

The Resuscitation Group

EMT Training Program Catalog



901 West Evergreen Boulevard, Suite 100, Vancouver, Washington, USA 978660

855-739-2257

Info@resuscitationgroup.com

January 2016

Admission Requirements

STUDENT REQUIREMENTS

All documentation must be submitted to the front office staff at the time of admissions and final payment.

Pre-requisites:

18 or older by start date of program.

High School diploma or GED

Copy of Driver's License or Copy of Current Passport

IMMUNIZATIONS REQUIRED:

(1) MMR immunization at least twice during my lifetime, or within the last ten years;

(2) Hepatitis B immunization

(3) Negative Tuberculosis test or chest x-ray within the past six months.

(4) Updated influenza vaccine shot

(5) Polio

CPR CARD – American Heart Association's Healthcare Provider (BLS).

WASHINGTON STATE BACKGROUND CHECK – This report may be obtained in a number of ways. Contact the Washington State patrol at 360-705-5100 or access the WSP website at www.wsp.wa.gov and click at: the site "WATCH."

You will need to pay \$10 by credit card to obtain your report.

* **International students are required to obtain** WASHINGTON STATE BACKGROUND CHECK prior to course completion.

*TRG reserves the right to terminate or suspend any all students based on a positive result (certain violations) found in the Washington State Background Check

INTRODUCTION

OVERVIEW OF EMT EDUCATION PROGRAM

The EMT Program runs approximately three months in duration. Students are provided with a challenging comprehensive education with true field experience. Students will complete a total of 150-190 “clock hours” for the class.

OUR VISION

The Resuscitation Group seeks to promote and improve the health and safety of the community, to increase the effectiveness of prehospital care, to enhance the education of practitioners, and to advance the status of the EMS profession.

OUR PHILOSOPHY

The Resuscitation Group (TRG) is committed to a philosophy of educational excellence and attention to detail both in our programs and in our students. We accept responsibility for preparing students who are knowledgeable in the field, responsive to service in the community and dedicated to continued expansion of human understanding through study.

To this end, we hold to the following philosophy:

- To promote high ethical codes of conduct and professional standards and foster participation in professional organizations and activities.
- To prepare students to assume responsibility for educating their patients and the public in the basic principles of emergency medicine.
- To educate students to practice within the scope of the laws of the DOT Curriculum, Washington State Amended 1996 Edition, including:
- Academically educating students for successful completion of national and state certification examinations.
- Educating students to complete state and local licensing examinations.
- Facilitating the competence required to provide current and comprehensive emergency medical care.

GOALS AND PROGRAM OBJECTIVES

TRG holds that learning is a lifelong process through which an individual modifies his/her behavior in order to accommodate changing healthcare needs. We also believe that learning is facilitated when student participation is actively encouraged, instructional and educational goals are well defined and communicated, and student goals and objectives are clear and supported by the faculty.

❖ *It is understood that, ultimately, the full responsibility for learning rests with the student and his/her commitment to the learning process.*

CONTACT TELEPHONE NUMBERS

Rod Rowen

Director of Education

(855) 739-2257

PROGRAM STAFF & DUTIES

Rod Rowen - Director of Education:

The DOE will review and approve the educational content of the program curriculum to certify its ongoing appropriateness and medical accuracy. The DOE will review and approve the quality of medical instruction, supervision, and evaluation of the students in all area of the program. The DOE will assure and attest to the competence of each graduate in the cognitive, psychomotor, and affective domains.

FACULTY

The TRG faculty well be comprised of a numerous EMS and healthcare specialists. Faculty recruitment will be non-discriminatory with regard to disability, race, color, creed, gender, sexual preference, veteran status, and national origin.

ACCREDITATION

Our accreditation will be granted by the Washington state EMS / Paramedic training program.

Credit Hours

The Washington State EMT Curriculum is 180hrs in length and is 16 credits hours

FACILITIES

We are located in Southwest Washington in the Portland Metro area at 901 West Evergreen Boulevard, Suite 100, in Vancouver, Washington. Business hours are from 8:00am until 5:00pm Monday through Friday and we can be reached at 855-739-2257 or by email at info@resuscitationgroup.com

STUDENT/TEACHER RATIO

The usual class size for the EMT education program is up to 30 students. TRG is committed to maintaining a student/teacher ratio of not greater than 6:1 in the laboratory setting. In the clinical and field internship settings, students work 1:1 with an assigned preceptor.

