

**EMS TRAINING CENTER
OF SOUTHERN NEVADA
STUDENT HANDBOOK
EMT AND ADVANCED EMT (AEMT)**

Philosophy of Education

EMS Training Center of Southern Nevada is dedicated to providing the highest quality education to all of our students. We believe in providing this education by utilizing the most competent Primary Instructors who share the same high standards. It is our goal to not only train students how to respond to the sick and injured, but to understand the processes behind the condition. With this knowledge in hand, along with the skills learned, it is our goal that the pre-hospital care provider trained at EMS Training Center will be better prepared to handle any emergency situation that may arise.

Our program emphasizes hands on training to reinforce didactic education. We believe the training provided will be relevant to a future employers needs. Our goal is to prepare students for future employment in the emergency medical field.

We strive to teach all of our classes to a national curriculum standard, thus, providing an education that allows students to test at sites throughout the nation.

EMS Training Center strives to incorporate a human factor throughout its training courses. We believe and teach that all patients are to be treated with respect and dignity. It is expected that our students act in a responsible and professional manner at all times, both in the classroom setting as well as clinical setting.

Effective: November 5, 2016

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**EMS Training Center of Southern Nevada
5175 Camino al Norte Suite 100
North Las Vegas, NV 89031
Office 702-651-9111 Fax 702-361-2000**

Directors/Owners

Debra Dailey, NREMT-P

Medical Director

Jeff Davidson, MD

Primary Instructors

Debra Dailey
Patricia Beckwith
Mark Calabrese
Sheri Jones
Jack Lemons
Cheryl Miller
Lisa Parker
Dennis Regan
Janice Simmonds
Kristin Woods

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ORGANIZATION

CONSULTANTS AND SPECIALISTS AS EMS INSTRUCTORS

All EMS related courses conducted at EMS Training Center of Southern Nevada will be conducted in accordance with Clark County Health District (SNHD) EMS Regulations 200.000.

EMS Training Center of Southern Nevada may bring in a specialist who is considered an expert in their particular field and may not be certified as a SNHD EMS Instructor. Administration will review their resume and experience to determine their qualification level according to SNHD Regulation 300.410. Their resume will be forwarded to the Southern Nevada Health District office for review and approval. Individuals who hold an instructor certification in ACLS, PALS, PEPP, PHTLS, BTLS, CPR etc. are considered consultants and must provide supporting documentation of their credentials prior to instructing any course at EMS Training Center of Southern Nevada. All credentials will be kept on file at EMS Training Center.

FACILITY DESCRIPTION

EMS Training Center of Southern Nevada is located at 5175 Camino Al Norte, North Las Vegas, NV 89130. The building is approximately 6000 square feet and consists of administrative offices, male and female bathrooms, 6 classrooms, skills training section, break area with refreshments and snacks available for purchase and a designated smoking area outside of the building.

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HOLIDAYS

Martin Luther King Day
President's Day
Memorial Day
Independence Day
Nevada Day
Veteran's Day

Labor Day
Thanksgiving Day & Family Day
Christmas Week
New Year's Eve & Day
Easter Weekend

LICENSURE

EMS Training Center of Southern Nevada is licensed by the State of Nevada Commission on Postsecondary Education and is certified by the Southern Nevada Health District as an EMS Training Center. We are a bonded and insured training center.

SNHD EMS Regulations

The EMS Training Center of Southern Nevada will conduct all of its courses in accordance with SNHD EMS Regulations and utilize only SNHD certified EMS Instructors as outlined in SNHD EMS Regulation 200.500, 200.510, 200.515 and 300.330.

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TUITION POLICIES

TUITION

Tuition cost may change without prior notice.

<u>COURSE</u>	<u>TUITION</u>	<u>DEPOSIT</u>
EMR	\$400.00	\$150.00
EMT Course	\$1350.00	\$350.00
AEMT Course	\$1380.00	\$350.00

REFUND POLICY

In accordance to NRS 394.449 our refund policy is as follows:

NRS 394.449 Requirements of policy for refunds by institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

(a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the

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enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

- EMT – \$135.00
- AEMT – \$138.00

Students may cancel their enrollment by the end of the first class session and receive a full refund of all monies paid, less the non-refundable registration fee, not to exceed \$135 for the EMT course or \$138 for the AEMT course. Refunds are calculated on a prorated basis as specified in the NRS listed above.

