



“Professionals Training Professionals”

**First Five
Training Academy
Student Handbook**

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Welcome

First Five LLC EMS Academy's Student Handbook has been compiled by our administration to provide information pertinent to students enrolled in the Emergency Medical Technician Basic Course.

Welcome to First Five LLC. Our instructors and staff wish you success in the pursuit of obtaining your Emergency Medical Technician.

The purpose of this handbook is to detail policies and procedures specific to this course. The handbook is constructed to be used as a reference to familiarize the student with the proper procedure and understand policies to support student success.

Our program prohibits discrimination. Access to our program and activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Our Facility

First Five is proud to offer class in a 4000 square foot facility. We have seating for up to 33 students. Students will have access to every piece of equipment that they will see when they obtain their license. That includes everything from a simple roll of tape all the way up to our very own ambulance that we will train the student how to perform the skills while being in a cramped space with lots of noise.

Faculty and Staff

Chris Hansen, owner of First Five LLC, is the sole owner and Director of Training for First Five LLC. Chris Hansen is currently employed as a Firefighter/Paramedic with the Chicago Fire Department. He has been licensed as a Paramedic in Illinois since 1996. Emergency Medical Technician since 1994.

Instructor Hansen has taught Emergency Medical Technician (EMT-B) in an adult learning environment for about 13 years. He is a EMS Lead Instructor licensed with Illinois Department of Public Health and a American Heart Association CPR/First Aid Instructor.

Chris employs only the best instructors. He seeks out individuals that are well trained and educated. First Five's motto, "Professional Training Professionals" is what drives the instructors. The instructors are current or former EMS providers.

II. Program Philosophy

Our philosophy at First Five is to educate our students on how to identify and treat a patient who is experiencing a medical emergency. We will cover all the bases from receiving the call, to responding, arriving on the scene, treating medical condition/ injuries, packaging patient, to transport to appropriate hospital. Our Instructors and staff are the professionals that respond to everyday to calls for help. We have all sat where you are sitting and we understand what it takes to be successful in the field of emergency medicine. The following is a description of what an EMT-B duties and their responsibilities.

An Emergency Medical Technician(EMT) is a certified healthcare provider who is trained to identify and treat the sick and injured during prehospital emergencies. EMT's provide basic life support to patients. Skills include immobilization and splinting, bandaging, administering oxygen, cardiopulmonary resuscitation, defibrillation, extrication, administering medications and airway management. Emergency medical technicians may work in the emergency department of a hospital, municipal fire department and/or a private ambulance service.

III. Program Outcomes/Goal/Objectives

Course Rationale:

The rationale of this course is to prepare students to challenge National exam resulting in licensing as an Emergency Medical Technician. After completion of this course our students will have the ability to function as a competent EMT-B in the field of Emergency Medical Services. This course is a prerequisite to apply and attend a Illinois Department of Public Health(IDPH) approved Paramedic Program.

Course Objectives:

This Course is approved by the Illinois Department of Public Health. Our curriculum follows the national standard for EMT-B's.

See IDPH website for details:

<http://www.dph.illinois.gov/topics-services/emergency-preparedness-response/ems/testingEdu>

See NREMT website for details:

<https://www.nremt.org>

Instructional Methodology:

Lecture/Practicals:

- Lecture presentation
- Small group activities
- Short scenarios
- Skills presentations
- Skills practice
- Real-time scenarios
- Guided discussion

Clinical:

- Demonstration
- Coaching
- Verbal scenerios

IV. General Competencies:

General Competencies for Emergency Medical Technician Basic

Competence	Example of the Level
Writin	Develop Technical writing skills through patient documentation.
Speaking and Listening	Develop speaking skills through oral and radio reporting of patient findings.
Thinking Skills	Understand how to develop a treatment plan based on patient condition and complaint; troubleshoot basic technology relevant to EMT.
Personal Qualities	Participate as a member of a team; demonstrate an understanding of the profession of Emergency Medical Technician; demonstrate ethical and professional behavior when interacting with patients, other medical professionals, and the teaching staff.
Workplace Competences	Demonstrates proficiency in all psychomotor skills required for the EMT-B such as basic airway maintenance, bandaging and splinting, CPR, appropriate medication administration, assessment of the patient, spinal immobilization, and the AED within a predetermined amount of time and using only necessary supplies; demonstrate mastery of the didactic content required for successful completion of the certification examination for EMT-B.
Basic use of Computers	Use a hand-held patient documentation system for written patient reporting and database entry.

V. Program Information:

Prerequisites for EMT-B

- Complete Student Application.**
- 18 years or older.** (copy of drivers license or state ID)
- High School diploma/GED.** (copy)
- AHA BLS Healthcare Provider CPR card.** (copy)
- Proof of Personal Medical Insurance.** (copy of card)
- Medical Clearance/Physical Packet Completed.**
- Background Criminal Check/Drug Test.** (your expense)
- Black or blue slacks cargo/EMS style with black belt** (no jeans) (your expense)
- Black boots/shoes work or EMS style.** (no open toe shoes) (your expense)
- Watch.** (cell phone cannot be used in place of watch) (your expense)
- Payment \$2100** (~~\$500 nonrefundable to reserve seat, balance due 2 weeks after the start of class~~)

All prerequisites must be completed prior to first day of class.

Email any questions to Chris Hansen at chansen@firstfiveems.com

Any prior EMT classes or experiences will not count toward this class. If you were once licensed and it has expired, you will need to take the entire course in order to challenge the NREMT test.

All students interested in taking the EMT-B course must complete written application and meet criteria for prerequisites for acceptance into the program.

