includes his or her cumulative average monthly.

Each student may schedule a Student Progress Conference with the course instructor every 6-8 weeks. The Instructor may require the student to schedule a Student Progress Conference. This conference will be used to review/evaluate the students overall progress in the program and to review, set and evaluate goals and objectives to enhance student retention and learning.

Student Records

All student records, clinical records, and correspondence are the sole property of the STAT EMS, Inc EMS Education Department. Students may request a copy of the student record. There is a nominal \$50.00 administrative charge per request for all student records, including transcripts. Students requesting a replacement card for BLS, ACLS, PEARS, PALS or PHTLS will be charged a \$10.00 fee or the actual cost of the replacement card.

Class Schedules, Holiday's and Terms

Due to the specialized nature of our education courses, STAT EMS, Inc does not maintain a regular term schedule. The courses are held as the need for such courses in the community is identified or there is a request from a specific agency or organization for a course. Therefore, those interested in enrolling in STAT EMS, Inc. education courses should contact STAT EMS, Inc for course dates and times.

STAT EMS, Inc Education Department does close for the following holidays. New Years Day, New Years Eve, Christmas Day, Christmas Eve, Easter, Memorial Day, Labor Day, Independence Day, Thanksgiving and any other days that may be identified in the course syllabus. Students will be made aware of the course schedule when enrolling and will be made aware of any changes.

Class Cancellation

STAT EMS, Inc EMS Courses will be closed due to inclement weather and you will be notified by your instructor and/or posted on our Facebook page www.facebook.com/statems

It is the student's responsibility to monitor local news regarding school closures (i.e. radio and TV stations). If a student is in doubt, s/he should contact the EMS Education office at (810) 238.7672 ext. 215 for clarification. If STAT EMS, Inc EMS Education is forced to cancel class for any other reason, attempts will be made to notify the students. In case of multiple class closures, all attempts will be made to make-up missed lecture material within the scheduled program length, although extra days may be added to cover any missed material.

Mandatory Attendance Classroom/Clinical

Prompt attendance is **MANDATORY** for **ALL** lectures and clinical sessions. If an emergency or unusual circumstance precludes a student's participation in any class; they are to contact the instructor immediately, and make arrangements to be accountable for the material missed. Students may leave a voice mail with the appropriate instructor.

Due to the Michigan Department of Community Health minimal time requirements, any student missing more than the allowed number of class sessions (see below) will receive an incomplete for the program and will not be recommended for the National Registry of EMT's certification examination. If you must miss class you must call and advise the instructor prior to the absence. A student who is tardy or leaves early 3 times, in any combination, will receive an absence. You must be present for three quarters of the class in order to be marked present.

In addition to the above, any student who has signed up for clinical and fails to show will receive an absence. **If you must miss a clinical rotation**, you must inform the instructor at least five business days prior to the scheduled clinical date.

EMT Class: student may not miss more than 16 hours of class sessions

Paramedic Class: student may not miss more than 40 hours of class sessions

Leaves of Absence

STAT EMS, Inc Education recognizes that situations may arise which make it necessary for you to take time off from the program. For this reason, any student who has been granted a leave will be allowed back into the next available program. The student will be responsible for the remaining balance of the previous course, any increase in program fee, and/or the purchase a new textbook if necessary.

Specific types of leave of absences are:

Medical

Jury Duty

Military

The following are specific guidelines that the student must follow for leave of absences:

- Notify the instructor ***in writing*** of the request for a leave of absence in advance and include your reasons for requesting the leave.
- Must show proof (i.e. jury summons, military orders, physician letter, etc.) upon request.

- Must give a planned return date.
- The **maximum** amount of time granted for a leave of absence will be one (1) year from the date of request.
- The student must have a current **passing** GPA.
- The student must have their financial obligation up-to-date.

Evaluation Criteria

- meeting the goals and objectives for each module
- compliance with policies and guidelines for conduct
- EMT Basic students attending weekend trauma and extrication course
- achieving a minimum score of 80% on each section exam and the final exam
- maintaining an average cumulative score of 80%
- successfully passing all practical examinations
- successfully passing the oral examinations (Paramedic students only)

There are five types of assignments which students will receive numbered grades.

- Homework
- Quizzes
- Section examinations
- Final examinations
- Extra Credit assignments

Homework Assignments

Homework assignments are designed to further the educational experience when the student is not in class. It promotes studying and has been shown to increase the knowledge learned by the adult student. Homework is due by the **START** of class on the due date issued by the instructor. Students who do not turn homework in by that time will be assessed a reduction of the grade by 10% for each class it is late. After a homework assignment is more than five classes late, the student will be issued a 0% for that assignment.

Quizzes

Quizzes are an excellent way to evaluate the progress of a student. Also, quizzes should be used as a reference source when studying for future quizzes or examinations. Quizzes may be announced by the instructor or unannounced. A student who fails a quiz will not be allowed a re-take. A student who misses a quiz due to absenteeism or tardiness, will not be allowed a “make-up” quiz. No grade will be given and will not be factored into the calculation of the cumulative grade. However, a missed quiz will be counted against a student for the purpose of dropped quizzes. All students will be allowed to drop the two lowest quiz scores for the Basic EMT program and the lowest quiz per module for the Paramedic Program.

