

# **NORTHWEST TECHNOLOGY CENTER**



## **EMS Training Program**

### **STUDENT HANDBOOK**

## **ATTENTION**

**NWTC EMS Training Program Student Handbook presents the program and requirements in effect at the time of publication but is not a guarantee they will not be changed or revoked. However, adequate and reasonable notice will be given to students and prospective students affected by any changes. This packet is not intended to state contractual terms and does not constitute a contract between the students and the school.**

**The EMS Training Program reserves the right to make changes as required in course offering, curricula, academic policy, and other rules and regulations affecting students. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.**

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## **NON-DISCRIMINATION STATEMENT**

**There will be no discrimination by the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to community groups for utilization of facilities. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:**

**The persons designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity are the assistant superintendents and counselors at each site.**

**Contact information:**

**Alva Campus Northwest Technology Center  
580.327.0344  
1801 11th Street  
Alva, OK 73717**

**Fairview Campus Northwest Technology Center  
580.227.3708  
801 S. Vo-Tech Drive  
Fairview, OK 73737**

**Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:**

**Superintendent  
Northwest Technology Center  
1801 11<sup>th</sup> Street  
Alva, OK 73717  
580.327.0344**

**U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, Suite  
Kansas City, MO 64106  
(816) 268-0550  
(877) 521-2172 (TTY) (816) 268-0599 (Fax)  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)**

**This notice is available in additional alternative formats and languages upon request.**

## **GRIEVANCE POLICY AND PROCEEDURES**

**Full grievance policy and procedures can be found online at <https://nwtech.edu/student-services/student-policies-handbook>.**

## **EMS TRAINING PROGRAM STATEMENT**

**The Northwest Technology Center Emergency Medical Service (EMS) Training Program, EMT Basic is 216 classroom and 36 clinical hours. Emergency Medical Responder Training Program is 72 classroom hours.**

## **EMS PROGRAM DESCRIPTION**

**This program meets or exceeds all the requirements as set forth by the U. S. Department of Transportation/National Highway Traffic and Safety Administration (D.O.T./NHTSA). Each course consists of classroom, skills lab and clinical hours. These courses fulfill all training requirements to become licensed in the State of Oklahoma and with the National Registry of EMTs (NREMT). Once you successfully complete each course, you will be qualified to take the NREMT computer-based test and practical skill test. When you pass the tests, you will receive a license and may begin work at the level completed if all State and National requirements have been met.**

## **EMS PROGRAM PHILOSOPHY**

**The philosophy of the Northwest Technology Center (NWTC) Emergency Medical Services (EMS) Program is to provide training in practice and experience to those who choose this profession. We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the fulfillment of each person's accountability to mankind. The purpose of those who teach our classes is to give student the experience necessary to enable them to function adequately as a health care professional in any emergency situation. There is dignity in EMS work and that work is one of our best means of developing the intelligent use of hands and minds. We wish the students to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of the profession and society as a whole.**

**It is the integral belief of this program that our surroundings as well as our equipment will aide all students to learn the skills, acquire the experience, and develop their ability as an EMT who can meet any challenge. Our students will be taught skills that will carry them through any given situation. We believe that EMTs offer a vital service to the emergency health needs of the patient and community.**

## **EMS PROGRAM GOAL**

**Our goal is to train EMTs in the didactic, psychomotor, and affective domains, and to meet the entry level requirements of the Oklahoma State Department of Health - EMS Division and the National Registry of EMTs.**

## **EMS PROGRAM OBJECTIVES**

**Have topic scores above the national and state NREMT test scores  
Have practical skills pass rate above 75% for first time attempts  
Have a job placement rate above 95% for our graduates  
Have positive comments on 90% of the NWTC student resource surveys**

## **STUDENTS WITH DISABILITIES**

**Students with disabilities who wish accommodations should contact the EMS Director NO later than the first day of class.**

## **ACCREDITATION**

**NWTC is state accredited through the Oklahoma State Department of Career Technical Education and the EMS Program is approved by the Oklahoma Department of Career and Technical Education and Oklahoma Department of Health, EMS Division**

## **RECRUITMENT POLICY**

**NWTC EMS Training Program recruits its students from within a culturally diverse community and seeks to reach traditional and nontraditional students, male and female, in a variety of age groups. NWTC's EMT Program will conduct activities to attract prospective students in the private and public sector of education, as well as, in the general public.**

## EMT CODE OF ETHICS

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

- A fundamental responsibility to the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.
- The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race creed, color, or status.
- The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well being.
- The Emergency Medical Technician respects and holds confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.
- An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.
- The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws, which affect the practice of the Emergency Medical Technician.
- The Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Services System.
- The Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Services System.
- The Emergency Medical Technician adheres to standards of personal ethics, which reflect credit upon the profession.
- Emergency Medical Technicians, or groups of Emergency Medical Technicians, who advertise professional services, do so in conformity with the dignity of the professional.
- The Emergency Medical Technicians has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician.
- The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurse, the physician, and other members of the Emergency Medical Services health care team.
- The Emergency Medical Technician refuses to participate in unethical procedures and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.