ACADEMIC CALENDAR AND HOURS OF OPERATION

The Resuscitation Group will observe the following holidays and classes will not be held on the following dates:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Enrollment is ongoing throughout the year.

The EMT Program runs approximately 12 weeks in duration.

Students are provided with a challenging comprehensive education with true field experience.

Students will complete a total of 150-190 "clock hours" for the program.

Class hours are scheduled Monday through Friday 9:00am until 4:30pm

TUITION, FEES AND DEPOSITS

Tuition and Fees for local students paid to The Resuscitation Group.

Application Fee:	\$100.00
Tuition & Fees:	<u>\$1200.00</u>
Total Charges:	\$1300.00

Tuition and Fees for international students paid to The Resuscitation Group.

Application Fee:	\$100.00
Tuition & Fees:	<u>\$2900.00</u>
Total Charges:	\$3000.00

REFUND POLICY

All refunds owing will be made within thirty (30) calendar days from the time of cancelation of EMT program. (Provided cancellation was made prior to the 30 day prior to EMT program start date.)

The official date of termination or withdrawal of a student shall be determined in the following manner: The date on which the school recorded the student's last day of attendance; or The date on which the student is terminated for a violation of a published school policy which provides for termination;

- No student shall be continued on an inactive status in violation of school policy without written consent of the student. Inactive students must be terminated within thirty days of the next available start date and refunded appropriate prepaid tuition and fees at that time.
- Refunds must be calculated using the official date of termination or withdrawal and the date designated on the current enrollment agreement executed with the student. Refunds must be paid within thirty calendar days of the student's official date of withdrawal or termination.
- Application/registration fees may be collected in advance of a student signing an enrollment agreement; however, all monies paid by the student shall be refunded if the student does not sign an enrollment agreement and does not commence participation in the program.
- The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school;
- The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training; the applicant may

request cancellation in any manner, in the event of a dispute over timely notice. The burden of proof rests on the applicant;

- The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student records system;
- If training is terminated after the student enters classes, the school may retain the registration fee established under (c) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this % of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

Should TRG cancel the EMT program after a student has paid the full tuition, TRG will refund all monies paid by the student, including the application fee.

COURSES & PROGRAMS OF STUDY

- Certificate in Critical Care
- Advanced Cardiac Life Support (ACLS)
- Advanced Cardiac Life Support – Experienced Provider (ACLS EP)
- Pediatric Advanced Life Support (PALS)
- Cardiopulmonary Resuscitation (CPR)
- AHA Blended learning programs (All disciplines)
- Trauma Life Support courses
- 12 Lead ECG and Capnography workshops
- Advanced Airway management workshops
- Advanced scope of practice, transport, wilderness, and SAR medicine courses
- Critical Care Transport (CCT) and Flight Paramedic Courses
- Crew Resource Management (CRM)
- Immersive simulation for healthcare staff drills
- Safety and disaster response drills
- Managing large scale events
- All terrain and discipline rescue programs

POLICIES & PROCEDURES

ATTENDANCE

The EMT education program is a rigorous, condensed program of study where **any** absences are detrimental to a student's chances of passing all required phases. Attendance is required for all classes. Excused absences will be granted for emergency situations only. Students are required to sign an attendance roster for each day of class. Absences, tardiness and/or early exits, and operational policies are as follows:

Absences:

A student will be allowed only three (3) absences with notification (4 course hours x 3 days equals 12 hours of content missed. Saturdays are equal to 2 absences since they have 8 course hours). Absences above this limit may result in expulsion from the program with any reimbursement provided in accordance with TRG scheduled refund policy.

An absence with prior notification means that the student has contacted the TRG staff more than one hour prior to the scheduled start of class.

After one (1) absence without prior notification or two (2) absences with notification, the student shall meet with the EMT Program Coordinator to create a remediation plan and the student will be placed on probation.

In addition, if a student is absent for three (3) or more consecutive days, he or she will be expelled from the program with no reimbursement for tuition already paid.

Tardiness and Early Exits:

A student will be allowed only three (3) tardy or early exits. A tardy is defined as arriving to class more than 5 minutes after the scheduled start time. An early exit is defined as leaving class more than 30 minutes prior to the end of scheduled class time. Tardy arrivals or early exits above this limit will be cause for expulsion from the program with any reimbursement provided in accordance with TRG scheduled refund policy.

Make-up Work:

Students who miss assignments, quizzes, exams, or any other work due to absences, tardiness, or early exits must meet with the Instructor to coordinate make-up of any missed assignments. Missed exams must be taken before the next day of class can be attended. (Exams are given on Saturday; they must be retaken Monday before class.)

