



# **ENFORCER EDUCATIONAL SERVICES, LLC**

**EMT Course Handbook & Syllabus**

**01-14-2020**

## **Mission Statement**

**Enforcer Education Services, LLC**

**"Saving Lives through Education"**

Enforcer Educational Services is a First Responder Vocational College in Texas that delivers training services and solutions to the Law Enforcement, Fire, EMS, Armed Forces and Healthcare professions.

### **Our Mission Statement**

Our mission is to help fortify and strengthen our Communities through education. Our aim is to assist the Public, Law Enforcement Agencies, Fire Departments, Emergency Medical Services, the Armed Services and Healthcare workers through specialized training and helping individuals become First Responders.

Our vision is to be the one stop shop for First Responders educational needs and to produce competitive and highly valued students.

We strive to create and aid the First Responders of tomorrow who are ready to face unique risks and challenges of being the first people to aid those in an emergency.

### **Our Values**

**INTEGRITY** - "Own It"

Be honest and accountable, Your word is your bond. Do the right thing, Always.

**RESPECT** - Common Courtesy, give it to everyone you meet.

Be considerate of others and yourself regardless of the situation. Treat all people with dignity and respect.

**COMMITMENT** - Be in it for the long haul.

Be committed to your goals and honor your commitments. Our goal is to save lives through education, and we are committed to it.

**RESILINCE and INGENUITY** - Adapt and overcome, be ever evolving and improving. Problems are obstacles to be conquered.

**COMRADERY** - We are in this together.

Promote a positive environment and help each other out. We are a family.

## **EMT PROGRAM DESCRIPTION**

The Emergency Medical Technician course prepares the EMT student to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting, and providing patient transportation.

## **TEACHING AND LEARNING STRATEGIES**

Teaching-learning methods in this course may include, but are not limited to, assigned readings, presentations, discussion, critical thinking exercises, labs, class activities, and homework. Evaluation procedures include quizzes, written examinations, and assignments.

## **COURSE OBJECTIVES:**

At the completion of this program you should be able to:

1. Describe the roles of EMS in the health care system.
2. Demonstrate the professional attributes expected of EMTs.
3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others.
4. Perform the duties of an EMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice.
5. Apply principles of anatomy, physiology, pathophysiology, life-span development, and therapeutic communications to the assessment and management of patients.
6. Identify the need for and perform immediately life-saving interventions to manage a patient's airway, breathing, and circulation.
7. Assess and manage patients of all ages with a variety of complaints, medical conditions and traumatic injuries.
8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous materials incidents, and responding to situations involving weapons of mass destruction.

## **ATTENDANCE POLICY**

Students are expected to regularly attend all classes for which they are scheduled. Responsibility for making up coursework missed because of illness, employment or family commitments, and/or other circumstances is placed on the student. Poor class attendance will result in the student being counseled and may ultimately be dropped from a course by the Program Director.

Students who return to class/clinical following delivery, surgery, infections or major illness MUST bring a release verification form from their medical provider approving full functioning in the student role. Release for "light duty" is not acceptable. Enforcer Educational Services is not responsible for exacerbation of illness, injury, or infectious contact at any time. Failure to meet class requirements, chronic fatigue, and sleepiness can lead to omissions in learning and errors in performance of care. Such circumstances may lead to disciplinary actions up to and including being dropped from the course.

Due to the fast-paced nature of this course and the amount of subject matter that has to be covered, it is recommended that all students should make every effort to attend each assigned class and clinical session. However, if an absence is inevitable then it is the student's responsibility to make arrangements for a meeting with faculty in order to develop a plan of how to make-up any work that might have been missed.

In the event a student has an expected or planned absence, they should discuss this with faculty ahead of time so that efforts can be made to complete the work in advance if possible. \*\*A scheduled absence at least 2 Business Days in advance will not lose attendance points.\*\*

Any condition or situation that causes an unforeseen lengthy absence period may require the student to either withdraw from the course. Our goal is to give every student the optimal opportunity to be successful in this program. Please discuss any potential problems or issues with the Program Director that might distract you from achieving satisfactory results.