## **TECHNICAL STANDARDS**

In order to achieve the EMS Program curriculum objectives, a student must be able to:

1. Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
2. Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath and inside a vehicle, and in vehicles with electrical hazards.
3. Walk, stand, lift, carry, and balance in excess of 125 pounds without assistance, (250 pounds with assistance) while lifting, pulling, pushing and carrying a patient.
4. Stoop, kneel, bend, crouch and crawl on uneven terrain to gain access to a patient.
5. Climb stairs, hillsides, and ladders to gain access to a patient.
6. Communicate verbally in person, via telephone and radio equipment.
7. Work in chaotic environments with loud noises and flashing lights.
8. Perform patient assessments, implement treatment, and calculate weight and volume ratios under threatening time constraints.
9. Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while remaining calm.
10. Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
11. Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, MAST trousers, and long bone immobilization devices.

## **ADMISSION REQUIREMENTS**

### **1. ADMISSION POLICY:**

- a. Tuition/financial arrangements must be made prior to enrollment.
- b. Students must be 18 years old when the program begins.
- c. Adult Student Financial Assistance program information is available online at <https://nwtech.edu/student-services/student-policies-handbooks>

## GENERAL GUIDELINES AND COMPLETION REQUIREMENTS

1. **Classroom:** The classroom will be left in the same orderly condition in which it was found or will be arranged as directed by the instructor.
2. **Meeting times:** Class time is \_\_\_\_\_ and \_\_\_\_\_ from 6:00 p.m. – 10:00 p.m. Classes will meet every \_\_\_\_\_ and \_\_\_\_\_, unless otherwise noted by the course instructor.
3. **Attendance:** In order to meet attendance qualifications, you must be present in the classroom ready to learn (not walking through the door) at the scheduled time. You must be present in class 90% of the scheduled classroom hours, or you **WILL BE DISMISSED** from the program. No exceptions! The EMS classes consist of a minimum state regulated amount classroom hours, therefore after missing 13.1 hours you will be dismissed. Leaving early is strongly discouraged, if you must leave early, the hours missed will be counted against you. Students on duty and respond to a call will be counted absent. On duty during class is highly discouraged and not conducive to learning. Of course, absences should be kept to a minimum. Attendance will be part of the course/affective grading. One absence in EMR and 3 absences in EMT B and Advanced EMT will lead to a probation meeting with the BIS Director.
4. **Tardies:** 3 fifteen-minute tardies will equal one class (four hours) absence. Tardies will include being late at the beginning of class/clinical or returning from break.
5. **Extended Illness:** If a student misses three class days in a row due to illness, then s/he must submit a doctor's statement
6. **Skill/lab Attendance:** It is the student's responsibility to contact the lab instructor when the student is going to be absent or tardy. When the student exceeds two absences on laboratory skills days, s/he will be placed on probation. If the student misses two more scheduled lab/skill days while on probation s/he will be dismissed from the program.
7. **Class Participation:** A student who demonstrates a lack of appropriate concern for training may be sent home by the instructor(s) with an absence. This includes, but not limited to sleeping in class/clinical or showing up to class/clinical unprepared.
8. **Clinical Absence:** Failure to be at a scheduled clinical site will result in an absence.
9. **Cell Phones:** Student use of cell phones during class time or clinical rotations is disruptive, unprofessional and will NOT be allowed. Cell phones need to be turned off or put on vibrate and not in site during class time and while in clinical settings. Cell phones may be used during break and lunch periods. NO cell phones or other electronic devices will be permitted in testing areas. Cell phones will not be used in lieu of watches. Text messaging is unacceptable during class or clinical hours.
10. **Other Electronic Devices:** Electronic devices such as, but not limited to iPods and MP3 players are not permissible in the classroom or clinical setting. These items cannot be used in lieu of watches or calculators.