Inclement Weather:

During inclement weather, TRG will hold class according to Lower Columbia College's weather condition policy. Students should use added discretion when traveling from more rural areas. If class is in session, and the student deems it unsafe to travel to class, the EMT Program Coordinator should be contacted immediately.

Cell Phones and Pagers:

All cell phones, pagers, or other such electronic communication devices **will be turned off during class.**

Dress Code:

Students will wear black pants, EMS t-shirt, boots or leather shoes, and their EMT course issued name tag.

Clinical Phase

In this phase of your training you will be spending a total of 10 hours of clinical rotation with an EMS agency. All EMT students are expected to follow the instructions of his or her preceptor and act professionally at all times.

Absences and/or Tardiness:

Absences and/or tardiness without prior notification are not acceptable during the clinical phase.

Make-up Work:

All missed shifts must be made up as soon as can be arranged.

CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

In general, student records are released only for legitimate educational reasons or pursuant to a student's express written consent. Students may provide written consent to the TRG staff by filling out and submitting the **Consent to Release Student Information** form. A copy of this document is available at the back of this handbook.

This form may not be sent electronically.

TRG adheres to the guidelines set forth in the federal Family Educational Rights and Privacy Act (FERPA).

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S Department of Education.

- ❖ For additional information or technical assistance, you may call (202) 260-3887 (voice).

Individuals who use TDD may call the Federal Information Relay Service at

1-800-877-8339.

Or you may contact the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington D.C. 20202-5920

STUDENT EVALUATIONS

Students will be evaluated relative to the cognitive, psychomotor, and affective educational domains. Evaluation of students shall be conducted on a recurring basis and with sufficient frequency to provide both the student and program faculty with valid and timely indicators of the student's progress toward and achievement of entry level competencies stated in the curriculum.

STUDENT CONDUCT

Representation of the TRG EMT Education Program:

Through their professional conduct, students represent TRG. The quality of medical care, abilities to explain and/or justify the care provided and even personal appearance all reflects the educational and professional philosophies of TRG. Personal pride and pride in the program are important. We have an excellent reputation in the healthcare community because our faculty and students take pride in the TRG EMT Education Program.

Students should not make statements on behalf of TRG, or represent EMT, Inc. in administrative, financial, educational, or policy matters without the express written authorization of TRG staff.

Honor Code:

Students are responsible for conducting themselves in a manner that is above reproach at all times. The TRG staff maintains that above all, ethical conduct, especially honesty, is one of the most important attributes of a competent healthcare professional. Having adopted the high ethical standard of the EMT profession, the student is charged with the responsibility for the behavior of his or her colleagues as well as his/her own.

Violations of this honor code can be cause for dismissal from the EMT Education Program. Students with knowledge of an infraction of this honor code are obligated to provide this information to the TRG staff immediately. If a student fails to notify TRG staff immediately, the student could face disciplinary action up to and including expulsion.

Prohibited Conduct:

The following is a list of prohibited conduct. This list is not meant to be exhaustive, nor should it be inferred that items not expressly listed are acceptable. Students are required to abide by all rules, policies, and procedures dictated by TRG staff, whether indicated herein or communicated at a later date.

- Submitting material in assignments, examinations, or other academic work which is based upon sources prohibited by the instructor or the furnishing of materials to another person for the purposes of aiding another person to cheat
- Submitting material in assignments, examinations, and other academic work which is not the work of the student in question
- Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to educational or professional matters
- Falsification or misuse of TRG records, permits, or documents.
- Exhibiting behavior which is disruptive to the learning process or to the academic or community environment.
- Conviction of a crime, either:
 - Before becoming a student under circumstances bearing on the suitability of a student to practice a health or related profession, or