Refunds will be pro-rated to the last date of instruction. Class withdrawals must be made in writing by letter or email. No refunds of any kind will be issued for withdrawals, drop-outs or no shows after attending 60% of the course. **IMPORTANT:** If you drop-out, are terminated (for any reason), or decide not to attend class, you are responsible for and legally liable for any unpaid balance you owe to the school.

*Any Student Account balances left unpaid by the end of the program, without other payment arrangements with the Training Center, will be turned over to a collection agency. This will affect your credit in a negative manner as well as affect future employment in fields that perform pre-employment background checks.

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TUITION BALANCES UNPAID BY DUE DATE

There will be a late fee applied to the student's account for tuition balances that are unpaid by the due date. The late fee is 7% of the tuition balance and will be applied the day after the due date and again each month until the tuition is paid in full. The due date is calculated by counting forward the appropriate weeks from the start date of the course. The due date is given on the first day of class and follows these guidelines:

<u>EMT/AEMT Course</u>	<u>Tuition Due</u>
Standard 26 Week Course	8 th Week
Semi-Accelerated 20 Week Course	6 th Week
Accelerated 13 Week Course	5 th Week
8 Week Course	4 th Week

TUITION RECOVERY FUND

Nevada law requires that a fee of \$4.00 be assessed from each student upon enrollment for support of the Nevada Student Tuition Recovery Fund. This fund was established by the Nevada Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. The fund is administered by the Nevada Commission on Postsecondary Education. Institutional participation is mandatory. Students should keep a copy of their enrollment agreement, any promissory note, tuition receipts and cancelled checks if needed to determine the amount of tuition paid. Students should also keep any records indicating the percentage of the program that has been completed in the event the student needs to substantiate a claim for reimbursement from that fund. For further details contact:

Nevada Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, Nevada 89123
Phone: (702) 486-7330 Fax: (702) 486-7340
www.cpe.state.nv.us

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ADMISSIONS

EQUAL OPPORTUNITY

It has been and will continue to be the policy of EMS Training Center of Southern Nevada to be an equal opportunity institution. EMS Training Center of Southern Nevada is committed to assuring that all courses are readily accessible to all eligible persons without regard to race, color, religion, sex, age, national origin, and/or marital status.

ADMISSION REQUIREMENTS

Registrations and deposits are done online at www.emstrainingcenter.com. Registration is on a first come, first serve basis for individuals who submit a completed application and deposit prior to the class becoming full.

EMS Training Center students who satisfactorily complete the EMT course shall receive first priority for registration into the Advanced EMT course. Other individuals who meet prerequisite criteria shall be offered a position in the class on a first-come, first-serve basis.

The following items must be submitted on the day of orientation:

- Valid Picture ID
- High School Diploma or High School Equivalency or College transcript (unofficial copy permitted)
- Current EMT Certification (AEMT students only)
- American Heart Assoc. CPR for Healthcare Provider (AEMT students only)
- Copy of Childhood Immunizations (MMR, Dtap, chicken pox, Polio)
- Hepatitis B series (Must have at least started the series)
- TB Skin test (one step test) or serum test (completed within past 6 months)
- Nationwide or higher level Background Check (completed within past 6 months)
- 10-Panel Drug Screening (completed within past 6 months)

RE-ADMISSION

Any student withdrawing voluntarily who has a class quiz average to date of > 75% may be accepted into future classes as space allows. The student's class average shall be retained for one (1) year for acceptance into another class.

Any student expelled for misconduct will not be readmitted to present or future classes for any reason whatsoever. The student shall receive any money available as per the Refund Policy.

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CREDIT FOR PREVIOUS TRAINING

Previous training is not required, nor accepted to enroll in the EMT course. You must have a current state or National Registry EMT certification to enroll in the AEMT course.

COURSE SUMMARIES

Emergency Medical Responder (EMR)- 40hrs: \$500.00

The First Responder is an individual who has been trained to render aid to the sick or injured prior to the arrival of more advanced and equipped personnel. A First Responder is taught how to recognize and treat life threatening conditions at the scene of illness or injury. Included skills in this level of training are CPR, splinting, bandaging, bleeding control and shock.

Emergency Medical Technician (EMT)- 174hrs. \$1350.00

A Basic Emergency Medical Technician is an individual who has been trained to perform basic emergency medical care.

The delivery of basic First Aid, CPR/AED, administration of oxygen, the delivery of certain medications as defined by the Department of Transportation National Highway Traffic Safety Administration (NHTSA) National Standard Curriculum and other basic equipment used by emergency response personnel are included at this level.