All students must have a physical examination completed by a licensed physician prior to clinical time. As a part of the physical examination, or documented history, the above person has the following proof of immunization and titers showing proof of immunity. **(Please note: Titers must be drawn and documented--it is not sufficient to say that they had the disease).**

Must have documentation of all immunizations AND positive titers (blood test)

<p align="center">IMMUNIZATIONS</p> <p>MAY attach yellow or other official vaccine record</p>	<p align="center">TITER RESULTS</p> <p align="center">MUST attach actual lab results</p>
<p>Hepatitis B* NOTE: First dose must be given prior to start of program</p> <p>Dose No. 1 (date) _____</p> <p>Dose No. 2 (date) _____</p> <p>Dose No. 3 (date) _____</p>	<p>Hepatitis B Titer (blood draw after Dose No. 3)</p> <p align="center">Titer Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative</p> <p>Read by (initial) _____</p>
<p>Measles (<i>Rubeola</i>)</p> <p>Vaccine (date)_____Vaccine (date)_____If given after age 12 months need 2 doses 4-8 weeks apart</p>	<p>Measles Titer (<i>Rubeola</i>)</p> <p align="center">Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative</p> <p>Read by (initial) _____</p>
<p>Mumps</p> <p>Vaccine (date)_____Vaccine (date)_____If given after age 12 months need 2 doses 4-8 weeks apart</p>	<p>Mumps Titer</p> <p align="center">Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative</p> <p>Read by (initial) _____</p>
<p>Rubella</p> <p>Vaccine (date)_____Vaccine (date)_____If given after age 12 months need 2 doses 4-8 weeks apart</p>	<p>Rubella Titer</p> <p align="center">Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative</p> <p>Read by (initial) _____</p>
<p>Varicella</p> <p>Vaccine (date)_____Vaccine (date)_____If given after age 12 months need 2 doses 4-8 weeks apart</p>	<p>Varicella Titer</p> <p align="center">Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative</p> <p>Read by (initial) _____</p>
<p>Tdap (<i>within 10 years</i>)</p> <p>Vaccine (date) _____</p>	<p>Flu (<i>seasonal</i>) Vaccine (date) _____ Attach flu declination form if flu shot is unavailable</p>

2 Step TB Screening

Two step tuberculin skin testing is done to detect delayed hypersensitivity reactions in people who have been infected with M. tuberculosis.

Student DOES NOT NEED the 2 Step TB Screening:

- If the student has a previous negative TB test (**within the last 12 months**). If so, student must provide documentation of the previous result and a new current negative TB test result. Documentation of both the previous and current TB test must be provided.

Student MUST HAVE the 2 step TB Screening:

- If previous negative TB test is greater than 12 months ago, student must complete the 2 step TB test.
- If the first test reading is positive, the student requires follow-up including a chest x-ray to rule out active disease and evaluation for appropriate medication therapy if not previously treated. Student must provide documentation of positive skin test and negative chest x-ray. No further skin testing is done.
- If the first test reading is negative, the second test is performed 1-3 weeks later. If the second test is positive, the student is classified as previously infected and cared for accordingly. The student requires follow up including a chest x-ray to rule out active disease and evaluation for appropriate medication therapy if not previously treated. Student must provide documentation of both skin tests and chest x-ray.
- For students who have documentation of a previous positive PPD, no further skin testing is performed. Follow-up by health evaluation and periodic chest x-rays (annually). (Source CDC)
- Note: Documentation of the 2 step tuberculin skin test is required only once if the student continues to have periodic skin testing (annually) performed.

Must have PPD (annually)

TB test - Step 1	TB test - Step 2
Applied: ____ / ____ / ____	Applied: ____ / ____ / ____
Given by: (Initial) _____	Given by: (Initial) _____
Reading: ____ / ____ / ____	Reading: ____ / ____ / ____
Read by: (Initial) _____	Read by: (Initial) _____
<input type="checkbox"/> Negative <input type="checkbox"/> Positive	<input type="checkbox"/> Negative <input type="checkbox"/> Positive
If results are positive, get referral for chest x-ray from MD	If results are positive, get referral for chest x-ray from MD
If results are negative - Step 2 process (see attached form)	If results are negative - Step 2 process (see attached form)
Chest X-Ray (if required)	
Date of Exam ____ / ____ / ____	
Date of Results ____ / ____ / ____	
<input type="checkbox"/> Normal Reading <input type="checkbox"/> Positive TB	
MD Signature _____	
Date Signed _____	

A criminal background check and drug test must be completed with results before the first day of class. If you have a felony you cannot be licensed as an EMT-B.

Medical clearance, criminal background check and drug test will be completed through independent company at your expense.

Please go to website for further details: ?

Current CPR certification is required as BLS Provider (Healthcare Provider) by the American Heart Association. The certification must be issued within 6 months of first day of class. First Five offers this class if needed for an additional cost.

Contact Chris Hansen at chansen@firstfiveems.com

Technical Standards and Essential Functions:

First Five has established technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of our program. Students are required to meet technical standards and essential functions for the program. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

Technical Standards:

The technical standards and essential functions outline reasonable expectations of a student in the EMT-B program for the performance of common EMT-B functions. The EMT-B must be able to apply the knowledge and skills necessary to function in a variety of classroom, practical and/or clinical situations while providing the essential competences of an EMT.

Please review Appendix A of the National Standard Curriculum for a complete analysis of student.

Accommodations for students with disabilities:

Please contact the Director of Training to discuss appropriate academic accommodations that may be required for student with disabilities. Requests for academic accommodations are to be made during the first three weeks of class, except for unusual circumstances, so arrangements can be made. Students must have their private physician verify their eligibility for appropriate accommodations in writing.