- 11. Transportation:** Students are responsible for their own transportation to class, clinical setting, and any other functions connected with the EMT program.
- 12. Equipment:** All equipment and supplies will be returned to the proper area prior to the end of each class session. If equipment is malfunctioning, bring it to the attention of the instructor. No equipment is to be removed from the classroom by the students without prior approval from the EMS Director. This includes books, manikins, magazines, etc. The instructor does not have the right to loan equipment or supplies out to students or the public without permission from administration.
- 13. Gift/Services:** Student cannot give gifts or provide services to faculty or staff members until the final grades have been submitted.
- 14. Storeroom managers:** The instructor will manage the EMS equipment/storeroom. The instructor will be responsible for assuring all equipment and supplies are returned to their proper locations. Students will report any missing or damaged equipment to the instructor immediately. Students are **not** to be in the storeroom without permission from the EMS instructor!
- 15. Areas of Responsibilities:**
  - a. Information covered in class
  - b. Skills practice
  - c. Asking questions on material you do not understand
  - d. Informing the instructor immediately of any problems
  - e. Upholds the highest standards in personal appearance, language, dress and demeanor
  - f. Actively participates in learning lab and classroom experiences

**Note:** Any violation of the EMT Code of Ethics may result in disciplinary action, including but not limited to the possibility of dismissal.

- 16. Cheating:** Any student caught cheating on test, homework, assignments, skills, clinical, etc, or falsifying documentation will immediately be **dismissed** from the program! **No** cell phones or other electronic devices can be on or visible during testing.
- 17. Breaks:** Breaks will be given as deemed necessary by the instructor.
- 18. Misconduct:** NWTC has a policy of low tolerance for student misconduct involving disorderly, lewd, indecent or obscene behavior, or lewd and indecent language, including profanity (cursing) on campus, in clinical sites or program sponsored events. Violation will result in immediate dismissal.
- 19. Tobacco:** The use of tobacco products of any kind is prohibited on campus. At no time will tobacco products be used on campus (and this includes chewing tobacco.) Individual campus rules **MUST** be followed.
- 20. Other Substances:** The use, possession or distribution of any non-intoxicating beverage, alcoholic beverage, or dangerous controlled substance is prohibited during school hours, on school property, in clinical settings, or any event sponsored by the school. Even an alcohol odor on your breath will be a violation and result in dismissal from the program.

- 21. Weapons:** No firearms or other weapons are allowed on Northwest Technology Center properties, clinical facilities, or distant learning sites.
- 22. Counseling:** To inform the student of his/her status in the program, s/he will be counseled at least once every month and a minimum of three times. The counseling statement will be signed and dated by the instructor and the student. The student has the right to respond in writing on the counseling statement. After the instructor and student sign the statement, the student will receive a copy for his/her records. Additional counseling for any reason is at the discretion of the instructor. As always, any problems should be addressed with the instructor as soon as possible.
- 23. Poor Weather:** When weather conditions make driving unsafe, or when other conditions such as power failure, water main break, etc, create an environment, which is unsafe; the school director will make a decision regarding the closing of the school. It is your responsibility to stay in contact with your instructor or the campus, in the event of such a closure or cancellation of class. **DO NOT DRIVE IN INCLEMENT WEATHER.**
- 24. Sexual Harassment Policy:** It is the policy that sexual harassment is expressly prohibited by any individual under jurisdiction of the Northwest Technology Center. Persons determined to have engaged in sexual harassment of any kind shall be subject to dismissal from the program. During EMT courses it is required that you touch another student during practical skills training. Remember, this training is preparing you to function in real-life emergency situations with patients. Please be professional at all times during these sessions. Full policy and procedure is available online at <https://nwtech.edu>
- 25. Felony Convictions:** If you have been convicted of a felony (or arrested for a felony), it may affect your state licensing process. Please contact the EMS Director for more information. Criminal background checks will be completed prior to entering clinical sites, and may exclude a student from clinical rotation.
- 26. Personal Injury:** If you are injured or become ill while performing patient care skills or practices, you will be totally responsible for all personal medical costs. It is highly recommended to have (or obtain) personal medical coverage. Please see the campus administration for information pertaining to this coverage.
- 27. Health Conditions:** Failure to notify the faculty of any condition, either physical or mental, that requires special considerations when assigning clinical rotations or lab skills, or that might jeopardize the student's health and safety, or keep the student from meeting the program requirements may result in dismissal.
- 28. PPE/BSI:** Students and instructors must wear gloves and protective eye wear while performing **ALL** laboratory skills and clinical patient contacts.
- 29. Course Evaluations/Quality Assurance Policy:** At the midway point and completion of this course, you will be asked to complete a course evaluation/resource survey. Through feedback from you, the student, we can make improvements on what we already feel is an outstanding program. We encourage you to constructively evaluate this EMT course and offer suggestions for improvement. Please **do not wait until the end of class to complain.** You will have individual conferences/counseling approximately every two months. This is the time to let your instructor know you are having a problem or concern(s). Clinical sites will also complete course evaluations at the conclusion of each EMS course