Section Examinations

Section Examinations are designed to incorporate several topics into one module. The examination is used to evaluate the student's progress throughout the program. Section examinations may also consist of several parts. There are several rules associated with the administration of module examinations. These rules include:

- Retests are allowed on all section examinations. Students who do not achieve an 80% on a module examination **MUST** pass the retest. Students who do not achieve and 80% on the retest may be dismissed from the program.
- Students may be absent for the section examination, providing the student makes arrangements to take the examination **PRIOR** to the scheduled class date. Students who do not make arrangements and are absent for the scheduled examination will be given a 0% for the examination and **MUST** pass the retest. Students who are absent for the exam must take the retest prior to the end of the next class date.
- Students testing at the National Registry are required to have a timed exam. Students in the STAT EMS, Inc program are no different.
- To be consistent with the National Registry examination process, section examinations are to be in written form and may be on line administered. Verbal examinations are not permitted.
- Students who do not pass a section examination *will be allowed a one week remediation process*. During that time, students may request a formal remediation with the instructor. It is assumed that students who do not schedule a remediation time are refusing a formal remediation.
- Students **MUST** schedule a retest within one week of the end of the remediation process. Retests **MUST** not be scheduled during the student's regularly scheduled class time.
- The maximum possible score on a retest is 80%.
- Any student that fails two (2) section examinations may be placed on academic probation. Any student that fails more than two (2) section examination will be dismissed from the program.

Written or on line examinations are the most appropriate and effective process for measurement and assessment of the participants' success in converting content into knowledge. Practical examinations provide feedback to both the instructor and participant on the ability of the participant to perform specific tasks. Results of written and practical examinations and observational reports detailing participants' attitudes and interpersonal interactions will be considered on the final grade.

Students will be allowed to keep their copies of the quizzes but not section or final exams. All quizzes and exams will be reviewed in an open-forum session during the scheduled class period following class period when quizzes/exams were handed back if time permits. Students are encouraged to review and study all questions missed, and any questions they wish to contest. Students may contest questions during the open-forum sessions during scheduled class periods, after researching their points of contention. Any student dissatisfied with the final decision of the instructor may appeal their contention for review by following the COC (Chain of Command). Generally, instructors have a least one week to grade the examination

The grading scale will be as follows:

Grade Scale

Excellent	100-93	4.0
	92	3.9
	91	3.8
Very Good	90	3.7
	89	3.6
	88	3.5
	87	3.4
Good	86	3.3
	85	3.2
	84	3.1
	83	3.0
Average	82	2.9
	81	2.8
	80	2.7
Below Average (Fail)	79.9	0.0

Successful Course Completion Criteria

Students who meet all requirements for graduation from a program will be issued a diploma citing course completion with assistance offered in completing the NREMT paperwork. It is the student's responsibility to pay the examination application and/or licensing fees. This is a separate fee from the course tuition and money order must be included and made payable to the National Registry of EMT's.

Also, if a student has been convicted of a *misdemeanor or felony*, the NREMT and State of Michigan reserve the right to limit, revoke or prevent certification/licensure. The student may also be excluded from taking the NREMT Examination. Because of this, STAT EMS, Inc cannot be held liable for any action taken by the NREMT or State of Michigan.

Successful completion of an EMS program requires:

- Final Written Examination (80% or higher). Students who fail the Final Exam are not permitted to retake the exam.
- Final Oral Boards with Program Director and/or Emergency Physicians (**Paramedic ONLY**)
- Final Practical Examinations (80% or higher)
- Final overall class grade of 80% or higher must be achieved
- Final Affective Evaluation must reflect competency in ALL categories
- Compliance with all policies and guidelines as outlined in this document.
- EMT Basic students attending mandatory weekend trauma and vehicle extrication course
- Completing all clinical requirements satisfactorily by the **GRADUATION DATE**. Students who fail to complete or TURN IN their clinical books by the due date listed on the syllabus will NOT be listed as completing the course on the State of Michigan roster.
- All financial obligations have been met.

Students are required to complete and **SUBMIT ALL** components (Didactic, Practical, Oral and Clinical) of the program **by the date of the scheduled graduation in order to successfully**

complete the program. Any student who fails to complete all components **by the date of the scheduled graduation** will be dropped from the program.

Verification by the Program Medical Director or his designee of competency in all practical skills and knowledge base at the Paramedic level.

Patient Confidentiality

All information with regard to patients is privileged and of a confidential nature. Cases may be discussed with peers but without the use of patient names. Any repetition of this information outside the proper channels of communication will lead to disciplinary action within the EMS programs up to and including dismissal from the program.

Voices should be kept in moderate tones. Patients invariably think you are talking about them. Avoid idle gossip. Be aware of your own facial expressions and body language. Patients are instinctively quite adept at interpreting non-verbal cues.

When working with the critically ill, dying patient, or victim of cardiac or respiratory arrest, remember that hearing, even though the patient is unconscious, is the last sense to be lost by the patient.

Clinical /Externship Expectations

Students will spend a great deal of time in health care facilities or ambulances. Since these facilities and staff open their doors and provides the student an opportunity to observe and participate in their daily routine, it is your responsibility as EMS student's to present yourselves in a manner, which is complimentary to our profession. Notice the use of the word profession. As EMS student's you must present yourselves in a professional manner or forego professional status.

Professional status is not easily attained and most certainly is not attained without personal cost and involvement. Cost does not necessarily refer to monetary cost but to such things as the time it takes to polish your shoes or help a nurse move a large patient. All patients, hospital staff members, physicians, instructors, and your peers have the right to courtesy, compassion, respect, and privacy. These rights must be foremost in the EMS student's mind to enable him/her to present himself/herself in a manner, which exemplifies a true professional. As a guideline, listed below are several things the

EMS students should take into consideration when attending clinical rotations:

Smoking: Smoking or use of chewing tobacco is prohibited during clinical internship

Personal Hygiene: Good personal hygiene and clean clothes/uniforms are essential (see dress code)

Any student who does not comply with this dress code will be sent home and denied clinical time until such time as the student meets with the instructor and cleared to rotate again. The instructor, hospital staff, or an ambulance crew or supervisor may send a student home.