Immunizations:

Healthcare professions include inherent health and safety risks. Therefore all students are required to be compliant with their immunizations for the protection of themselves and patients. See General Information section for further details.

Criminal Background Checks:

Successful completion of a criminal background check is required prior to the first day of class. See General Information section for further details.

Once accepted into the program it is the students responsibility to immediately notify the Director of Training in writing of any subsequent changes in criminal history that occur after the background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally,

- Successful completion of criminal background check does not ensure eligibility for licensure or future employment
 - Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility
 - Clinical agencies can conduct additional background checks at their discretion
- If a student is found to be ineligible for clinical placement any time during class, the student is unable to meet clinical learning objectives and will be

withdrawn pending resolution of situation.

Program Length and Description:

Generally EMT-B class takes approximately 4 months to complete. The Tuesday/Thursday class meets twice a week from 6pm-10pm for 32 sessions. The Saturday class meets once a week 9am-5pm for 16 sessions. Classroom(174 hours), Clinical/Ride-time(26 hours). Illinois Department of Public Health has a mandatory minimal hours of 125 for EMT-B training.

Student's that attend the First Five Emergency Medical Technician Basic class are eligible to challenge the Illinois State Test or NREMT Exam for licensure. All requirements must be completed including, academic(final grade 80% or higher), medical clearance, and clinical/ride-time.

An Emergency Medical Technician(EMT) is a certified healthcare provider who is trained to identify and treat the sick and injured during prehospital emergencies. EMT's provide basic life support to patients. Skills include immobilization and splinting, bandaging, administering oxygen, cardiopulmonary resuscitation, defibrillation, extrication, administering medications and airway management. Emergency medical technicians may work in the emergency department of a hospital, municipal fire department and/or a private ambulance service.

CPR Certification Requirements:

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Contact Chris Hansen at chansen@firstfiveems.com

Cost of Program:

Below is the cost of class and a general description of what is included in price.

Cost of class	Description
\$2,100	Textbook included, B/P Cuff, Classroom, supplies, practical equipment, student polo shirt, instructional staff, tutoring, handouts, and testing material.

Below is a breakdown of mandatory student costs not included in the cost of class:

Mandatory Items	Paid by Student	Approximate Cost
High School Diploma/ GED(copy)	X	\$5-\$20
Criminal Background Check/ Drug Test and Physician(Internet pkg) Verification.	X	\$160
Physician Physical/Blood Work	X	\$150
Black/Blue pants EMS/cargo style with black belt.	X	\$150
Black boots/shoes work/EMS style	X	\$150
State/National Exam Fee (Due at end of class)	X	\$90

Grading Policy:

Course grades for First Five EMT-B Academy are awarded based on the following standards. Students must successfully complete all mandatory requirements of course to receive a Course Completion Certificate and to be eligible to sit for the Illinois State/National Registry Exam.

No refund/credit will be given to a student who is not eligible to sit for State/National Registry.

A. Didactic Grading

1. Grading Scale:

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= Below 60%

***I= Incomplete *Mandatory requirements not met.**

2. Successful Course Completion:

Students must:

- Pass class with a final grade of 80% or higher.
- Pass all Final Practicals.
- Complete 24 hours of Clinical/Ride-Time.
- Tuition \$2,000 Paid in Full

3. Quizzes and Exams:

Students progress will be evaluated by the lead instructor's through quizzes, sectional exams, midterm/practicals and final/practicals.

Quizzes(13)	10%
Sectional Exams(4)	40%
Mid-term Exam(1)	20%
Final Exam(1)	25%
Final Practicals	5%

4. Retests:

Students will be allowed to take a total of two retests one quiz, one exam within entire course, except for Midterm and Final Exam. The retest will be scored to a **maximum** score of 79%.

5. Missed Exam:

The exam dates are in the course outline. you will have one week to reschedule missed exam. unexcused absences on day of exam, must take it the next scheduled class. Please make arrangements with any Lead Instructor for missed exams.

6. Minimum Score on Final Exam:

The minimum passing score on final exam is 80%.

B. Skills Grading

1. The skills tested are on a **PASS/FAIL** basis. Each skill must be passed in order for the student to pass the course, regardless of didactic scores. one retest will be given for each skill failed.
2. The following skills will be evaluated for each student:
 1. Bleeding Control/Shock Management,
 2. BVM Ventilation of an Apneic Patient,
 3. Cardiac Arrest Management/AED,
 4. Joint Immobilization,
 5. Long Bone Immobilization,
 6. Patient Assessment/Management-Medical,
 7. Oxygen Administration By Non-Rebreather Mask,
 8. Spinal Immobilization (Seated Patient),
 9. Spinal Immobilization (Supine Patient),
 10. Patient Assessment/Management-Trauma,
3. In addition, the class will have a Final Practical performed as a group

Incomplete's:

Students are expected to complete all requirements of the course prior to the last day of class.

Completion Requirements

All incomplete's will be granted in writing only and must be approved by the Director of Training. Unless specified otherwise, incomplete work must be completed before midterm of following class. **Instructors may shorten this deadline as appropriate.** To receive an incomplete, students will be required to sign a written contract specifying:

1. The coursework that must be completed,
2. The deadline for completion,
3. How to submit completed work,
4. The consequences of non-compliance with the Student Incomplete Grade Contract.

Non-Passing Course Grade:

The Illinois Department of Public Health (IDPH) and National Registry of Emergency Medical Technicians (NREMT) has set standards for Emergency Medical Service's training programs. **The minimum passing score to be eligible to sit for licensing is a final grade of 80%.** If the student fails to achieve 80% or higher, the student will have to reapply for class and complete all steps to acceptance as if a new student.