- 30. Clinical:** You must maintain a passing grade (minimum of 80%) to conduct hospital and field clinicals in this program. Documentation of immunizations, Hepatitis B vaccine and negative PPD must be documented before starting clinical (see pre-clinical requirements for other clinical prerequisites.) Clinical hours and all clinical documentation must be completed and graded three weeks prior to the final practical skills test. A list of clinical hours and competencies are listed in the clinical handbook. Clinical hours must be completed in the timeframe outlined to successfully complete this program.
- 31. Incomplete Status:** If for some unforeseen reason a student is unable to complete the required clinical or course work, s/he will be listed as incomplete on the final State EMS roster. If a student is unable to complete the requirements by the final written test, s/he must request **in writing**, for an extension. The student will only be given 6 weeks to complete the necessary components. The extension will only be for true emergencies.
- 32. Academic Advisement and Counseling:** the EMS Program Director will serve as the academic advisory for all the EMT students. Each campus also has counselors available during the day for all EMT students if needed. It is the student's responsibility to make appointments with his/her advisor or counselor.
- 33. Tutoring:** If a student achieves a grade less than 75% on any EMS theory/test, the student is encouraged to seek assistance from the EMT faculty or hire a tutor at the student's own expense.
- 34. Appropriate dress:** All students must dress appropriately during the classroom and clinical settings, or s/he will be sent home to change. Please, remember to be professional at all times
- 35. Health Careers/ BIS Health/PN Advisory Committee:** The NWTC EMS Program operates under an advisory committee with representatives from EMS, hospitals, long term care, the community, past graduates, and present students. This committee oversees all aspects of the program. If you are interested in serving on our advisory committee, please let your instructor know. You will be required to attend a minimum of one (1) meeting per year. Your class representative on this committee should report back to the other student in the program prior to and after each meeting.
- 36. Confidentiality:** While in the classroom and clinical setting, students may have access to information regarding patient's medical information. Students are expected to maintain confidentiality in a professional manner. Breach of patient confidentiality will result in immediate dismissal from the program. See confidentiality form.
- 37. Citizens Affidavit:** All students will be required to complete the Affidavit of Lawful Presence by Person.
- 38. Oklahoma Tax Commission:** OTC will not issue EMT Licenses to anyone who owes state or federal taxes. Also, licenses will be revoked or not renewed for nonpayment of taxes.
- 39. Medical Director:** Dr. Timothy Newton is the NWTC EMS Program Medical Director and oversees most aspects of the program. Students may be required to conduct clinical rotations with Dr. Newton or an approved associate medical director, for successful completion at the end of this program. In the absence of an acting medical director the EMS programs will cease until a new medical director can be located and approved.

**40. Dismissal from the program:** The following list may be cause for a student being dismissed from the program (but not limited to):

- a. Violation of any campus or EMT handbook rules and regulations
- b. Falsification of any information pertaining to this course of study or patient information
- c. Violation of patient confidentiality or HIPPA laws
- d. Discrimination in the rendering of patient care services as it relates to human rights and dignity of the individual
- e. Use of profanity or defamatory statements toward instructors, other students, preceptors, patients' family members or clinical personnel
- f. Indulge in any activity that would jeopardize the health and welfare of a patient
- g. Cheating
- h. Non-payment of fees and tuition when due
- i. Disrupting the classroom or clinical setting with unprofessional or disrespectful behavior
- j. Missing over 10% of classroom/lab hours for each course section
- k. Not maintaining an 80% average throughout the class
- l. Again, any violation of the handbook (campus or EMT) rules and regulations.

## **GRADING POLICY**

- 1. Testing:** Theory tests are scheduled for specific class sessions. If you are not present, you will receive a zero (0). You will receive one chance to make up the missed exam at the discretion of the instructor/proctor. After the first three (3) tests, you must have obtained at least an 80% average. If your average drops below 80% at any time during the program, you will be placed on probation. While on probation, you will have two more test opportunities to achieve the 80% average. If you cannot receive and maintain an 80% average, then you will be dismissed from the program

A minimum of 80% average must be maintained to enter clinical rotations. After beginning your clinical hours, and the average drops below 80%, then you will not be allowed to continue until your average meets the 80% guideline.

NWTC has a three-exception test rule. If a student accumulates three exceptions during the EMS course the student will be dropped from the course. If the student scores less than 80% they must take a "B" form of the exam. Each time this occurs this will count as an exception. The maximum score given on a "B" form test will be 80%.

- 2. Assignment Grading:** Students must maintain a minimum 80% average on homework, quizzes, extra assignments, daily work, and reports. Assignments should be turned in as scheduled. Five points will be

deducted for each day an assignment is late up to 3 days, (15 points). No credit will be given after 3 class days and a zero will be entered in the grade book.