Clinical Rotations

Hospital and field operations may be somewhat foreign to the EMS student beginning his/her clinical rotations. Remember each hospital and field crew is different; each has its own "personality". You may observe procedures done quite differently in different facilities or be different crews. Do not be alarmed by this, but learn from it. By determining why a procedure is done differently by different facilities and crews the EMS student should be able to take the best of both worlds with him/her as he/she enters the world of prehospital medicine. The hospital staff and crews expect questions in the clinical setting. Most of them are more than happy to answer intelligent questions. The time for questions is not in the middle of the call when the action is heavy. Questions should also not be asked in front of patients as this may seem to the mentor and patient as you are questioning their actions rather than trying to learn. Questions should be asked after the medical run or at the nursing station. We all have a bad day occasionally. If a mentor seems distant or short tempered write your questions down and the instructor will answer them.

Before beginning clinical rotations, the student must have attended the Pathophysiology 3 lecture (Paramedic) or Communicable Disease lecture (Basic) and have proof of current TB test.

It should be noted here that while on rotations you will hear things in the clinical setting that may not be appropriate to repeat outside this setting (what is said in the truck stays in the truck). The field has a rumor mill that reacts and transmits information with a speed that rivals the information super highway. This information is not to be repeated to other students, crews, staff members, or persons not directly involved in the clinical experience. If the student hears some information, which deeply disturbs him/her you are asked to bring the issue to the instructor for possible follow up. Patients have an expressed right to confidentiality and students are considered health care professionals who must respect the rights of all patients.

Field externship experiences are related observational and hands-on experiences that are part of the EMS programs at STAT EMS, Inc. All students are required to complete field externship experience.

Field externship experiences are arranged on a student-by-student basis. *Students who do not have a cumulative average of 80% or higher will be ineligible to schedule field externship experiences.*

Clinical Training

A critical part of EMS student training is the clinical rotations that will be completed concurrently with the educational program. Participation in the clinical setting will be scheduled by, and under the discretion of the primary instructor. Students may only participate in, and receive credit for clinical shifts that are scheduled at least the week prior to the clinical shift. All clinical rotations shall be logged in the student's clinical journal, and will be cross-referenced with clinical shift schedules and clinical setting verification of times.

Students will practice the skills learned in class in real patient care situations under the supervision of clinical instructors. Students will be evaluated on: cleanliness, attitude, interpersonal communications skills, compassion and patient rapport (professionalism), and abilities to perform all necessary skills. Specific clinical objectives for each semester will be handed out to the students and clinical preceptors prior to beginning clinical rotations.

Dress Code/Personal Conduct

STAT EMS, Inc has implemented the following dress code: All students in any EMS course will dress in a professional manner while at the STAT EMS, Inc.

Students will wear appropriate clothes for classroom and practical participation. Students ***will not*** wear any clothing item that exhibits any racial, ethnic, sexually explicit, or otherwise offensive slogan, saying, or picture (print). Any student wearing such an item will be asked to leave the class immediately and will not be allowed back until such item(s) are removed. This policy is enforced at the discretion of the instructor.

- Approved uniform pants or Navy or black dress pants only, no BDU's and no scrubs
- Approved uniform shirts.
- No visible tattoos or mutilation of skin or body shall be visible in clinical setting or classroom
- Clean, flat heeled leather shoes (no tennis shoes; leather sports shoes are permissible)
- Long hair must be fastened above the collar.
- No perfume, cologne or heavy make-up during class or clinical settings
- Clean shaven (neatly trimmed beards or mustaches within 1/8 of an inch is allowed)
- Earrings: Post or small hoops only located on ear only. Earrings must be smaller than a quarter. No visible piercings of any type, with or without rings or bars are allowed in the clinical setting.
- No acrylic fingernails allowed during clinical externship.

Identification: Student identification tags must be worn and ***visible*** during all clinical and field externships only. Students will be asked to leave a clinical site if not wearing proper identification. Students may not identify themselves outside of a clinical setting for any reason.

Attitude: Students must demonstrate the effective qualities necessary to be a health care provider. No profane language, racial slurs or sexually inferred comments will be tolerated. The student will maintain a positive, constructive attitude in the classroom and clinical setting. Affective evaluations will be used to document any questionable behavior, and will become part of the student's personnel file. If the student fails to respond positively to counseling after receiving negative affective evaluations, the student will be dropped from the program.

Tobacco: STAT EMS, Inc and the EMS Education Department are smoke-free environments. Smoking, as well as chewing tobacco is prohibited in the following areas:

Students who smoke or chew tobacco where it is restricted or prohibited are subject to disciplinary action, up to and including termination from any and all education programs.

Food/Beverages

This policy will help keep classrooms clean and safe, as well as helping to provide a sound educational experience. Any violation will result in the privilege being revoked.

1. Non-alcoholic beverages are allowed in the classrooms, provided that they are in a closed container (i.e. coffee cup with a lid, beverage bottle or can). When finished, all containers need to be emptied and disposed of properly.
2. Snacks will be allowed, provided that they are not distracting in any way to fellow classmates or instructors. When finished, all waste will be placed in proper containers.

3. Meals, such as lunches, are prohibited during class time. Meals may be eaten in the classroom during lunch/dinner breaks only. When finished, all waste will be placed in proper containers.

Required Supplies

Students are required to furnish their own general classroom supplies such as pens, pencils notebook paper, and the like. Students engaging in clinical programs may be required to purchase specific uniform items as specified in the course syllabus. Students are required to purchase any clothing of footwear required to meet dress codes specified in the course syllabus

Electronic Information

Students are encouraged to utilize the internet to access many informative resources. Our website, www.statems.net and click on Education, contains many useful links and resources for our students to access. Internet access can be obtained for free at the STAT EMS, Inc Campus STAT EMS, Inc reserves the right to block any offensive or inappropriate web sites.

STAT EMS, Inc EMS Education may require students to take computer based examination.

Students may bring personal laptop computers to class but are prohibited from using the STAT EMS, Inc network other than the Wi-Fi connection. STAT EMS, Inc may issue all homework assignments, study guides, objectives on CD-Rom or any other assignments. Paper copies are available at the request of the student. Student may request electronic copies of these placed on the student provided portable 'jump' type drive. The main classroom computer also has this information for the student to access.