No refund/credit of any kind will be given by First Five LLC if student doesn't complete all class requirements or receives a final grade below 80%.

Withdrawal:

Students may withdraw from the course for a partial refund before Lesson 8, (Midterm) as is published in class syllabus. The last day to withdraw is prior to taking written Midterm Exam.

A student will be required to withdraw from program if student exceeds 5 unexcused absences, fails to meet testing requirements, or for disruptive/inappropriate behavior. Students withdrawn after Midterm are not entitled to a refund of any kind.

Withdrawn students under no circumstance may sit through a lecture, participate in a practical, or attend a clinical. Students that are withdrawn may reply for next class, withdrawn students should contact the Director of Training in writing prior to reapplying.

A Withdrawn from Class Form must be submitted by Student's wishing to drop prior to Midterm. No refund will be given without a form submitted to the Director of Training.

If lead instructor withdraws student, then a form will be submitted by that lead instructor to the Director of Training. Students withdrawn by an instructor after midterm will not be eligible for a refund of any type.

Regardless of whether or not a Lead Instructor initiate a withdrawal for the student, it is, and will remain, the responsibility of the student to insure that he or she is withdrawn from the course.

Re-Admission Requirements:

Emergency Medical Technician Basic may be taken as many times as needed to pass. There are no limits to how many times a student takes a class.

A student that withdraws from class may reapply for next class. A student that is withdrawn from class by an instructor must contact the Director of Training in writing for permission to reapply.

Textbook and Supplies:

Textbooks:

Required Textbooks may change without notice. Please refer to Course Syllabus for current information.

*Textbook: Emergency Care 13th Edition by Daniel Limmer, Michael F. O'Keefe
ISBN-13 978-0-13-402455-4*

Textbooks are required first day of class.

Supplies Needed:

Black Pens,
#2 Pencils,
Laptop Computer,
Notebook

Appearance and Hygiene:

Lecture/Practicals

Students must dress comfortably but appropriately within the classroom and practical environment. Clothing should be loose enough to allow for freedom of movement but not so loose as to become a hazard around EMS equipment. Low cut or very short attire is not appropriate to this environment due to amount of lifting, moving and bending required.

Please refer to First Five's Uniform Policy for further details.

Acceptable levels of cleanliness are enforced in the classroom. Fingernails, hair and clothing must be clean. Practical typically create perspiration so the student must be acutely aware of his or her own hygiene status. Use of deodorant is a must. Strong perfumes and colognes are discouraged due to confined nature of classroom.

Service Work Policy:

First Five EMT-B students are not expected to perform service work and are not allowed to take the place of a qualified staff during any clinical or ride-time. At some of the clinical sites and during ride-time, students are allowed to perform patient care work. This work shall be under the close supervision of the clinical site staff or field personnel.

Licensure Eligibility:

First Five's EMT-B course is approved through Illinois Department of Public Health and meet or exceed all minimum requirements set forth by that agency. Where First Five's requirements exceed the state minimal, the student must meet First Five's requirements in order to successfully complete the course. Under no circumstances will a student receive course completion based on the lesser standard.

IDPH Testing and Licensing;

<http://www.dph.illinois.gov/topics-services/emergency-preparedness-response/ems/testingEdu>

Continental Testing;

<https://www.continentaltesting.net/EntityProfession.aspx?Entity=5>

NREMT Testing and Licensing;

<https://www.nremt.org>

VI. Program Policies:

Attendance:

Lecture/Practical:

The Illinois Department of Public Health(IDPH) requires students to attend a minimum 126 hours of EMT training to qualify for National Registry of EMT exam(NREMT). Failure to meet minimum attendance requirements will result in the inability to take the National Registry of EMT exam. You are encouraged to attend all sessions due to the subject matter taught. Students will be allowed 8 hours of unexcused absences. Excessive tardiness will affect students ability to meet the IDPH attendance requirement.

Attendance is taken at the beginning of each class. A student is considered tardy after fifteen minutes to the start of class. Students will be docked hours for excessive tardiness and will receive disciplinary action for disruption of class.

Class may be canceled by lead instructor due to weather or other catastrophic failure. The instructor will reschedule make up date with class.

Clinical/Ride-time:

Attendance at clinical/ride-time is mandatory. Clinical/ride-time cannot be exchanged or traded with other students, assigned student names are given to clinical/ride-time sites. Missing a clinical may result in disciplinary action. Under certain circumstances, missed clinical may be rescheduled if clinical time is available. (anyone who missed their clinical will sign up after everyone has signed up) Notify Lead Instructor immediately if you are unable to attend clinical.

First Five cannot guarantee that missed clinicals can be made up within same semester. Students not successfully completing all required clinical time will **not** be issued a course completion certificate.

No refunds will be issued if student doesn't meet the attendance requirements.

Grading and Grading System/Testing:

Lecture/Practical

Students will be graded on the following scale:

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= Below 60%

*I= Incomplete *Mandatory requirements not met.

Where not specified otherwise, to be eligible to sit for NREMT licensing exam students need a final grade of 80% or higher and a final exam grade 80% or higher. Re-entrance into the course will be at the discretion of the Director of Training.

Types of Exam Questions

Exams will consist of multiple choice questions. Exams may be presented in written, video, practical, skills performance and oral formats.

Students must pass all didactic exams in course. Each didactic exam must be passed prior to taking the next scheduled exam.

Homework/Quizzes

Homework assignments and daily quizzes may be given in class. The specific details will be provided by your lead instructor.

Participation

The First Five EMT-B course requires active participation from each student. Students are required to perform bag checks everyday, work in small groups during class lectures and practicals. Remember "You are only as strong as your weakest link". We will randomly call on individuals to answer or perform skills. Everyone will carry their own weight in class.