A SNHD licensed EMT may provide basic emergency medical care only when functioning on duty as an Ambulance Attendant, Aeromedical Ambulance Attendant or Firefighter Attendant.

Tuition Includes: Didactic & Clinical experience, National Registry psychomotor testing, American Heart Association BLS for the Health Care Provider and a class uniform polo shirt.

Advanced Emergency Medical Technician (AEMT) – 154hrs \$1380.00

A SNHD licensed Advanced EMT (AEMT) can perform as an EMT with additional training in advanced emergency medical care. An AEMT may provide advanced emergency medical care only when functioning on duty as an Ambulance Attendant, Aeromedical Ambulance Attendant or Firefighter Attendant.

Use of intravenous therapy, supraglottic airway devices and limited advanced medications administration are included at this level as defined by the Department of Transportation National Highway Traffic Safety Administration (NHTSA) and the National Standard Curriculum.

Tuition Includes: Didactic & Clinical experience, National Registry psychomotor testing and a class uniform polo shirt.

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*****Text Book(s), Access Code(s) & the National Registry Computer Based Cognitive Test are not included in any of our EMR, EMT or AEMT tuition costs. The NREMT Cognitive test scheduling and cost is the responsibility of the student after completion of the course.**

STUDENTS WITH HEALTH PROBLEMS

If a student becomes ill with a potentially contagious illness, it is strongly recommended they do not attend class until they are feeling well and healthy.

Students are allowed to miss 2 classes secondary to illness without a note from their doctor. Once a student misses more than 2 classes due to illness, they are required to provide a doctor's note excusing them from class. Missing assignments due to absences must be completed according to the Make-Up Work policy.

If it is determined by the primary instructor that a student is too ill to attend class, the student will be excused and given all assignments to be made up according to policy.

If a student has a chronic medical condition limiting their ability to complete any aspect of the course of instruction, the student must notify the EMS Training Center of Southern Nevada Director prior to the beginning of class for accommodations to be made.

GENERAL LIABILITY AND HEALTH INSURANCE

EMS Training Center of Southern Nevada holds and covers all enrolled students under a general liability insurance policy while on the property.

EMS Training Center of Southern Nevada DOES NOT require personal health insurance, although, it is strongly recommended. It is the responsibility of individual students to provide their own health coverage in the event of, but not limited to, bodily injury, blood borne pathogen exposure, airborne pathogen exposure, toxic chemical exposure, injury resulting from a weapons of mass destruction terrorist attack, injury resulting from a violent patient and/or bodily injury resulting from an act of nature.

PLACEMENT SERVICES

Job placement is not guaranteed or promised to graduates. We will share job leads as they arise.

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EDUCATION

ATTENDANCE

It is very important that students attend all regularly scheduled classes to maintain the required hours of instruction. Students are allowed no more than 3 unexcused absences during the course of instruction. The fourth unexcused absence will automatically terminate the student from the program. All students are required to contact the primary instructor to notify them of the absence or tardy prior the start of class. If students are absent, they are required to complete the makeup work as outlined in the Make-Up Work policy

TEXTBOOKS

Textbooks are adjuncts to the materials and lectures presented in the courses. It is expected that students will read each assigned section prior to class. Homework, quizzes and tests are based on the material presented in lectures, textbooks and handouts.

Textbooks are based on the Department of Transportation (DOT), National Highway Traffic Safety Administration (NHTSA) and National Standard Curriculum and will be updated as necessary to keep current with the recommendations of DOT NHTSA. Textbooks are not included in the tuition and are the student's responsibility to obtain.

MANDATORY EQUIPMENT

EMT and AEMT	Class uniform polo shirt Stethoscope
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**RECOMMENDED EQUIPMENT
(OPTIONAL)**

EMT and AEMT	Blood Pressure cuff
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ADVANCED EMT ENROLLMENT

Students enrolling in an Advanced EMT course at EMS Training Center of Southern Nevada must have a current state EMT certification or National Registry EMT certification (out of state certifications will be accepted). Students must also have a current BLS for Healthcare Provider card.

SCHEDULE OF CLASSES

Start dates and times vary for our EMT and AEMT classes. Dates are available online at www.emstrainingcenter.com.