Disabilities

This is a very physically demanding field and program. Students need to be able to carry relatively heavy equipment and patients in both lab and clinical portions of the program. Any student who has a question in relation to their physical ability due to medical conditions and/or physical limitations is strongly encouraged to meet with the EMS Manager and EMS Educator in order to discuss this information. As a general rule this program will not make accommodations, which are not realistic in the field of pre-hospital medical care, in keeping with the standards of the Americans with Disabilities Act. STAT EMS, Inc pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam-Era Veterans Readjustment Act of 1974, the Elliot-Larson Civil Rights Act, Executive Order 11246, Title II of the Americans with Disabilities Act (ADA), and Family education Rights and Privacy Act of 1974 complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education.

It is the policy of STAT EMS, Inc that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

DUTIES TO THE DISABLED STUDENT POLICY

(AMERICANS WITH DISABILITIES ACT OF 1990)

I. Application of the ADA to the Educational Process

In 1990, President Bush signed into law the Americans with Disabilities Act of 1990 (ADA). The ADA provides broad protection to the disabled in areas of employment, public accommodations provided by private entities and telecommunications.

A. Applicability

Title III of the ADA includes in its definition of public accommodation an “undergraduate” or postgraduate private school or other place of education”. In addition, it includes in the definition exams and courses.

B. General prohibitions of discrimination

As a general rule, individuals cannot be discriminated against on the basis of a disability in the “full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations...”

II. Duty of Accommodation

A. Scope

1. Protection is provided to individuals:
 - a. with physical or mental disability
 - b. with a history of having such a disability
 - c. who are regarded by the public as having a disability

* *A protected disability is a physical or mental impairment that substantially limits a person in some major life activity (i.e., ability to walk, talk, work, see, hear, study, read, and learn)*

“Substantially limited” is based on:

- nature and severity
- duration - or expected duration
- permanent or expected impact

2. Limits to protection

- a. Temporary disabilities: a disability of limited duration with no long term effect (i.e., sprain, infection, pregnancy)
- b. A disability which excludes a candidate from a specialized job or professional requiring extraordinary skill or talent. The individual can still perform various other positions within the scope of training.
- c. Statutory exemptions
 - 1) current illegal drug use (previous use is protected)
 - 2) person with disorders caused by alcohol that impacts job performance
 - 3) pédophiles
 - 4) compulsive gamblers
 - 5) homosexuals, bisexuals, transsexuals, transvestites
 - 6) voyeurs
 - 7) pyromaniacs
 - 8) exhibitionists
 - 9) kleptomaniacs

III. Activities that Are Prohibited:

- A. Denial of participation
- B. Participation of unequal benefit
- C. Separate benefit
- D. Opportunity to participate
- E. Administrative methods

- * *It is discriminatory to impose or apply eligibility criteria that tend to screen out disabled individuals unless the criteria is shown to be necessary or essential function for the provision of the educational opportunity.*
- * *It is discriminatory to fail to make reasonable modifications to policies, practices, or procedures, unless you can demonstrate that making such accommodations would fundamentally alter the nature of the educational opportunity.*
- * *Not obligated to waive, modify program requirements or lower academic requirements which are reasonable and nondiscriminatory.*

IV. Special Considerations for Examinations and Courses

In general, examinations and courses must be offered in a place and manner accessible to persons with disabilities.

The specific requirements include:

- A. Modifications
 - 1. Must make modifications to a course that ensure that the place and manner in which the course is given is accessible.
- B. Suggested modifications
 - 1. Change in length of time permitted to complete the course.
 - 2. Substitution of specific requirements
 - 3. Change in the manner in which the course is conducted
- C. Provision of auxiliary aids
 - 1. Must provide appropriate adjunctive aids and services (specialized voice activated computers, readers, translators, videotaped lectures, prepared notes, large print materials)
 - 2. Put the burden of proof back on the student to determine what needs to be provided.

- * *Auxiliary aids not required if it would fundamentally alter the measurement of the skills or knowledge the exam is trying to measure.*

V. Defenses to Accommodation

- A. Necessity
 - 1. If eligibility criteria is necessary to providing an educational opportunity

House Committee on Education and Labor states that: "A public accommodation may...impose rules and criteria that are necessary for the safe operation of its business...Safety criteria,

however, must be based on actual risks and not on speculation, stereotypes, or generalizations about disability”

B. Fundamental alteration

1. A modification that is so significant that it alters the essential nature of the education

C. Undue Burden

1. “Significant difficulty or expense”. Factors to be considered include:
 - a. the nature and cost of the action needed
 - b. overall financial resources of the institution, the number of students, the effect on expenses, resources, and legitimate safety requirements.

* *In establishing any eligibility criteria which would tend to screen out disabled persons, consider whether those requirements are necessary to providing the education. Are they essential requirements for completion of the program?*

D. Direct threat defense

1. “Significant risk to the health and safety of others that cannot be eliminated by a modification of policy, practice or procedure or by the provision of auxiliary aids or services”
2. Need to determine the:
 - a. nature, duration, and severity of the risk
 - b. probability that the potential injury will actually occur
 - c. whether reasonable modifications will decrease the risk

* *When confronted with a disabled student who poses a direct threat to the health and safety of others, consider the following:*

- *is the risk so significant that a modification will not eliminate the risk?*
- *that the determination of “risk” is based on an individualized assessment using reasonable judgment based on objective evidence of medical knowledge.*

VI. Summary

- A. Identify essential functions and standards of course program completion. Make these known prior to the student’s entry into the program.
- B. Identify what a disabled person can do, not what he cannot do
- C. When making reasonable accommodations, an institution does not have to waive or modify program requirements or lower academic standards.
- D. Shift the burden of accommodation to the disabled individual. Have him/her identify what special aids will be needed.
- E. Establish a consistent, objective system for individual assessment of disabled students who demonstrate an inability to effectively perform or succeed.