Retests

Didactic Exams

Students will be allowed to take a total of two retests one quiz and one exam within entire course, except for Final Exam. The retest will be scored to a **maximum** score of 79%.

A student who fails to pass an exam and has no allowed retests remaining for the course, has not completed the requirements of the course and is required to immediately withdraw from the class. These rules apply whether or not the student is aware of his or her status on didactic tests. Exams that a student does not take during the time period specified by the Director of Training will be given a score of zero on exam.

Skills Exams

Each skills exam may be retested once. A student who fails a second retest of a skill, has not completed the requirements of the course and is required to immediately withdraw from the course. These rules apply whether or not the student is aware of his or her status on Skills retests. Re-entrance into course will be at the discretion of the Director of Training.

Clinical

Students will be graded on the following scale:

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= Below 60%

*I= Incomplete *Mandatory requirements not met.

Clinical Dress Code:

While at clinical rotations, students must adhere to the First Five Uniform Policy.

Uniforms: To promote a professional/EMS environment students will be required to wear proper uniform to class, clinicals, and ride-time.

1. First Five Student Polo shirt tucked in. (Polo provided with tuition)
2. Black or blue slacks cargo/EMS style with black belt. (no jeans)
3. Black/blue shorts cargo.(weather permitting, no clinical/ride-time)
4. Black boots/shoes work or EMS style.(no open toe shoes)
5. Hats may be worn if solid black or blue.(no writing or logos) First Five logo hats are approved. (no clinical/ride-time)
6. No visible tattoos. (only for clinical/ride-time)
7. No excessive jewelry, facial piercings.
8. Hair no excessive colors and/or hair styles. Please have the ability to put up long hair in a bun or pony tail.
9. Good personal hygiene, uniform and body.

Violations of the Dress Code may result in the student being sent home from that clinical and may result in disciplinary action.

A student may incur incidental expenses due to the need of replacement ~~badges or~~ polo shirt provided to the student of no cost by First Five LLC.

Grade Reports

Students will be given access to an online gradebook. First Five will update the students grades at least four times throughout the course. Once before mid-term, at mid-term, halfway through the second half of class, and once a week before the final exam

Hospital Visitation:

While at any hospital, clinic or EMS unit, you must conduct yourself as a professional and show respect to all patients, families, hospital or ambulance staff, physicians and all other professionals. The need to conduct yourself in a professional manner is not limited to behavior during clinical and field rotations, but is equally applicable in the classroom.

Any disrespectful, disruptive behavior will not be tolerated and the student will receive disciplinary action.

Cell Phones and Media Devices:

Cell phones and media devices must be turned off or set to silent/vibrate during lectures/practicals and during clinical time. Disruptive behavior will not be tolerated.

Students with Disabilities:

Students with disabilities who believe that they may need accommodations for this course are encouraged to contact the Director of Training privately as soon as possible to ensure that such accommodations are implemented in a timely fashion. Students with disabilities are responsible for disclosing their disability to the Director of Training in writing with a physician's script stating accommodations required.

VII. Academic Polices:

Academic Integrity:

Health Professionals receive a high level of public trust and respect. Maintaining academic and clinical integrity is essential to the development of the characteristics required for ethical and professional practice. Therefore, First Five students must demonstrate ethical, responsible, professional behavior and accountability for their actions throughout this course.

Academic Dishonesty:

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition:

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the test area, talking to another student during test, or looking at another student's test during the examination.
- Plagiarizing by borrowing ideas, wording or organization from another source, without appropriate referencing of the source.
- Unauthorized collaboration/conclusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry (hacking) into test banks or examinations.
- Falsifying data in a patients medical record.
- Assisting others in academic dishonesty.
- Discussing any assessment tools such as examinations or mastery skills with students who haven't taken exam or mastery skill.
- Having a copy of the test outside the time and place of exam administered.
- Lying about or misrepresenting care given, clinical errors.
- Submitting another students work as your own.

Since dishonesty harms the individual, fellow students, and the integrity of the program, policies on academic dishonesty must be strictly enforced. Any documented incidences of academic dishonesty can result in withdrawal from course without readmission to course.

Progressive Discipline:

Our staff is committed to assisting students to be successful in our program. Students who are not meeting course objectives in lectures, practical, clinical will be assessed of their performance status using the progressive discipline process.

- **Step 1: Warning**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to- remediation by instructor, utilization of peer study groups, tutors, outside counselors.

- **Step 2: Conference**

The student meets with the instructors in a formal conference to review the performance deficit. A written conference report will identify specific course objectives not met. A remediation contract including deadlines for completion will be developed to correct the deficit so the student can successfully progress through course.

- **Step 3: Probation**

Probation may be implemented for, but not limited to the following behaviors:

- Academic dishonesty
- Unsatisfactory clinical/practical performance
- Unsatisfactory clinical attendance and punctuality
- Unethical, unprofessional behavior, and/or unsafe clinical/practical practice
- Refusal to participate with a procedure.
- Behavior which compromises clinical/ride-time affiliations

Probation is a trial period in which the student must improve or be withdrawn from course. The staff will complete a First Five Probation Report explicitly stating expectations that must be followed during probationary period and signed.

Probation will continue until the end of class.

- **Step 4 Withdrawal**

If at any time during probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the course. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the course.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the course for subsequent safety or professional conduct violations at any time during course. Re-entrance into course will not be allowed.

Some situations do not allow for the progressive discipline process due to the severity of the nature or the timing of their occurrence. Incidents of this nature may require student to be immediately placed on probation or withdrawn from the course. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student, instructor/ staff safety.