SKILLS PERFORMANCE

Students will be required to successfully perform all skills outlined by the Southern Nevada Health District EMS Office and the National Registry of Emergency Medical Technicians (NREMT). This includes but is not limited to, Trauma & Medical patient assessment, airway adjunct use, spinal immobilization, KED and application of traction. AEMT students will additionally perform venipunctures, fluid calculations, insertion of supraglottic airway devices, etc.

FINAL CLASS PRESENTATIONS

The class presentations are due near the end of the course, this due date is found in the class syllabus. This assignment is worth 20% of the student's overall grade. It is designed to expose the student to the "research" component of EMS. The student can choose any medical topic they find interesting. The final presentation is comprised of 2 components and these directions must be strictly adhered to. The first component of the assignment is a 4-page essay of the topic. The format for this paper is as follows: 4 pages of single spaced typed text using New Times Roman 12 pt font with 1 inch margins. Be sure to include a title page and students must cite the material using the same format. The title page and works cited pages are in addition to the 4-page report. Pictures and lists are acceptable but are not included in the 4-page report. The second component of the assignment is a PowerPoint presentation of the topic, presented to the class. The PowerPoint presentation should be at least 10 minutes-no more than 20 minutes. The PowerPoint should be on a flash drive and the printed 4-page essay will be turned in to the instructor at the completion of the presentation. There will be penalties for incomplete papers, incorrect format as outlined or any other variants from this description.

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INTRAVENOUS CANNULATION (IV)

During the Advanced EMT course, students will learn IV skills and begin by practicing IVs on arm mannequins. Once the practice is complete, students will be required to complete 3 successful live IV cannulations in order to pass this skill. Live IV cannulations consist of students starting IVs on each other. Successfully completing the IV cannulation skill must be completed before starting clinical rotations where the student can perform this skill in the hospital ER only.

All live IV cannulations will be done using sterile IV catheters and normal saline IV fluid. All students will be taught and expected to use the proper technique.

MAKE-UP WORK

If a student misses class on a lecture day, the student must read the chapter of the lecture missed and submit a written outline or summary of that chapter. When a lab is missed, the student will need to attend a lab with another class scheduled for an equivalent lab.

All make-up work is due to be turned into the primary instructor on the next scheduled class day unless other arrangements have been made with the primary instructor.

**CLINICAL ROTATIONS GUIDELINES
(MANDATORY)**

If under the age of 18 years old at the time of clinical rotations, prior permission is required by the parent or legal guardian and must also be approved by the Southern Nevada Health District.

EMT (2) 12 hour clinical rotations

Advanced EMT (2) 12 hour clinical rotations

If the student is under the age of 18 years old at the time of clinical rotations, prior permission is required by the parent or legal guardian and must also be approved by the Southern Nevada Health District. In order to make all rotations safe and educational, the

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following guidelines will be followed at all times. Failure to do so may result in termination from the course.

(clinicals guidelines continued...)

1. Each student is expected to be on time and properly dressed.
2. If the student is going to be late or is unable to attend his/her scheduled clinical rotation, the instructor must be notified.
3. Dress: All students will present themselves appropriately dressed and exhibit professionalism while in the field or clinical setting.
4. Any breach of confidentiality is grounds for immediate dismissal from the course. Prior to conducting clinical rotations **ALL** students must complete the federally mandated HIPPA training.
5. In order to prevent transmission of unknown infectious disease, students will follow all universal precautions during the care of all patients when contact with blood or other body fluids are anticipated.
6. The Paramedic, AEMT or RN must sign your clinical forms. These forms must be returned to your instructor to receive credit for participating; otherwise a zero will be entered.

APPROPRIATE DRESS FOR CLINICAL ROTATIONS

- Dark blue slacks (**NO JEANS**)
- Maroon EMS Training Center of Southern Nevada uniform polo shirt
- Solid black tennis shoes or work boots (avoid canvas shoes)
- Jackets should be either navy blue or black (not leather)
- Hair should be clean, neat, trimmed and above the collar. Hair must be restrained when specified length is exceeded.
- Must be clean shaven (mustaches are allowed if neatly trimmed, does not extend below the bottom of the upper lip and is no more than one half inch beyond the corners of the mouth)
- Hair may be colored if it is a naturally occurring shade.
- Jewelry which may interfere with the donning or use of personal protective equipment is not permitted.
- Colognes and perfumes are discouraged

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GRADING POLICY

GRADING

1. The minimum, final passing score for the course is 80%. The student's grade consists of chapter homework and quizzes, cumulative chapter tests and a final presentation.
2. Students will receive progress reports following each test and may receive counseling and/or remediation if necessary.
3. Student assignments, paperwork and document copies turned in by the student will be held in the student file for 5 years from the date of course completion. Official Transcripts will be kept indefinitely.