CONFIDENTIALITY OF STUDENT INFORMATION/RECORDS POLICY

- I. Family Education Rights and Privacy Act of 1974 (FERPA)
 - A. Introduction
 1. Helps protect the privacy of student records
 2. Generally applies to all educational institutions which receive federal funding
 3. Provides for the:
 - a. Right to inspect and review education records
 - b. Right to seek to amend those records
 - c. Right to limit disclosure of information from the records
 4. Written consent is required prior to disclosure of any personally identifiable information.
 - B. Who is protected?
 1. Students who are currently enrolled or formerly enrolled regardless of age or status in regard to parental dependency.
 2. Parents of “dependent” students have access to student records.
 3. Deceased students
 - C. What are educational records?
 1. Those records that are directly related to a student and maintained by the institution or by as party acting for the institution.
 2. “Records” is defined as “any information regarded in any way, including but not limited to, handwriting, print, film, microfilm.”
 3. Any records which are shared with or accessible to another individual.
 - D. Exclusions
 1. Sole possession records or private notes which are not accessible or released to other personnel.
 2. Law enforcement, campus security records
 3. Records pertaining to employment by the institution
 4. Records relating to treatment provided by a physician, psychiatrist or other recognized professional and disclosed only to those involved in the treatment. “Treatment” does not include remedial activities such as tutoring.
 5. Records which contain information obtained only after the person is no longer a student (i.e. alumni)
 - E. Disclosure
 1. “To permit access to or to release, transfer, or otherwise communicate by any means the contents of education records or personally identifiable data therein to another person, agency, or organization.
 - F. Permissible disclosure
 1. Can be made to:
 - a. School personnel
 - b. Instructors who have legitimate educational interests.
 - c. Another school where the student is seeking enrollment
 2. Information in connection with a health or safety emergency if that information is needed to protect the health or safety of that student or other persons.

- G. Directory information
 - 1. "Directory information" may be disclosed without violating FERPA
 - 2. Includes:
 - a. Student's name
 - b. Major field of study
 - c. Dates of attendance
 - d. Degree and awards received

- H. Written consent to disclose personally identifiable information must include:
 - a. Specific records that may be disclosed
 - b. Purpose of the disclosure
 - c. Party or parties to whom disclosure may be made

- I. Personally identifiable information includes:
 - a. Student's name
 - b. Name of student's parents or other family members
 - c. Student's address or family address
 - d. Social security or student number
 - e. List of personal characteristics

- J. When is consent not required?
 - 1. School officials
 - 2. Schools to which the student is seeking enrollment
 - 3. Federal, state, or local authorities of financial aid or law enforcement
 - 4. Accrediting organizations
 - 5. To parents of dependent child
 - 6. To comply with judicial order or subpoena
 - 7. Health or safety emergency
 - 8. Directory information
 - 9. To the student
 - 10. Results of disciplinary hearing to an alleged victim of a crime of violence

II. State Law Protection of Student Records

- A. Michigan Codified Law 600.2165
 - 1. Prohibits instructors or other professional persons engaged in character building, and who maintain records of student behavior or who have records in their custody from disclosing in any civil or criminal proceedings any information obtained from the records or communications.

- B. Maintaining student records
 - 1. State Department of Education requires maintaining records for a minimum of 5 years.
 - 2. Should include: all evaluations, progress records, terminal examinations, final grades and credits awarded, counseling recommendations.

HEALTH & SAFETY POLICIES

Health/Vaccination Requirements

Prior to beginning an EMS training program, the student must receive and show proof to the EMS Education Department:

- Hepatitis B Vaccine series
- TB ***The student will receive TB testing or chest x-ray from an approved Public Health source and provide proof of testing every year they are enrolled in the EMS program.*

Standard Immunizations are recommended:

- a. Tetanus and Diphtheria Toxoids
- b. Measles Vaccine*
- c. Mumps Vaccine*
- d. Rubella Vaccine**

*Born since 1956 must have documentation of two doses on or after 1st birthday or proof of seropositivity

**Must have documentation of vaccination on or after 1st birthday or proof of seropositivity

Student Health

Students are not to attend a clinical site if they are ill and at risk to spreading a contagious illness. If more than one clinical assignment is missed, a doctor's examination and proof of release will be necessary. If any questions regarding health issues arise, contact the course EMS Instructor.

Student Infectious Exposure

As explained in the Clinical Orientation Program, any student who believes they have received an exposure to an infectious agent should contact their clinical preceptor/mentor and their instructor immediately. The documentation of the exposure will be completed on the Exposure Reporting Form. The supervising instructor will assist the student through the process of reporting and follow-up evaluation as needed.

Students who are exposed to tuberculosis through patient contact, shall receive a baseline TB test and re-test in 3 months, or as otherwise recommended by physician.

Classroom/Clinical Program Safety

Students must attend the Clinical Orientation Program before participating in any clinical assignment.

Students shall be supervised in all classroom and clinical areas. The student is responsible to determine when they should not participate in an activity that they believe to be a risk to their health or safety.

Students will participate in the classroom acting as patients and rescuers. Students must understand they will be in close contact with others so cleanliness and good personal hygiene is expected. The instructor reserves the right to dismiss the student from that class for lack of either.

Lifting/Carrying

No student shall lift, move, carry, a patient or operate the stretcher without authorization and supervision of their clinical preceptor/instructor. The preceptor/instructor shall monitor this process and other students must be available to assist as needed.

Universal Precautions

Universal Precautions will be utilized in all classroom and clinical areas as indicated. **Students will not be allowed to administer medications to each other.**

MFR and EMT-Basic skills outside the classroom

Students are not permitted to conduct MFR/Basic EMT skills when not registered for their clinical rotation and under the supervision of an approved EMT/Paramedic/FTO/Preceptor.