The withdrawing student must meet with course instructors and the Director of Training to complete all exit forms and have an **Exit Meeting** within two weeks of the withdrawal. The student is required to turn in their student ID and any equipment or items that belong to First Five LLC.

Student Complaint Procedure:

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction as well as discrimination based on race, color, gender, religion, age, national origin, disability, or sexual orientation. This procedure does not apply to students disputes about course grades which are resolved under the supervision of the appropriate instructors and the Director of Training. The course will not retaliate against the student as a result of filing a complaint.

Grade Change Policy and Procedures:

If a student believes that an error has been made in the assignment of a grade, he or she should first contact the instructor that assigned grade. If student not satisfied, he or she may contact the Director of Training in writing. Please allow one week for decision from D.O.T., all determinations are final.

Assignment of Grades:

The instructors of the course shall assign grades. The instructors will provide information to the students at the beginning of class regarding course, including the guidelines for grading. If the student has questions about or objections to the grading policy in a course, those must be brought up during class. Such questions or objections should first be addressed to the instructors and then, if the student believes it is appropriate, to the Director of Training. These questions are not relevant when determining whether an error occurred in assigning a performance grade.

Grade Change Appeal:

If a student believes that an error has been made in the assignment of a grade, he or she should first contact the instructor that assigned grade. If student not satisfied, he or she may contact the Director of Training in writing. Please allow one week for decision from D.O.T., all determinations are final.

Sometimes there is a question on an exam that the majority of class received points off for a wrong answer, the question will go before an exam review board to determine if students will receive credit and question will be removed from exam. Please allow one week for the decision from the Director of Training.

VIII. Safety and Health Information:

Professional Risks:

Interactions with patients in the health care industry carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and provided skills to implement precautions appropriate to these risks as part of the EMT-B curriculum.

All students are expected to provide appropriate care to all patients assigned to them in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, C or AIDS. Additionally, it is the responsibility of the student to implement standard precautions in the care of assigned patients.

Health Insurance:

First Five does not provide personal health insurance coverage for students. All students must provide a copy of personal health insurance prior to first day of class and maintain insurance throughout.

Accidents/Exposure:

Medical Professional Liability Insurance:

Medical Professional Liability Insurance is required for all students prior to the first day of class.

Accident Procedures:

1. Provide first aid for the student sufficient to get situation under control.
2. If the accident happens during a clinical/ride-time, notify Director of Training immediately.
3. If it appears that the illness/injury warrants an Emergency room visit call 911 or student may choose to see his/her own physician.
4. Instructor and student must fill out an Incident Case Report. (two reports filed)

Infectious Disease Exposure Response:

Students who experience an exposure to any potentially infectious materials (needle-stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is responsibility of the student to report the incident to the clinical/ride-time supervisor and Director of Training. Student should seek medical evaluation immediately. Students please fill out an Incident Case Report Form as soon as possible.

HIPAA:

The Health Insurance Portability Accountability Act (HIPAA) requires that all protected health information be kept private and secure by all persons that handle, or have access to that information. Since students, staff, and instructors use protected health information as part of the educational process. All students must understand and sign Confidentiality Agreement Form. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdraw from course.

Workplace Violence:

First Five has a zero tolerance policy for workplace violence. Students who commit physical and or verbal abuse, bullying or intimidation tactics will be withdrawn from course with no reapplication to course.

Substance Abuse Policy:

The well-being of patients and students is our primary concern. First Five has instituted all students are mandatory required to participate in substance abuse testing. Illegal drugs and alcohol will be tested. Students are required to complete prior to the first day of class.

Testing Procedure

Testing is handled by an outsourced agency. please refer to their website for further details.

www.verifystudents.com

III. Clinical and Ride-Time Policies

Professional Behavior:

First Five EMT-B program have certain expectations of behavior. Students while in classroom, clinical, or ride-time must conduct themselves in a professional manner as to reflect favorably upon themselves and the program they represent. Students are expected assume responsibility for their actions and will be held accountable for them. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, patients, instructors, preceptors will be disciplined as per policy. Students will abide by clinical policies during clinical/ride-time.

Students will also be disciplined for academic dishonesty and unprofessional conduct.

Unprofessional conduct includes, but is not limited to:

- Verbal or nonverbal language, actions, or voice inflections, or insubordination which compromise rapport or working relations with peers, staff, preceptors, patients and their family.
- Any behavior that may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
- Using or being under the influence of any drug and/or alcohol that may alter judgement and interfere with safe performance.

Violations of the professional behavior standards can result in immediate removal from clinical site, probation, or withdrawn from the program.

Professional Ethics and Confidentiality:

Students must remember that the information concerning patients is confidential. Refer to the regulations in the Health Insurance Portability Accountability Act (HIPAA). Failure to comply with the above is cause for immediate dismissal from the EMT-B program.

Safe/Unsafe Clinical Practices:

The First Five EMT-B program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are an academic requirement in this program.

Unsafe clinical practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, staff or self. Unsafe or unprofessional clinical practice may result in:

- a performance conference and written report
- a probation conference and written report
- immediate withdrawal from the program.

The following examples serve as guides to these unsafe behaviors, but are not considered to be all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, or other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize and correct violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, staff or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or nonverbal language, actions, or voice inflections, or insubordination which compromise rapport or working relations with peers, staff, preceptors, patients and their family, may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgement and interfere with safe performance in the clinical or classroom setting.
- Breach of confidentiality in any form.

Clinical Guidelines:

Clinical rotations are a very important part of your training. as a student you will have the privilege of sharing different learning experiences during your rotation/ride-time. Please try to make the most of this privilege. Along with privilege, inevitably comes responsibility, and you are expected to accept that responsibility to behave in an intelligent, dignified, courteous and professional manner.