3. **Grading:** Classroom/lab theory, affective evaluation, and clinical rotations will be graded separately. Students **must** pass all three sections to successfully complete this program. See affective evaluation and clinical handbook.
4. **Final Course Test:** The final course test will be administered on-line thru Oklahoma Department of CareerTech (ODCTE) at your campus. You must score a minimum of 75% on this test, and only two retests will be allowed. This test will consist of multiple-choice questions consistent with the course modules. **FAILING THE FINAL TEST THREE TIMES WILL RESULT IN THE STUDENT HAVING TO REPEAT THE ENTIRE PROGRAM.** The ODCTE will show a 70% as passing, this not accurate for our program. ***You must score a minimum of 75%.***
5. **Clinical Grading:** Students will receive a grade for clinical rotations. Passing this requirement is mandatory for successful completion in this program.
6. **Affective Evaluation & Grading:** Students should strive to maintain a 100% average in the affective (attitudes/behavior) evaluation area. If the affective average falls below 80%, the student will be placed on probation. If the student does not achieve an 80% affective grade average after two weeks of probation, s/he may be dismissed from the program regardless of the overall course average. Students must maintain an 80% in each area (theory, affective and clinical) to perform clinical rotations or remain in the program. See affective evaluation form.
7. **Skills Testing:** Skills must be successfully demonstrated during assigned practical lab sessions. All the skills must be checked-off by the instructor or a designated preceptor. 100% passing on all skills are required for successful completion of the course. Skill competencies required for successful completion of this program will be signed by your instructor.
8. **End of Course Practical (EOCP) Test:** At the end of the course, you will have a class practical skills test set up like NREMT. You will only be allowed to retest each skill twice. 100% passing of all skills is required. If you do not feel comfortable with the skills, you must inform your instructor before the end of the course! It is your responsibility to practice the skills in and out of class.

NREMT practical skills test will be separate from the EOCP.

9. **Homework and/or other assignments:** Reading assignments are listed on the right side of the course agenda. **YOU** are responsible for reading the assignment prior to the class session covering that area of study. You are responsible for any handout material issued during class. If you are not in class when material/assignments are issued, have someone obtain that information for you.

***\* All assignments must be completed by their due date to graduate from this program.***



## HEALTH POLICY

NWTC EMT Program does not provide health care to students. This is the responsibility of each student.

Required immunizations must be up to date and require statement of proof and includes Hepatitis B; Measles, Mumps, Rubella (MMR); Chicken Pox, Tetanus, Covid 19 and Tuberculin Test (TB). A waiver form regarding Hepatitis B, Measles (Red), and Covid 19 must be completed by each student who opts not to receive these vaccinations. The TB test must be within the last 12 months. If the test is positive, a negative chest x-ray is required for registration.

Each student is required to have his/her own health insurance. NWTC's EMT Program will not assume financial responsibility for hospitalization, medication, and/or treatment for any type of illness or injury. All medical, dental, and optometric care is at the student's expense.

Any accident or illness that occurs during an assigned clinical rotation or lab skill must be reported to the Program Director and Instructor and the Supervisor/Preceptor at that clinical site. In cases where emergency services must be rendered, the student will be taken to the nearest hospital emergency room. Any treatment necessary will be administered at the hospital with the consent of either the student or parent/guardian. If an injury should occur, an incident report must be filled out at the affiliation site and placed on file at NWTC. The student is responsible for all costs related to treatment.

## BODY SUBSTANCE ISOLATION

Standard Precautions is designed to reduce the risk of healthcare workers from unrecognized sources of blood borne and other pathogens. It applies to:

1. Blood
2. All body fluids
3. Secretions and excretions except sweat

**EMT Students should treat all the above sources as infectious.**

- Gloves should be worn at all times when working with patients where body fluids are evident or likely.
- Gloves should also be worn when cleaning fluids from medical equipment.
- Hand washing should always occur after patient care activities. If hand washing is not available, the student would utilize a waterless hand wash.
- Any activity that could possibly expose a student to the above mentioned sources may warrant other personal protective gear including, but not limited to, eye protection or masks.
- Linens that are soiled should be disposed of into appropriate containers. Infectious needles and tubing should be placed in designated sharps containers.
- At no time should the student perform any procedure without proper Personal Protective Equipment. Failure to do so may result in dismissal from the EMT Program.

## POST-EXPOSURE PROTOCOL

Exposure to infectious diseases must be reported immediately to the preceptor at the student's clinical site and an incident report must be completed describing the exposure. The student assumes responsibility of disclosure to minimize risk to oneself and others, including patients. Confidentiality will be preserved. Depending on the nature of the incident and the disease exposed to, the student may or may not require treatment or management at the expense of the student. ***ANY EXPOSURE BY THE FOLLOWING MEANS SHOULD BE REPORTED IMMEDIATELY TO THE PROGRAM DIRECTOR/INSTRUCTOR AND THE PRECEPTOR:***

1. Needle sticks with used needles
2. Aspiration of blood or blood products into the mouth
3. Mouth-to-mouth resuscitation (At no time should the student perform this procedure)
4. Splashing of bodily fluids into the conjunctiva or mouth

## NWTC SUBSTANCE ABUSE AND DRUG

The safety of patients served by the Emergency Medical Service training program is of paramount concern to Northwest Technology Center. Students who use drugs or alcohol pose serious safety risks to patients, as well as other students and employees of the Technology Center and clinical facilities at which students engage in clinical practice rotations. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

### 1. Policy

Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and employees of the Technology Center and various clinical facilities at which EMS students may perform clinical practice rotations, as well as the adverse effect alcohol and illegal chemical substances can have on a student's ability to perform in a clinical practice setting, the Northwest Technology Center will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances or alcohol.