Paramedic Skills outside the classroom

EMT-Basic licensed personnel are not permitted to conduct Paramedic skills when not registered for their clinical rotation and under the supervision of an approved Paramedic/FTO/Mentor.

Electrical devices will only be used with the close supervision of the instructor.

Math and Reading Competencies Policy

STAT EMS, Inc in compliance of MDCH regulations requires that students entering into a Paramedic program must be assessed for reading and math competencies.

Completion of STAT Emergency Medical Service, Inc EMS Education Course entrance exams suffices entry requirements to the EMT-Basic and Paramedic Program.

The following policy is hereby incorporated to adequately assess all students for reading and math competencies who do not wish to take the STAT EMS administered pre-entrance exam:

Students must present evidence of math and reading competency at a 12th grade level.

Examples of acceptable proof include:

1. Successful placement by passing a reading and math placement examination administered by any accredited post-secondary educational institution which assesses a 12th grade reading and math competency level.
2. College transcripts which show a passing grade in English 101 or higher and College Mathematics or higher.
3. College transcripts which show a passing grade in remedial English and/or mathematics with a recommendation of college level competency and placement.
4. ACT or SAT scores which indicate a competency in English and Math. These scores will be evaluated by the Primary EMS Instructor for competency.

5. An Associate's degree or higher from an accredited post-secondary institution is preferred.

Students that do not show proof of competency in Reading (English) or Mathematics, must take the appropriate placement exams to establish competency in those areas. It is the financial responsibility of the student to establish competencies in these areas. Any student who does not present the proper documentation will not be allowed to enter the program.

Learning Resources Policy

In order to further EMS Education, STAT EMS, Inc has incorporated the following learning resources and policies.

1. Multi-media resources: STAT EMS, Inc has designated two multi-media centers solely designed for the students' endeavor to become a prehospital care provider. The two multi-media centers may have various computer programs including Mosby's Medical Encyclopedia, ACLS, SymbioSys ACLS, E-Learning, Basic Review, Bodyworks and other various educational software.
2. Hurley Medical Center: STAT EMS, Inc has a large comprehensive library located on the grounds of Hurley. Students may utilize the main library while wearing a STAT EMS, Inc student badge. This library has an extensive selection of medical journals, texts and periodicals from a variety of medical publishers.

Health/ Infection Control Policy

STAT EMS, Inc is aware that participation in any EMS Program requires manual dexterity, the ability to lift 150 pounds or more and can be physically demanding. If a student has a previous heart condition, lifting restriction, back or thoracic conditions or has a disability, the student may not be allowed to participate. Students **MUST** disclose any prior health concerns to STAT EMS, Inc and all measures will be taken to ensure the safety of students, patients and instructors. Students must also be vaccinated against the Hepatitis B virus and have a documented PPD test within the last year. STAT EMS, Inc also complies with the American with Disabilities Act and all OSHA and MIOSHA regulations.

Good mental and physical health is necessary for an individual to maintain the pace and physical demands that this course and work as a paramedic entail.

All student performance in both the classroom and clinical setting will be overseen by an EMSIC, and mentor(s). Each student will address any problem or concern that he or she may have regarding his/her safety immediately, to the EMS Educator directly involved with the training in progress. Directions given by training personnel should be followed accurately and if not understood should be questioned to prevent any problems.

All students will perform with normal regard for personal safety as well as the safety of patients and others involved with patient care. At no time will the student perform any act which he or the mentor deems unsafe or that the student/mentor feels is an inappropriate action for the student to take.

Any student who has an infectious disease should not participate in activities in the clinical setting. Students will be expected to attend class --- if their condition permits --- and observe others in the

practical stations. The student will make up practical time at the discretion of the EMS Educator. The student will be responsible for the instruction and will be expected to practice on his or her own time to maintain skill levels in keeping with class progress at the time. Patients and staff in the hospital or ambulance should never be put at risk from students with an infectious disease.

In the case of any illness, which requires the student to miss two or more classes, the student will be required to have a medical release by a physician before being allowed to return to class.

All mannequins, airway adjuncts, etc., will be properly cleaned with disinfectant between each student's use (each student will have clean equipment). Due to the nature of the training, it is imperative that all students maintain good personal hygiene habits at all times. A sink and disinfecting soap is available in the restrooms and will routinely be used by students when working with patients and equipment.

Any student with a history of chronic health problems, pregnancy, recent surgery or back injury will be required to present a medical release from a physician. The Manager has the option at all times to request such a release at his/her discretion.

Students should be able to lift 150 pounds; however, all students will exercise prudent physical exertion in labs and on calls --- cot lifting, patient lifting, scene safety precautions, etc. Any time a student suffers an injury while functioning as a paramedic student, he/she will immediately report the occurrence to the mentor who will in turn make an immediate report to the EMS Educator. A written incident report will be filed with the EMS Educator within 24 hours of the occurrence. Students injured during clinicals or field externships are to receive examination and treatment at a STAT EMS, Inc facility.

The lead paramedic on an EMS call or the mentor has complete authority over the student during his/her clinical rotation. If at any time the student performs actions not approved by the lead paramedic or mentor the student can be dismissed from clinical site, and a disciplinary review will take place.

While responding to EMS calls, students will be seated in the buddy seat, with seat belt on. It is at the discretion of the lead paramedic whether the students will be belted in while the patient is being treated and transported.

No student is allowed to drive EMS vehicles at any time. Failure to comply with this rule will result in automatic dismissal of the student.

It is expected and advised that students possess a medical insurance policy in the event they become ill or injured either in or out of the classroom setting. STAT EMS, Inc, all programs and clinical sites affiliated with STAT EMS, Inc will not provide medical insurance for students participating in didactic, clinical or laboratory studies provided by STAT EMS, Inc. STAT EMS, Inc will not take responsibility for any costs associated with treatments for exposures or injuries while participating in didactic, clinical or laboratory studies provided by STAT EMS, Inc. Students who do not have a medical insurance policy are strongly encouraged to obtain one prior to starting their studies at STAT EMS, Inc.