## **ONLINE RECORDINGS FOR A MISSED CLASS**

Classes are broadcasted **LIVE** if the student wants to attend class remotely free of charge.

If the student misses a class for whatever reason, scheduled or un-scheduled, the student can elect to watch the class later via recording for a fee. This option is available to be used sparingly and not as a main method of instruction. The class recording must be requested within 2 business days of missed class. Students are allowed to use this option 3 times. After the 3<sup>rd</sup> occurrence, the student will need to have a conference with the Program Director.

In order to request a class recording the student must do 2 things:

1. Contact Project Manager requesting the video of the missed class and get **Approval**
2. Pay the fee on Digital Chalk

The reason for the fee is because there is an incurred cost to the school when it comes to making the class recording available. There will be a \$5 charge each for the first 3 request and then will go up \$10 each time after.

## **ACADEMIC DISHONESTY POLICY**

Cheating is defined by Enforcer Educational Services, LLC as acts of academic dishonesty committed while taking a test, examination, or preparing an assignment. Cheating also includes getting help from another person, using crib notes, or preparing an assignment in consultation with another person when the instructor expressly states, in writing, the work should be done independently.

Plagiarism is a specific type of cheating. Plagiarism also occurs when a student claims that an original specific product, project, or paper are their own when in fact, they are derived from an existing work created by another person: and the student gives no credit to the source.

Collusion is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty. Students are guilty of collusion when they do any of the following. Provide a complete paper or project to another student. Provide an inappropriate level of assistance to another student in the form of writing, e-phrasing, rewriting, or completing the paper or project.

## **CONSEQUENCES FOR ACADEMIC DISHONESTY**

If the instructor believes a student is guilty of academic dishonesty, the Program Director shall conduct a full investigation. The minimum penalty for a student found guilty of academic dishonesty is a zero for the examination, project, or paper. The instructor may also require the student to resubmit another paper, project, or exercise or retake the exam. In cases of serious or repeated scholastic dishonesty offenses, the student may be referred to disciplinary review and subject to possible disciplinary action. Enforcer Educational Services, LLC may initiate disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes but is not limited to cheating on a test, plagiarism, and collusion.

Additionally, the Program Director may elect to report the incident of academic dishonesty to the Texas Department of State Health Services for consideration of decertification under EMS Rule §157.36 (b) 17 and 18.

## **BEHAVIOR POLICY**

Failure to maintain a professional attitude and behave within ethical guidelines, or the use of inappropriate words or phrases may result in removal from the EMS Program.

ANY activity or behavior that interrupts scheduled activities or the process of education may be classified as disruptive.

## **DRESS CODE FOR CLASSROOM**

Professionalism, personal appearance and hygiene are a requirement in the classroom.

Classroom – comfortable clothing; no revealing garments are allowed or anything that is offensive in nature or distracting, or anything that the classroom instructor or staff deems inappropriate.

Uniforms – Proper wearing of uniforms will be covered later in the course.

**\*\*\*The EMS Program reserves the right to remove ANY student from the classroom, lab, and/or clinical sites for the reason of poor hygiene. This includes such things as strong body or breath odors, strong tobacco odors (whether by primary or secondary smoke exposure), any failure of the student to be clean, neat, and hair that is not meeting regulations or anything that the classroom instructor deems inappropriate. \*\*\***

## **SOCIAL MEDIA POLICY**

Distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Family Education Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

**\*\*Do not post anything from or about EMS ride outs or clinical locations.**

Think twice before posting. If you have a question or feel the slightest bit uncertain about a post or a comment you are about to publish, it is in your best interest to seek guidance from the faculty before posting.

If you in any form/fashion identify yourself as a student of Enforcer Educational Services, LLC and/or of the EMS Department through postings, personal web pages, social media accounts, etc., you **MUST** ensure that the content you publish and/or acknowledge, be it personal or school related, is consistent with your professional ethics and is compliant to all confidentiality and privacy laws. You should always consider the legal liability of each post you make and the posts that are made on your site as well as on the sites of others.