### 2. Definitions

A **Alcohol** means ethyl alcohol or ethanol.

B **Drug or illegal chemical substance** means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. **Illegal chemical substance** includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

**C Reasonable suspicion** means a belief that a student is using or has used alcohol or drugs drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

- 1) Observable phenomena, such as:
  - a. The physical symptoms or manifestations of being under the influence of alcohol or a drug, or
  - b. The direct observation of alcohol or drug use.
- 2). A report of drug or alcohol use, provided by reliable and credible sources and which has been independently corroborated.
- 3) Evidence that a student has tampered with an alcohol or drug test; or
- 4) Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on the Technology Center's premises or directly or indirectly participating in any Technology Center program.

## **MINIMUM REQUIRED CLINICAL HOURS-EMT**

EMS

**Total**

36  
**36**

NOTE: Clinical are minimum hours. If the required competencies are not met and documented, more hours may be required.

## **UNIFORM REQUIREMENTS**

- The student must wear an ID while in the clinical sites.
- While in the clinical setting the student must wear a minimum amount of jewelry. Only one pair of stud earrings (in lower lobe of ears) will be accepted. Rings should be kept to a minimum due to the safety factor, especially on the ambulance. Tongue rings are NOT allowed in the clinical setting. No body piercings or tattoos should be visible while in clinical sites.
- The uniform must be cleaned and pressed without damage or stains. Uniforms must not be binding or constricting but allow for ease of movement while bending or reaching. Shoes should be clean and polished.
- Hair will be kept neat and clean. Long hair must be worn pulled back from the face while in the clinical setting. Extreme hair fashions or ornaments are not permitted. Men should be clean shaven or neatly trimmed.
- Good personal hygiene must be maintained at all times. Cologne/perfume is not permitted. Fingernails must be kept clean and neatly trimmed and must not extend beyond the fingertips. No acrylic nails/extensions or polish is allowed.
- Uniforms will consist of:
  - ❖ Black or Black slacks (no jeans)
  - ❖ Black belt
  - ❖ Red, White, or Blue solid color polo or NWTC t-shirt
  - ❖ Black shoes (tennis shoes or dress shoes may not be substituted for EMS footwear)

# Oklahoma Tax Commission Compliance and EMS Professional Licensing

## THE STATUTE:

Effective July 1, 2000, a new law went into effect requiring professional license applicants to be reviewed by the Oklahoma Tax Commission for income tax compliance. This tax review is to be conducted before a state license can be renewed. The Oklahoma Tax Commission has established a section, the Professional Licensing Compliance Unit, to assist taxpayers with this new law. Agencies such as the Oklahoma State Department of Health- EMS Division who issue licenses are to submit a list of individuals who are applying for license renewal or reinstatement. This list must be verified for income tax compliance by the Professional Licensing Compliance Unit.

Licensees who appear to be not in compliance will be contacted directly by the Oklahoma Tax Commission in an attempt to resolve any issues prior to notification of the licensing agency. If resolution is not achieved; notification will be made to the licensing agency that a “Tax Hold” is in place. In this event, the individual’s license, *including an EMT license, may not be renewed or reinstated until the Tax Commission releases its “hold”.*

## WHAT DOES “IN COMPLIANCE” MEAN?

An Applicant will be considered “in compliance” if all income tax filing obligations have been met and balances paid in full. If the applicant has an outstanding obligation, they will be considered “in compliance” if one of the following arrangements is made:

- All past due returns are filed and paid.
- Reports are filed and a payment program is arranged.
- The applicant is on a current payment program.
- A legal protest has been filed on an assessment.
- The applicant is making reasonable effort in working with the Oklahoma Tax Commission to resolve an issue.

## WE ARE HERE TO HELP.....

The Professional Licensing Compliance Unit can be reached by phone at (405) 522-6800. Assistance can also be obtained at the one of the offices listed under “Contact us” on the tax commission website, <http://www.oktax.state.ok.us/>. Email should be directed to: [license-review@tax.ok.gov](mailto:license-review@tax.ok.gov). Should an emergency or priority issue arise, you can fax the Oklahoma Tax Commission at (405) 522-4275.