ONLINE HOMEWORK, QUIZZES & TESTS

All homework, quizzes and tests are completed online through Pearson MyLab Mastery. The Post Test scores are used as the student Quiz Scores of the student's grades. Each student will receive an access code when they order their textbooks using the ISBN number provided to them online when they register for the course. More information and instruction are given in class.

Breakdown of grades are as follows:

<u>EMT/AEMT</u>		<u>Online EMT/AEMT</u>	
Tests	40%	Tests	30%
Quizzes	30%	Quizzes	20%
Class Presentation	20%	Participation in Discussion Boards	20%
Homework	10%	Class Presentation	20%
		Homework	10%

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EXTRA CREDIT ASSIGNMENTS

You will have the opportunity to complete 2 extra credit assignments during the course of the class. EMT Students: Diabetes and Seizures are the two options for the extra credit assignments. AEMT Students: You can choose any topic for extra credit assignments. Your instructor will let you know the due dates for these assignments.

The format for the extra credit paper are as follows: 4 pages of double-spaced typed text using New Times Roman 12 pt font with 1 inch margins. Be sure to include a title page and also cite your material using the same format. These 2 pages are in addition to the 4-page report. Points will be deducted if this format is not followed.

At times we may have the opportunity for additional extra credit in the form of conference attendance or volunteer projects in cooperation with other agencies. These opportunities will be announced if presented but are not to be expected.

TUTORING

The student may ask for an appointment to meet with instructor before or after class for additional tutoring in the area(s) of weakness.

Any tutoring sessions scheduled with instructors must be held at the EMS Training Center of Southern Nevada building only. Any arrangements made to meet outside the physical premises of EMS Training Center of Southern Nevada must have prior approval from the Director. The student and instructor may fall into the disciplinary process if this policy is violated.

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**ACADEMIC DISHONESTY / BEHAVIOR /
GRIEVANCE POLICY**

CLASS CONDUCT GUIDELINES

1. No Smoking or vaping is permitted in the building. Smoking and vaping is only allowed in designated areas outside of the building.
2. Food and Drinks are permitted in the classroom, as long as the privilege is not abused. Students must clean the area prior to leaving class and make sure all trash is disposed of properly.
3. Equipment and supplies must be cleaned and put away each time of use.
4. Students are expected to behave in a professional and courteous manner at all times, this includes language.
5. While we will strive to keep our classes in order with the preprinted schedules, please be understanding if conflicts and changes do occur.
6. Classes will begin promptly at the scheduled time. Please be in the classroom ready to begin when class is scheduled to start. **Please make sure you sign in on the Class roster. You will be considered absent in the class if roster is not signed.**
7. Leaving class early **must** be arranged with the instructor prior to the start of that class. The attendance will be marked as half day if student leaves early.
8. **The use of cellular phones or pagers are not allowed during class!** The only exceptions to this rule will be if it must be on for work on-call situations or family emergencies. The instructor **MUST** be aware of these circumstances.
9. All personal property is the sole responsibility of the student. EMS Training Center of Southern Nevada does not assume any responsibility for any lost or damaged personal items or clothing.
10. We strongly encourage you to lock your vehicles to help prevent theft. It is advisable to walk with another student or instructor to your vehicle after dark.

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DRESS CODE

Student's dress, personal appearance and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. The students will be required to wear their EMS Training Center of Southern Nevada shirt during class time and clinical rotations. Jeans, shorts, pants and trousers are acceptable to wear with the class uniform polo. Shorts must be at least fingertip length. Miniskirts, crop tops,

tank tops, strapless, low-cut blouses and vulgar or suggestive print are not considered appropriate attire and will not be allowed in the classroom. Closed toes shoes must be worn at all times.

***If a student arrives wearing inappropriate dress, they will be sent home, and their absence will be considered unexcused.**

ACADEMIC DISHONESTY / BEHAVIOR

Cheating, plagiarism, and other acts of academic dishonesty are held as serious offenses. Instructors have the right to discipline a student upon suspicion of academic dishonesty or if they deem the student are disruptive or counter-productive to the goals of the class. This disciplinary action may include expulsion from class, and will not be re-admitted.