- While a student at the TRG EMT Education Program.
- Disregard for the ethical standards appropriate to the practice of a health or related profession while a student
- Attending any TRG EMT Education Program educational offerings while under the influence of alcohol, drugs, or medication that may impair one's ability to perform required functions is prohibited. It is inappropriate to be under the influence or have consumed within the last twelve (12) hours any substance that would alter your state of mind, or jeopardize patient care (e.g. alcohol, drugs, or medications). Students should be aware that tolerances may vary and the twelve (12) hours minimum may not be sufficient time to be prepared.
- If a student is suspected of being under the influence of alcohol, drugs, or impairing medication, he/she will be dismissed immediately from class or clinical/field internship shift. In such an instance, the student will fall under the procedures outlined in the Academic Discipline/Dismissal Procedure.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities including the TRG public service functions or other authorized activities on institutionally owned or controlled property.
- Obstruction, disruption, and/or interfering with freedom of movement, either pedestrian or vehicular, on TRG owned or controlled property.
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on institutionally owned or controlled property (e.g. clinical environment, classrooms, etc.), in contravention of law or TRG rules.
- Detention or physical abuse of any person or conduct intended to threaten imminent bodily harm or endanger the health of any person on any TRG owned or controlled property.
- Malicious damage, misuse, or theft of TRG property, or the property of any other person where such property is located on TRG owned or controlled property or regardless of location, is in the care, custody, or control of TRG.
- Refusal by any person while on TRG property to comply with TRG staff orders or an appropriate authorized official to leave such premises because of conduct proscribed by this rule when such conduct constitutes a danger to personal safety, property, or educational or other appropriate institutional activities on such premises.
- Unauthorized entry to or use of TRG facilities, including buildings and grounds.
- Use of TRG computers for any activities involving (a) buying or selling of items not required for program use, (b) downloading programs off the Internet, including music or video files, (c) accessing Internet sites containing pornography or gambling.
- Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct which calls upon a person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the TRG including the safety of persons and the protection of its property.

Knowledge of Misconduct:

Any person who witnesses or has firsthand knowledge of misconduct as described in the section above is obligated to send a written report of the infraction to the EMT Program Coordinator. Failure to do so may result in disciplinary action up to and including dismissal from the program.

DRUG AND ALCOHOL AWARENESS

TRG recognizes the obligation of the administration, faculty, staff, and students to support and maintain a community atmosphere that emphasizes the development of healthy lifestyles and the making of responsible, informed decisions concerning drug and alcohol use. Efforts to provide this atmosphere will include: education through curriculum infusion, intervention, treatment referral, and especially the support of healthy lifestyle alternatives.

The goal of these efforts is to provide factual information about use and abuse and to increase awareness of indicators of harmful involvement; to educate students, faculty, and staff concerning options for dealing with excessive consumption by self and/or others; and to educate concerning possible interventions to prevent further abuse.

Whenever a person is concerned about another's abuse of chemicals. The concerned individual is encouraged to speak privately with the abuser. Students needing assistance should consult with the Director of Education for counseling and/or referral.

DISCIPLINE PROCEDURE

Academic Discipline/Dismissal Procedure:

Any student for whom a recommendation for discipline/dismissal is considered will have received ample notification of unsatisfactory work. The student will be notified in writing, either by email, personal delivery or posted letter, of the following:

- 1) Factors the TRG EMT Education Program intends to consider in the discipline/dismissal proceedings.
- 2) The time and place for a meeting with members of the program staff.

From the time of written notification to the time in which the proceeding is held and a final decision rendered, the student loses all attendance privileges. This time period will not exceed 3 business days.

A meeting will be convened, attended by members of the program staff and the student. During this meeting, the following will be reviewed:

- Policies and Procedures relevant to the disciplinary proceeding.
- Student's signed statement, agreeing to be bound by the TRG EMT Education Program policies.
- TRG EMT Education Program documentation regarding student's deficient performance.
- Student rebuttal.

Within five (5) business days of this meeting the Instructor shall provide the student with a written decision. The student has the right to appeal the Instructors decision based on the Appeal Process outlined below.

APPEAL PROCESS

A student who has been dismissed from the EMT Education Program or disciplined in any way that the student feels is unfair may appeal the decision of the Instructor.

- **Step 1:** Within five (5) working days of receiving the Instructor's decision, the student shall provide to the Director of the EMS Education (or his or her designee) a written request for an appeals hearing. The request should outline the alleged behavior that led to discipline and why the student does not believe this is a fair outcome.
- **Step 2:** Within five (5) working days of receiving the request for an appeals hearing, the Director of EMS Education (or his or her designee) shall meet with the student. During this meeting the student will present his or her case as to why he or she believes the discipline to be unfair.
- **Step 3:** Within five (5) working days of this meeting, the Director of EMS Education (or his or her designee) shall provide a written response to the student regarding this matter. The decision of the EMS Program Coordinator (or his or her designee) is final and may not be appealed.

DISCRIMINATION AND HARASSMENT

In addition to the prohibited behaviors listed above, TRG prohibits any type of discrimination or harassment against any person based on the following:

- Race
- National Origin
- Sex
- Age
- Creed
- Presence of physical, sensory, or mental disability
- Religion
- Color
- Disabled veteran status
- Sexual Orientation
- Vietnam-era Veteran status
- Marital Status

The responsibility for, and the protection of this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in TRG programs. It encompasses every aspect of employment and every student and community.