**Questions regarding EMT licenses should be directed to the EMS Division at (405) 271-4027, or emailed to [ems@health.ok.gov](mailto:ems@health.ok.gov).**

# NORTHWEST TECHNOLOGY CENTER

## EMS TRAINING PROGRAM

### CLASSROOM EVALUATION/AFFECTIVE LEARNING EVALUATION

**Student:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

Evaluation Area	Evaluation Criteria	Points Possible	Points Awarded
Professional Behavior	Maintains professionalism and ethics in behavior and appearance. Adheres to dress code and practices good hygiene. Assumes responsibility for own behavior, works within current scope of practice, and follows specific instruction. Displays sincerity, gentleness, and respect to classmates, Instructors and staff. Demonstrates initiative in seeking new learning experiences and takes responsibility for own learning. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	
Punctuality	Arrives on time, stays within assigned area, attends full class day. Arrives prepared to learn with all textbooks and classroom materials. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	
Time Management	Student is ready to learn when class begins, completes all assignments "homework, test, clinical documentation" on time. Utilizes class and skills practice time appropriately to maximize learning and performance. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	
Communication	Communicates with and addresses staff, peers, and faculty with respect and in a professional manner. Uses good communication techniques when participating in class discussions, during lab/skills practice and when completing written assignments, ie. Homework, clinical documentation. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	
Critical Thinking	Demonstrates progressively increased competence with procedures and has the ability to manage stressful situations appropriately. When given a series of information is able to process that information and conclude a solution. When performing a series of steps are able to correct and overcome obstacles without becoming distracted. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	

**Total Points: 100** \_\_\_\_\_

100-90 = excellent

89-80 = needs improvement

79-0 = not acceptable

## Grading Guidelines

1. Deduction of 5 points for each minor incident and 10 points for each major occurrence.
2. Students must maintain an 80% average in each of the following:
  - a. Classroom didactic (test/quizzes/homework/etc)
  - b. Affective
  - c. Clinical
3. Students that do not have a minimum 80% average in each area, will be placed on probation or dismissed from the program (see handbook for guidelines).
4. Students should strive to maintain a 100% average in the affective area. If the affective average falls below 80% the student will be placed on probation. If the student does not achieve an 80% affective grade average after two weeks of probation, he/she may be dismissed from the program regardless of the overall course average.

Current grade \_\_\_\_\_

Affective grade average \_\_\_\_\_

Instructor Comments

Student Comments

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

# NWTC EMS FORMS





1801 11<sup>th</sup> Street, Alva, OK 73717  
580.327.0344 Phone ~ 580.327.5467 Fax

801 South Vo-Tech Drive, Fairview, OK 73737  
580.227.3708 Phone ~ 580.227.2651 Fax

[www.nwtech.edu](http://www.nwtech.edu)

## CAMPUS HANDBOOK REQUEST FORM

\_\_\_\_\_ I understand that the full NWTC Student Handbook can be accessed at <https://nwtech.edu/student-services/student-policies-handbooks-consumer-info>

\_\_\_\_\_ I understand I may request a printed copy of the NWTC Student Handbook from the BIS Health Coordinator, BIS Director, or front office at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EMS Student Contract

I, \_\_\_\_\_ have read and understand the rules and regulations of this program and agree to abide by these policies. I also understand the following minimum requirements for successful completion of this program.

1. Maintaining a minimum of 80% average on all theory/classroom work and the same on classroom/lab affective domain.
2. Maintaining a minimum of 80% average and pass all practical skills with 100%.
3. Minimum of **75%** score on the final course test (with only two retests allowed). Failing the final test three times constitutes the student retaking the entire class again.
4. Completion of 100% of the clinical hours with the proper documentation, and successful affective/behavioral evaluations completed and submitted 2 weeks prior to the final on-line test.
5. Attend 90% of the total classroom hours. Course absences should be kept to a minimum.
6. Complete all homework and/or other assignments in the required time.
7. Have all financial arrangements concluded with the school
8. Maintain a professional and ethical behavior, appearance and attitude through the entire class and clinical setting. (Abide by the code of conduct)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's signature

\_\_\_\_\_  
Date

**Northwest Technology Center  
EMS Division  
Confidentiality Acknowledgement**

Through my association within any of the clinical sites during the time spent as an employee, agent, independent contractor, volunteer, physician, student, or approved observer, I understand that patient information in any form (paper, electronic, oral, etc.) is protected by law. I also understand that any breach of patient confidentiality can have severe ramifications up to and including termination of my relationship with said clinical site as well as possible civil and criminal penalties. I will only access, use or disclose the minimum amount of patient information that I am authorized to access, use or disclose and that is necessary to carry out my assigned duties. I will not improperly divulge any information that comes to me through the carrying out of my assigned duties, program assignment or observation.