Students will not be permitted to attend class or participate in clinical rotations while under the influence of drugs or alcohol. If this is identified, he/she will be automatically expelled from the course.

Students are expected to perform all duties and skills in a safe manner. Any behavior that puts him or herself, another student, instructor or patient in danger of harm will be expelled from the course.

STEPS IN DISCIPLINARY ACTION INCLUDE:

- Step #1
- (a) If a student is seen or is reported as cheating on tests or assignments by any instructor employed by EMS Training Center of Southern Nevada, the student shall receive a "zero" score for the assignment.
 - (b) If any student behaves in any unprofessional manner; or any unsafe manner that may put him/herself, a fellow student, a patient, or EMS Training Center of Southern Nevada employee at risk in the

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classroom or on a clinical rotation, the student will be removed from the class or clinical and expelled.

- (c) If any student is found performing in any unprofessional behavior that would reflect poorly on EMS Training Center of Southern Nevada and its training facility, the student will move into Step #2 below.

Step #2 As soon as possible after the incident, the student and instructor(s) shall meet to discuss the incident in detail to determine if any disciplinary action will be necessary.

Potential outcomes include:

- a. Immediate removal from the course (expulsion);
- b. Elimination of further clinical rotations, thus, resulting in possible failure of the course;
- c. Counseling to discuss what future ramifications may occur if another or similar incident occurs (i.e., removal from the course).

Step #3 If another or similar incident occurs during the course, the student will meet with the instructor of the class, along with the Director, to inform the student that they will not be allowed to continue in the program.

GRIEVANCE POLICY

If you feel that there is inappropriate conduct or activity on the part of the company, management, its employees, vendors, customers, or any other persons or entities related to the company, we request that you bring this concern to the immediate attention of your instructor. If necessary, contact the EMS Training Center of Southern Nevada Director.

The EMS Training Center of Southern Nevada Director will investigate any issue that may arise and may require disciplinary action. Any and all disciplinary action will be set and delivered by the EMS Training Center of Southern Nevada Director. Course instructors have the ability to remove students from the course of instruction at their discretion.

If a student is removed from a course, the instructor who removed said student will complete an incident report and forward it to the EMS Training Center of Southern Nevada Director for review and further investigation

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OF SOUTHERN NEVADA
STUDENT HANDBOOK
EMT AND ADVANCED EMT (AEMT)**

DEFINITION OF KEY TERMS

Absence: An absence is defined as any regularly scheduled classes that students are not present for. Students are allowed no more than 3 absences during any course of instruction.

Excused Absence: Any absence by a student with prior written or verbal notice given to the lead instructor prior to absence.

Half-Day Attendance: A student who is more than 30 minutes late for class. Also, a student who leaves class 30 minutes or more before the scheduled end time of class.

Leave of Absence: Any period of time extending longer than (3) class periods. The class instructor must grant written prior notice.

Make-up Work: Any class assignment, homework assignment, or practical assignments given to a student for the class period in which he/she was absent from.

Tardiness: Arrival to class after its scheduled time. Tardiness of 30 minutes or more without prior notification will be marked as Half Day attendance.

Unexcused Absence: Any absence by a student without prior written or verbal notice given to the instructor.

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own.

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ACKNOWLEDGEMENT STATEMENT

I, _____ (print your name) have received, read and understand everything in this handbook. I also understand that EMS Training Center DOES NOT require health insurance but recommends that I carry my own policy should I have an occupational health problem or injury while attending this course of instruction at the EMS Training Center of Southern Nevada.

By signing below, I acknowledge, understand and will abide by what is stated within this policy manual.

I also confirm that:

_____ Have NO injuries / illnesses that would hinder my performance in any course conducted at EMS Training Center of Southern Nevada.

_____ Have an injury / illness that may hinder my performance in any course conducted at EMS Training Center of Southern Nevada and need an accommodation to be made on my behalf.

_____ (Your Signature)

*** A copy of this acknowledgement statement can be viewed in MyLab in the Document Sharing section. The signed acknowledgement statement will be retained in the student file.***

_____ LEAD INSTRUCTOR USE ONLY _____

I, _____ (Instructors Name) have reviewed this student handbook in its entirety and have answered any questions that may have arisen. I also advised the students that if they have any further questions and/or need clarification on anything with this manual they could ask me as the lead instructor and/or the EMS Training Center Clinical Director.

_____ (Instructor Signature)