Trainees are seeking to assume a vital position of trust in the community and taking on the responsibility of serving everyone in need of their services, regardless of gender, race, age, national origin, sexual orientation, economic or educational background, religion, or any other factor. This is the responsibility that goes with having access to people's private homes and lives in times of their great stress. It is your obligation to treat every patient and their families with equal respect. Everyone in the community must be approached and served with equal respect, care, and professionalism.

Persons who believe they have been discriminated against or harassed by TRG or its employee(s) or agent(s) on the basis of any status listed above, may request informal assistance and/or lodge a formal complaint.

COMPLAINT PROCESS

The process for filing a complaint for alleged discrimination or harassment is as follows:

- **Step 1:** The student shall provide the Instructor with a written summary of the alleged behavior which led to the complaint. If the complaint involves the Instructor, the student shall provide the complaint to the Director of EMS Education.
- **Step 2:** Having received the complaint, the EMT Program Instructor shall review the facts with the Director of EMS Education and determine the appropriate course of action. Many situations can be resolved by the Instructor mediating a meeting between the complainant and the alleged offender. If that is not a viable option, or if it is not successful in resolving the matter, the Instructor shall initiate an investigation.
- **Step 3:** The investigation shall include interviews with the complainant and the alleged offender(s). This investigation may be conducted by TRG staff or outside investigators. This investigation will be completed within 45 days of the original complaint. Once the investigation is complete, the Instructor shall provide the complainant with a written summary of the findings and the action to be taken by TRG
 - No one shall be singled out, penalized, or retaliated against in any way by a member of the EMT, Inc. agency for initiating or participating in the complaint process. Retaliation may be grounds for disciplinary action.

If desired, inquiries or appeals beyond TRG level may be directed to:

Equal Employment Opportunity Commission

909 First Avenue, Suite 400, Seattle, WA 98104

(206) 220-6883

Washington State Human Rights Commission

711 South Capitol Way, Suite 402; PO BOX 42490, Olympia, WA 98504

(360) 753-6770

Workforce Training and Education Coordinating Board

128 10th Avenue, SW; PO BOX 43105, Olympia, WA 98504-3105

(360) 753-5673

UNIVERSAL PRECAUTIONS

In the laboratory, clinical, and internship settings students are at risk for exposure to blood borne pathogens and infectious diseases. All bodily substances should be considered potentially infectious. Personal protective equipment (PPE) is readily available in the laboratory, clinical, and field internship settings and should be used at any time where there is a possibility of exposure to blood borne pathogens.

The minimum recommended PPE includes:

- **Gloves:** Disposable gloves should be worn BEFORE initiating patient care when there is any risk of exposure to bodily substances.
- **Masks and Protective Eyewear:** Masks and protective eyewear should be worn when there is any risk of blood or other bodily fluids splashing or spattering.
- **Gowns:** Gowns should be worn when there is any risk of blood or other bodily fluids splashing or spattering.
- **Special Considerations:** When treating any trauma patient when there is any risk of exposure to bodily substances; gloves, gown, mask, and protective eyewear **MUST** be worn. All of the above must be worn if the student is to enter into the immediate patient care area.
- **Hand Washing:** Hand washing is mandatory before and after any patient contact. All students must wash their hands after eating or using the restroom facilities.
- Any student who is exposed to a patient's bodily fluids should immediately decontaminate themselves and report the incident to their instructor or preceptor. Failure to adhere to Universal Precautions will result in disciplinary action.

PATIENT CARE & CONFIDENTIALITY

Students should expect to participate in the care of patients with infectious diseases during their educational activities. Students will follow Universal Precautions to avoid transmission of or infection from infectious diseases. The procedures deemed necessary should be those recommended by the Centers for Disease Control (CDC).

- 1) It shall be the responsibility of TRG clinical unit, or EMS agency to provide adequate protective materials (e.g. disposable gloves, masks, eye protection), or to ensure that the student is not put in a position where unprotected exposure is likely. Some EMS agencies may require the student to supply his/her own HEPA-filter masks as protection against airborne pathogens.
- 2) It shall be the responsibility of TRG, clinical unit, or EMS agency to instruct the student about accepted infection control procedures applicable to the student's activities.
- 3) It shall be the responsibility of the student to use the protective barriers provided, and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases.