EXPOSURE CONTROL

Any information obtained or exchanged regarding communicable disease exposures must be handled with strict confidentiality.

1. This policy and procedure will be utilized for all students, faculty and ancillary personnel in the practical lab setting as well as in all clinical observation/participation settings.
2. Body Substance Isolation (BSI) policy.
 - A. Purpose: To prevent the transmission of all bloodborne pathogens that are spread by blood, tears, sweat, saliva, sputum, gastric secretions, urine, feces, CSF, amniotic fluid, semen, and breast milk.
 - B. Rationale: Since medical history and examination cannot reliably identify ALL patients infected with HIV, or other bloodborne pathogens, blood and body fluid precautions shall be consistently used for ALL patients. This approach, recommended by the CDC, shall be used in the care of all patients. This is especially important in the emergency care settings in which risk of blood or body fluid exposure is increased and the infection status of the patient is usually unknown.
 - 1.) Universal precautions/BSI shall be done on every patient if contact with their blood or body fluid is possible, regardless of whether a diagnosis is known or not. This includes but is not limited to starting IV's, ETT intubation, suctioning, caring for trauma patients, or assisting with OB/GYN emergencies.
 - C. Procedures
 - 1.) Handwashing shall be done before and after contact with patients even if gloves are used. Hands contaminated with blood or body fluids shall be washed as soon as possible after the incident. Waterless-antiseptic hand gel can be used immediately and later followed up with handwashing when a sink is available.
 - 2.) Non-sterile disposable gloves shall be worn if contact with blood or body fluids may occur. Gloves shall be changed in-between patients and not used repeatedly. If gloves become contaminated with body fluids they must be changed, they must be changed before starting IV's etc.
 - 3.) Outerwear (Example: Gown, Tyvek suit, turn-out gear) shall be worn if soiling of clothing with blood or body fluids may occur. The protection shall be impervious to blood or body fluids particularly in the chest and arms areas.
 - 4.) Face Protection (including eye protection) shall be worn if aerosolization of blood or body fluids may occur (examples of when to wear include but are not limited to: ETT intubation, patients who cough excessively and certain invasive procedures).
 - 5.) Mouth-to-Mouth resuscitation: CDC recommends that EMS personnel refrain from having direct contact with patients whenever possible, and those adjunctive aids be carried and utilized. These adjunctive airways include pocket masks, face shields or the use of BVM's.
 - 6.) Contaminated Articles: Bag all non-disposable articles soiled with blood or body fluids. Wear gloves when handling soiled articles. Bloody or soiled non-disposable articles shall be decontaminated prior to being placed back into service. Refer to the manufacturer's recommendations for proper cleaning and disinfecting. The items that are not disposable shall be sterilized prior to reusing. For example laryngoscope blades, OPA's, NPA's, BVM units, Magill Forceps, etc. Bloody or soiled disposable equipment shall be carefully bagged and discarded in properly marked containers found throughout the healthcare facility.

- 7.) Linens soiled with blood or body fluids shall be placed in appropriately marked containers and sent to the laundry. Gloves shall be worn when handling soiled items.
- 8.) Needles and Syringes shall be disposed of in a rigid, puncture resistant container. **DO NOT RECAP NEEDLE BEFORE DISCARDING!!!**
- 9.) Blood spills shall be cleaned up promptly with a solution of 5.25% sodium hypochlorite (household bleach); diluted 1:10 with water or other FDA approved disinfectant. Wear gloves when cleaning up such spills.
- 10.) Routine cleaning of equipment shall be done following manufacturer's guidelines and CDC recommendations which can be found in the Infection Control Department.

D. Respiratory Isolation

- 1.) In the event of a suspected or confirmed TB patient, N95 or HEPA masks must be worn, in accordance with MIOSHA regulations. Each person will be fit tested to ensure proper fit of mask before using.
- 2.) If a patient is suspected of having meningitis, or other disease spread by/through the air or by droplet spread a regular surgical mask should be worn by those in direct contact with the patient.
- 3.) Decontamination of equipment after exposure to a patient with a known or suspect respiratory route of transmission shall be carried out following the manufacturer's recommendations and CDC guidelines.

3. EMS Program Responsibilities

- A. The EMS program will be responsible for assuring that students/personnel are familiar with the infection control policy and procedures, epidemiology, modes of transmission and means of prevention of the transmission of communicable diseases per the CDC guidelines and MIOSHA regulations. All pertinent and referenced manuals and regulations are available in the EMS Education office for consultation.
- B. The EMS program will assure that students/personnel are supplied with the appropriate personal protective equipment.
- C. The EMS program will provide documentation that the student/personnel has/have received adequate immunizations per CDC Immunization guidelines for Healthcare Workers, or per local Community Health system policy.

4. Student/Personnel Exposure to a Communicable Disease

A. Definition of a Reportable Exposure

- 1.) Percutaneous exposure contaminated needle or sharp instrument
- 2.) Blood/body fluid mucocutaneous splash
- 3.) Blood/body fluid splash into non-intact skin

B. Student/Personnel Post-exposure Procedure

- 1.) If the skin is punctured with a contaminated needle or sharp instrument or a blood/body fluid splash occurs, wash the substance off immediately. If soap and water are not available use a waterless antiseptic gel and then follow up with
- 2.) Fill out an incident report of injury and notify your supervisor in the clinical or classroom setting. The supervisor shall ensure that the MDCH Request for HIV/HBV Testing from is completed by the exposed student/personnel and forwarded immediately with notification to the EMS Manager, or their designee.
- 3.) The EMS Manager or their designee will contact the appropriate hospital designee and provide additional follow-up, as necessary to obtain source testing.