The following guidelines are to help you know what is expected of you:

- You must be present for the shift you signed up for, and you will not be allowed to take a shift that you did not sign up for. Please arrive 15 minutes prior to your scheduled time. Late arrivals may be sent home followed by disciplinary action.
- Students should bring all required paperwork. Failure to have proper paperwork may be grounds for you to be sent home. Disciplinary action to follow.
- Proper dress code. please refer to uniform policy on syllabus or this handbook.
- Report directly to the charge nurse or field preceptor on ambulance.
- You may sit in on patient assessments, ask for permission prior to entering room.
- It is imperative to adhere to patient confidentiality. (HIPPA)
- Students should observe and practice skills as much as possible.
- Perform duties only in your scope of practice, supervision is required you are only a student.
- Do not use and shut off cell phones during clinical.

Documentation:

It is the responsibility of the student to see that documentation forms are completed properly and turned in on time. Where required, the clinical supervisor/preceptor (Instructor, RN, Paramedic, or other professional) must sign the documentation forms personally or electronically. Any falsification of documentation may result in dismissal from the program. Paperwork that has not been signed by the appropriate person will not be accepted.

Clinical Scheduling and Absences:

The Illinois Department of Public Health requires twenty four hours of clinical/ride-time to be licensed as a Emergency Medical Technician Basic. First Fives standards either meet or exceed those requirements. All students must adhere to the requirements First Five has set for clinical, ride-time and classroom (didactic).

Students will be scheduled by your lead instructor(s) usually around midterm. Under no circumstances will a student schedule themselves for clinical/ride-time. You will attend your

scheduled time, date and location. Please give twelve hours notice of cancelation, one hour in emergency situation. Contact the Director of Training if unable to fulfill your obligation. Absence from a clinical/ride-time will count as an unexcused absence and count against your total hours. plan on staying the whole shift, time will have to be made up.

Missed clinical can only be rescheduled subject to availability of clinical/ride-time.

Situations Requiring Immediate Contact of Director of Training:

The student must immediately contact D.O.T. if they become ill, are sent home from the clinical, if the student needs to leave clinical early or if anything else unusual or problematic occurs at clinical site. Notify D.O.T. if student is injured during clinical/ride-time.

The student must contact D.O.T. immediately if they are ever involved in an incident where the student is requested to make an official statement by a clinical representative. **Under no circumstances will the student write an official incident report or to be interviewed by staff regarding such events occurring during a clinical/ride-time without the permission and/or representation of the Director of Training or other lead instructor.**

Emergency Medical Technician Class Outline 2020 Tuesday/Thursday 6pm - 10pm

2/8/2021

Date	Lesson	Topics	Hours
2/8/2021	1.1 Online	Complete online LMS Week 1 Chapters 1,2,4,5 & 6 (201 Slides). Complete online Quiz 1 (25 Questions)	4 Hours
2/9/2021	1.2 Classroom	Orientation. On-Board paperwork Ride Time paperwork Medical Clearance Uniform Policy Weekly Review (Week 1) Group Case Studies Whole Class Discussions (DLE)	4 Hours
2/11/2021	1.3 Classroom	Practical Lab Classroom	4 Hours
2/15/2021	2.1 Online	Students complete online LMS Week 2 Chapters 3, 7 and 8. (144 Slides) Complete online Quiz 2 (25 Questions)	4 Hours
2/16/2021	2.2 Online Zoom	Weekly Review (Week 2) Group Case Studies Whole Class Discussions (DLE)	4 Hours
2/18/2021	2.3 Classroom	Practical Lab Classroom	4 Hours
2/22/2021	3.1 Online	Students complete online LMS Week 3 Chapters 9, 10 and 11. (217 Slides) Complete online Quiz 3 (25 Questions)	4 Hours
2/23/2021	3.2 Online Zoom	Weekly Review (Week 3) Group Case Studies Whole Class Discussions (DLE) in class	4 Hours

2/25/2021	3.3 Classroom	Practical Lab Classroom	4 Hours
3/1/2021	4.1 Online	Students complete online LMS Week 4 Chapters 12, 13 and 14. (215 Slides) Complete online Quiz 4 (25 Questions) Complete online Sectional Exam #1 covers Quizzes 1, 2, 3, 4 (50 questions)	4 Hours
3/2/2021	4.2 Online Zoom	Weekly Review (Week 4) Group Case Studies Whole Class Discussions (DLE) in class	4 Hours
3/4/2021	4.3 Classroom	Practical Lab Classroom	4 Hours
3/8/2021	5.1 Online	Students complete online LMS Week 5 Chapters 15, 16 and 17. (176 Slides) Complete online Quiz 5 (25 Questions)	4 Hours
3/9/2021	5.2 Online Zoom	Weekly Review (Week 5) Group Case Studies Whole Class Discussions (DLE) in class	4 Hours
3/11/2021	5.3 Classroom	Practical Lab Classroom	4 Hours
3/15/2021	6.1 Online	Students complete online LMS Week 6 Chapters 18, 19 and 20. (228 Slides) Complete online Quiz 6 (25 Questions)	4 Hours
3/16/2021	6.2 Online Zoom	Weekly Review (Week 6) Group Case Studies Whole Class Discussions (DLE) in class	4 Hours
3/18/2021	6.3 Classroom	Practical Lab Classroom	4 Hours