As an EMS student, you must always be aware that you are building a reputation while preparing for a profession of public service. The public, along with your future employers, expect high standards of professional behavior. Your reputation can be revealed through social media. Employers consistently conduct Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you. A great suggestion is to regulate your social accounts with "Approval before Posting" reviews/commands to make sure that you are compliant with all current confidentiality, privacy, obscenity, laws etc., and to delete comments and to block any individuals who repeatedly post offensive or frivolous comments.

## **CRIMINAL BACKGROUNDS**

Criminal Background checks are part of the enrollment process and for school records. If <https://www.backgroundchecks.com/> receives any hits on Computerized Criminal History (CCH), it will be reviewed case by case and does not necessarily disqualify the applicant from attending the school. However, being admitted to Enforcer Educational Services EMT program does not guarantee that the student will be eligible for certification through the state. Ultimately, Texas DSHS will decide on certification or denial of certification. Also note that individual clinical sites may request their own background checks.

## **COMMUNICATIONS & CHAIN OF COMMAND**

The Project Manager is the student's first point of contact after the instructor. Most of the student's questions, concerns, or comments about the class, scheduling, and clinicals are to be directed to the Project Manager via email.

In the classroom – Instructor, Project Manager, Program Director, the Owner of Enforcer Educational Services

At clinical site or EMS ride out – Preceptor or Shift Supervisor, Instructor, Project Manager, Program Director, the Owner of Enforcer Educational Services

## **IMPORTANT INFORMATION ABOUT NATIONAL REGISTRY**

Students are encouraged to take the NREMT written and practical examination as quickly as possible after successful course completion.

While the student is nearing the completion of the course, applications for the National Registry of EMTs(NREMT) and Texas Department of State Health Services(TDSHS) applications should be completed. The TDSHS initial application is available on-line.

The NREMT written and practical is the examination required for certification in Texas. TDSHS certification/licensure is required in order to work or volunteer in Texas. These are separate application processes. In order to process applications, students are encouraged to send applications in as quickly as possible. TDSHS requires fingerprinting as a part of the application process.

The program makes best efforts to prepare students for the NREMT certification examination by providing sound teaching and testing strategies. If, for an unforeseen circumstance, a student fails an attempt on the NREMT written examination, free tutoring will be offered. The student must contact the Project Manager to set up time and location for tutoring.

## **NATIONAL REGISTRY & TESTING PROCESS**

### **Psychomotor Examination**

The National Registry psychomotor examination will be conducted at the end of your course. The results of the examination remain valid for up to one year after the date it was successfully completed.

### **Cognitive Examination**

You will need to go to National Registry's website and create your account. Once you are signed off by the school as successfully completing the EMT Course, you can register and pay to take the cognitive examination at a Pearson Vue testing site.

You are allowed three attempts to pass the cognitive examination. A fourth thru sixth attempt is allowed only after you complete a TX Approved refresher course.

Please visit National Registry's website for additional and most up-to-date information, forms, etc.: <https://www.nremt.org>

## **GRADE COMPOSITE**

35% Online Chapter Test and Section Exams

20% Homework Assignments and all Quizzes

10% Attendance

10% Clinical Work (PCRs, Clinical Prep Skills, Etc.)

25% Final Exam

### **Online Chapter Test and Section Exams**

Each chapter has an online test and there will be 3 Section Exams covering the material.

### **Homework Assignments and all Quizzes**

All assigned homework and there are also several medication quizzes.

### **ATTENDANCE**

Students start out at 100% and loses points when the student fails to make class.

10% of grade is subtracted for an unscheduled absence.

5% can be recovered if the student watches the recorded class session within 4 days of missing the class.

### **Clinical Work**

This includes PCRs, Clinical Prep Skills, Etc.

### **Final Exam**

The Final Exam covers all the material in the class.