This includes but is not limited to:

- ➔ I will not discuss information pertaining to any patient with anyone (even my own family) who is not directly working with said patient.
- ➔ I will not discuss any patient information in any place where it can be overheard by anyone who is not authorized to have this information.
- ➔ I will not mention any patient's name or disclose directly or indirectly that any person is a patient except to those authorized to have the information.
- ➔ I will not describe any behavior, which I have observed or learned about through association within said clinical sites except to those authorized to have this information.
- ➔ I will not contact any individual or agency outside said clinical site to get personal information about an individual patient unless a release of information is signed by the patient or by someone who has been legally authorized by the patient to release information.
- ➔ I will not use confidential clinical site business related information in any manner not required by my job or disclose it to anyone not authorized to have or know it.
- ➔ I will not access information concerning any patient in whose care I am not directly involved other than as established by my job description.
- ➔ I understand my responsibility to act when faced with a privacy concern or become aware of a potential violation of our policies and standards. This includes:
  - ▼ **RECOGNIZE** the concern and nature of the situation
  - ▼ **RESPOND** appropriately
  - ▼ **REPORT** the issue to someone who can assist in resolving the matter

I understand that my agreement to maintain the confidentiality of patient information is a condition of my continued position/service by said clinical sites. I understand that failure to maintain confidentiality is basis for disciplinary action, including termination of position/ service.

With my signature, I indicate I have read and understand this Acknowledgement.

Printed Name: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return signed to supervisor.*

## NWTC EMS Program

I, \_\_\_\_\_, have read and understand the following Technical Standards. As a student in the EMS Program, I am able to perform each of these requirements without restrictions.

### TECHNICAL STANDARDS

- Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
- Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath and/or inside a vehicle, and in vehicles with electrical hazards.
- Walk, stand, lift, carry, pull, push, and balance in excess of 125 pounds without assistance, (250 pounds with assistance).
- Stoop, kneel, bend, crouch, and crawl on uneven terrain to gain access to a patient.
- Climb stairs, hillsides, and ladders to gain access to a patient.
- Communicate verbally in person, via telephone and radio equipment.
- Work in chaotic environments with loud noises and flashing lights.
- Perform patient assessments, implement treatment; calculate weight and volume ratios under threatening time constraints.
- Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while ensuring patient safety and remaining calm.
- Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
- Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, MAST trousers, and long bone immobilization devices.

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**SIGNATURE**

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**DATE**



## Student Liability Record

I, \_\_\_\_\_, hereby understand and certify to the following:

- Waive all responsibility on behalf of the Skills Lab Setting and Clinical Rotation Sites for any liability related to accidents, which said student might incur while in training and/or while participating in any activities related to participation as part of the training program.
- Understand that my presence in these facilities is voluntary and for the purpose of training; therefore, I cannot be considered an employee for the purpose of Workman's Compensation or other insurance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# EMS DOCUMENTATION RECEIPT

Print Your Name \_\_\_\_\_ Campus/Location \_\_\_\_\_

<b><u>Document/Policy</u></b>	<b><u>Received</u></b> (Please initial)	<b><u>Date Received</u></b>
NWTC EMS Handbook	_____	_____
Clinical Rules and Regulations-HB pg 11,14,16, & 20	_____	_____
NWTC Exposure Control Plan-HB pg. 18	_____	_____
EMS Program Goals & Objectives-HB pg.6	_____	_____
Grading Policy-HB pg. 15, 16	_____	_____
Code of Conduct/Grievance Policy-HB pg. 5	_____	_____
Substance Abuse Testing-HB pg. 18-19	_____	_____
Health Policy/Exposure Protocol-HB pg. 18	_____	_____
Oklahoma Tax Commission Compliance-HB pg. 21	_____	_____
Classroom/Affective Evaluation-HB pg. 22, 23	_____	_____
Course Agenda	_____	_____
Master Calendar	_____	_____

# EMS DOCUMENTATION RECEIPT FORMS

Print Your Name \_\_\_\_\_

Campus/Location \_\_\_\_\_

## **Forms**

## **Received**

(please initial)

## **Date Received**

Campus Handbook Request Form

\_\_\_\_\_

\_\_\_\_\_

EMS Student Contract

\_\_\_\_\_

\_\_\_\_\_

Confidentiality Acknowledgement

\_\_\_\_\_

\_\_\_\_\_

Technical Standards

\_\_\_\_\_

\_\_\_\_\_

Student Liability Record

\_\_\_\_\_

\_\_\_\_\_

Criminal Background Forms

\_\_\_\_\_

\_\_\_\_\_

Citizenship Form (OSDH-EMS Affidavit)

\_\_\_\_\_

\_\_\_\_\_