3/22/2021	7.1 Online	Students complete online LMS Week 7 Chapters 21, 22 and 23. (158 Slides) Complete online Quiz 7 (25 Questions) Complete online Sectional Exam #2 covers Quizzes 5, 6, 7 (50 questions)	4 Hours
3/23/2021	7.2 Online Zoom	Weekly Review (Week 7) Group Case Studies Whole Class Discussions (DLE) in class	4 Hours
3/25/2021	7.3 Classroom	Practical Lab Classroom	4 Hours
3/30/2021	8.1 Classroom	Midterm Written Midterm Exam Covers Quizzes 1-7. CH.1-23	4 Hours
4/1/2021	8.2 Classroom	Midterm Practicals	4 Hours
4/5/2021	9.1 Online	Students complete online LMS Week 9 Chapters 24, 25 and 26. (174 Slides) Complete online Quiz 8 (25 Questions)	4 Hours
4/6/2021	9.2 Online Zoom	Weekly Review (Week 9). Group Case Studies Whole Class Discussions (DLE) in class	4 Hours
4/8/2021	9.3 Classroom	Practical Lab Classroom	4 Hours
4/12/2021	10.1 Online	Complete Online Quiz 9 Course Week 10	4 Hours

4/13/2021	10.2 Online Zoom	Weekly Review of Ch. 27,28,29 (Week 10) Group Case Studies. Whole Class Discussions (DLE) in class	4 Hours
4/15/2021	10.3 Classroom	Practical Lab Classroom	4 Hours
4/19/2021	11.1 Online	Complete Online Quiz 10 Course Week 11	4 Hours
4/20/2021	11.2 Online Zoom	Weekly Review of Ch. 30 and 31 (Week 11) Group Case Studies. Whole Class Discussions (DLE) in class	4 Hours
4/22/2021	11.3 Classroom	Practical Lab Classroom	4 Hours
4/26/2021	12.1 Online	Complete Online Quiz 11 Course Week 12	4 Hours
4/27/2021	12.2 Online Zoom	Weekly Review of Ch.32 and 33 (Week 12) Group Case Studies. Whole Class Discussions (DLE) in class	4 Hours
4/29/2021	12.3 Classroom	Practical Lab Classroom	4 Hours
5/3/2021	13.1 Online	Complete Online Quiz 12 Course Week 13. Complete online Sectional Exam #3 covers Quizzes 8, 9, 10, 11 (50 questions)	4 Hours

5/4/2021	13.2 Online Zoom	Weekly Review of Ch. 34, 35 and 36 (Week 13) Group Case Studies. Whole Class Discussions (DLE) in class	4 Hours
5/6/2021	13.3 Classroom	Practical Lab Classroom	4 Hours
5/10/2021	14.1 Online	Complete Online Quiz 13 Course Week 14. Complete online Sectional Exam #4 covers Quizzes 12 & 13 (50 questions)	4 Hours
5/11/2021	14.2 Online Zoom	Weekly Review of Ch. 37, 38 and 39 (Week 14) Group Case Studies. Whole Class Discussions (DLE) in class	4 Hours
5/13/2021	14.3 Classroom	Practical Lab Classroom	4 Hours
5/17/2021	15.1 Classroom	Complete online Sectional Exam 4	4 Hours
5/18/2021	15.2 Classroom	Final Written	4 Hours
5/20/2021	15.3 Classroom	Final Practicals. Final Grades	4 Hours
	16.2 Classroom	Make Up Day	

	16.3 Classroom	Make Up Day	
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*NO BREAKS WILL BE GIVEN DURING CLASS

TOTAL DIDACTIC HOURS: 176

Enrollment Dates

Enrollment for our February 2021 class will be from December 20,2021 thru February 13, 2021.



Refund Policy

"Professionals Training Professionals"

All requests for refunds must be written and submitted to the Director of Training. Once requested refunds that are approved it may take up to 10 business days to reflect in your account. Refunds will only be issued to the same payment method used during the initial purchase.

Student Withdrawal Policy

A student may withdraw from class enrollment up to one week after the start of the class for a full refund, minus a \$50 administration fee. If a cancellation occurs after this date no refund will be given.

First Five LLC Cancellation Policy

First Five LLC reserves the right to cancel any course for any reason at any time. For courses canceled by **First Five LLC**, all fees except the application fee will be returned in the same manner in which it was received. The application fee will be applied toward the next class of the same level/type.

Natural Disaster/Pandemic

First Five LLC reserves the right to postpone, suspend, or alter the schedule of any course at any time for any reason beyond its control. This includes, but is not limited to, natural disasters, pandemics, fire, weather, or other types of emergencies.

Misrepresentation Policy

It is expected that the students enrolled in a course will attend as scheduled, perform their own work on all assignments and take exams with honor, integrity, and professionalism. **First Five LLC** has a zero tolerance for cheating and unethical behavior. This includes but is not limited to (1) someone other than the enrolled agent attending a course on his or her behalf; (2) publishing, in any manner, whether written or oral, course materials, work, assignments, projects, exam questions, or results; or (3) the performance or submission of assignments or exams that is not the work of the enrolled student.

The decision as to whether a student has engaged in cheating or other unethical behavior is at the sole discretion of **First Five LLC**. Any student so engaged will be immediately dropped from the course and will not be refunded any monies.

Student No Shows or Missed Attendance:

Students who fail to attend any part of the course without notifying staff members are *not* eligible for a refund.

Technology

Refunds will not be issued if a user is unable to access the content on our online platform, online classes, or any other issue where technology is proven to not be the fault of **First Five LLC**. Technical Requirements should be reviewed before enrolling in a class.

Further, no refund will be issued for:

- Failure to pass quizzes, sectional exams, mid-term exam, final exams, practical exams or any other in-course assessment requirements within the allotted attempts (per course guidelines).
- Failure to pass identity validation requirements, including validation of state or government identification, drug screening, or medical clearance, per course guidelines.
- Failure or unwillingness to attend any and all ride time, or clinical time.