- A. EMS Program Responsibilities upon Notification of a Potential Exposure to an Infectious Disease
 - 1.) Verify exposure has occurred with involved student/personnel.
 - 2.) Contact appropriate hospital designee to request source testing be done.
 - 3.) Notify the hospital Emergency Department of source testing request and forward the MDCH Request for HIV/HBV form to that office.
 - 4.) Upon obtaining notification of possible exposure to student/personnel, will assist the hospital in notifying the appropriate personal physician of the involved student/personnel regarding the need for follow-up related to the discovery of a communicable disease.

- D. Hospital's Responsibilities
 - 1.) Each contracted hospital will designate an infection control practitioner(s) to serve as liaison(s) with the EMS Education staff for the purpose of communicating information about infectious patients or potential exposures.
 - 2.) Hospitals, upon learning that any patient has an infectious or communicable disease, will check the patient chart to determine if any EMS program student/personnel were involved with the patient prior to hospitalization. When it is determined that a student/personnel may have had contact with the patient, the designated individual will notify the EMS Manager for further follow-up and complete the required MDCH forms.
 - 3.) Hospital, will obtain appropriate lab tests and results on source patients when exposure to a student/personnel has occurred.
 - a. Hospital will complete the "MDCH Request for HIV/HBV Testing Form" and return to the address indicated on the form.
 - 4.) Hospitals will notify students/personnel at the time patient care is to be provided, if any infection potential exists with the patient and the precautions necessary.

- E. Follow-up Care/Counseling
 - 1. Follow-up care and counseling of exposed student/personnel shall be the responsibility of the person's private physician or occupational health physician if contracted, and shall be carried out upon notification of exposure.

Students MUST supply the EMS Education office with proof of having completed the recommended immunizations for EMS personnel per CDC guideline.

Program Evaluation Policy

In an effort to ensure the quality of instruction and program continuity, STAT EMS, Inc has adopted the following Program Evaluation Policy. This policy is to be utilized for all programs:

- 1) Student records regarding application, admission, examination, discipline, clinical rotation, vaccination and other pertinent records shall be kept on site for seven (7) years. Records will also be maintained for the same period for all students denied admission into the Program with complete application information and reason(s) for denial.

- 2) Students shall be evaluated during their course on a continual basis. Any student that shows a deficiency in an area shall immediately be notified of the deficiency and be given ample time to correct the deficiency. The student must also meet with an instructor who must give adequate time to assist the student in the area that is deficient.

- 3) Test instruments must also be analyzed for effectiveness, discrepancy or typographical errors. These procedures must be done no less than once per program with two or more instructors or the Program Committee analyzing the data. The test instruments will then be reformulated or revised to ensure an effective examination. These test instruments must also meet any applicable State requirements.
- 4) All instructors must undergo an evaluation process no less than once per course to verify the instructor's competency and to update STAT EMS, Inc with any new certifications or continuing education courses.
- 5) Every EMS Program must have an approved evaluation. The students must be allowed to anonymously evaluate all aspects of the class. Also, the Course Coordinator will evaluate each Program in a final evaluation report of the program, including the results of the student's first-time pass rates and scores on the NREMT National Registry examinations. The final report will be placed in the individual course file, with copies sent to the STAT EMS, Inc Administrator or Manager, and Program Medical Director. This is in place to ensure the quality and effectiveness of the program to coincide with changing competencies.
- 6) The Program Committee is in place to oversee these policies. The Program Committee shall consist of each member comprising the Appeals Committee as identified in the course syllabus. The Program Committee will meet at least quarterly, and at least once for every EMS educational program conducted.
- 7) Satellite location records are to be kept in a secure location at the satellite location for the duration of the program. Once the program is complete, those records are then transferred to STAT EMS, Inc Main Campus for storage. If the school or program closes, all records will be sent to the State of Michigan.

Placement

Those students completing any courses offered at STAT EMS, Inc. are in no way guaranteed employment with STAT EMS, Inc. before, during or after completion of any course, unless a specific written agreement exists between the student and STAT EMS, Inc. STAT EMS, Inc currently does not provide employment placement assistance; however instructors may offer professional references upon request of, or with the permission of, the student.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

STAT EMS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

It is the policy of the STAT EMS not to engage in discrimination against or harassment of any person employed or seeking employment with the STAT EMS Education Department.

It is the policy of STAT EMS not to engage in discrimination against or harassment of any person employed or seeking employment with the STAT EMS Education Department on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

STAT EMS policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

Faculty Dispute Procedure

STAT EMS's policies, rules, and practices are designed to benefit both employees and the Company. The manager of the department is responsible for applying and enforcing them fairly and consistently. If an employee or faculty member believes he or she has been treated unfairly or in a manner inconsistent with established policies, he or she may question or challenge a decision or action by speaking with his/her supervisor and/or management representative within the chain of command.

Procedure:

Any dispute must be taken to an employee's/faculty member immediate supervisor.

If the dispute cannot be resolved, the employee will use the chain of command to determine the next person to address his/her dispute with the company's actions.

If the employee cannot determine who to submit their dispute to, they may use one of the following to make their dispute know to management:

1. Submit an On-Line "Incident Report" through web based E-core employee management system.
2. Submit the nature of the dispute to Human Resources and request feedback and/or direction.

**STAT EMS EDUCATION
STUDENT TRANSCRIPT**

EMS Education Department
512 West Court Street
Flint, MI 48503

Name: _____

Address: _____

DOB: _____ Student ID#: _____ SSN#: _____

Program Name: _____

Course Clock Hours: _____ Clock Hours Completed: _____

Grade: _____

Date Graduated: _____ Date Student Withdrew: _____

Date Transcript Printed: _____

Grade Scale:

Excellent	100-93	4.0
	92	3.9
	91	3.8
	90	3.7
	89	3.6
Very Good	88	3.5
	87	3.4
	86	3.3
	85	3.2
	84	3.1
	83	3.0
	82	2.9
	81	2.8
Passing	80	2.7
Fail	79	2.6

Printed School Officials Name: _____

Signature School Official: _____ Date: _____