Student Illness or Injury:

Students are expected to exercise prudence in attending mandatory class or clinical sessions when ill. Healthcare professionals at clinical sites are empowered to restrict the activities of, or prohibit a student from completing a clinical shift.

Patient Confidentiality:

The following guidelines should be followed to protect the patient's right to privacy:

- 1) Students, staff, and faculty of TRG will comply with the patient confidentiality guidelines established in the Health Insurance Portability & Accountability Act (HIPAA) of 1996.
- 2) TRG Patient Charting Forms and the clinical and field internship logs submitted for review should not have patients name, social security number, address, phone number, hospital identification number, or any other uniquely distinguishing information noted on them.
- 3) Patient condition and/or therapy will not be discussed with anyone not directly involved in that patient's care. Cases may be discussed as part of the educational process of the TRG EMT Program. During these case presentations, every effort will be made to protect the patient's confidentiality. Any discussion regarding patient condition or care will be undertaken in an area and under circumstances which prevent dissemination of information to others not directly involved in the patient care conference.
- 4) If patient care assessment or management problems are perceived, or questions arise regarding the care, the case may be discussed in private with the EMT Program Coordinator.

RECORD KEEPING

The TRG EMT Education Program maintains all training records in hard copy format. All records will be made available to students and to authorized agencies upon request. All hard copy format student files are maintained in a locked office within TRG, only the Instructor and the Director of EMS Education are permitted access to these records. Each student shall be permitted to review their file upon request. In addition, TRG conforms with all laws under the Family Education Rights and Privacy Act (FERPA) regarding any records released to outside sources. Student records will be maintained for a minimum of ten (10) years.

TRG Program Files:

TRG EMT Education Program files will contain for each course: summary of student attendance, summary of all written exams and all practical exams, copies of all written exams with answer keys, copy of practical exam plan to include evaluators utilized. Also included for each course is a detailed syllabus, copy of applicable handbook(s), and records pertaining to clinical and field internship experiences.

Student Files:

Student files will contain the student application and any applicable documentation for prerequisites, waivers, signed code of conduct agreements, attendance record, skill competency record, exams, counseling forms, clinical evaluations, incident reports (as needed), clinical and field internship records, and copies of certifications earned.

Access to Student Files:

Any student shall have access to their personal class records upon request. This request should be made to the Instructor or the Director of EMS Education. The Instructor and student issuing the request will then review the student's file.

GRADING

GRADING

The EMT course is a preparatory program for the National Registry Exam (NREMT) as well as preparation to care for patients. It is important for all students to know at least 80% of the course content to successfully complete the program. The way that we ensure that is through homework, quizzes, and exams.

Homework:

Homework is graded as pass/fail. Homework is due according to the course syllabus, and any homework not turned in on time will be entered into the grade book as failed and successful completion of the course will not occur.

Quizzes:

The minimum passing score for all quizzes is 80%. If a student fails more than eight chapter quizzes they will be dismissed from the program. If the student misses class they will need to schedule with the director to take the quiz/s before the next class day.

Mid-term and Final Exams:

Each student must pass all mid-term and the final to successfully complete the program. A minimum score of 80% on all exams is required. If a mid-term exam is failed, the student will be allowed one retest, after meeting with the director of the program. The exam must be retested within four (4) days of failing the exam. If the exam is not tested within four (4) days the student will be dismissed from the program. If the student fails the retest they will be dismissed from the program. If a second mid-term exam is failed, the student will meet with the director to discuss continuing on with the program. It is the responsibility of the student to arrange to meet with the director and schedule a retest.

If a student misses an exam due to an absence, they must take the exam *before their next class day.*

****ATTENTION** - If a retest is passed the *maximum* score the student will receive for that exam will be 80%.

Final Exam:

The final exam is a comprehensive test of the didactic portion of the curriculum consisting of both *written* and *practical* elements. Students are required to pass the written portion of the final exam with a minimum score of 80%. The practical examination is scored “pass/fail”. The student will be allowed one opportunity to retest either/both element(s) of the final exam. The retest must be completed successfully within one week of the initial failure and it is the responsibility of the student to arrange the retest. If the retest is passed, the retest score will be entered into the grade book as 80% for the written element, a “Pass” for the practical element. Students failing the retest will be dismissed from the program.

Grading Scale:

Grades during the didactic phase will be determined on the basis of the following:

A	95% - 100%	well above average
B	85% - 94%	above average
C	80% - 84%	average
F	0% - 79%	failing

Method to report Student Grades:

Student’s grades will be posted and accessible electronic grade book.

Academic Probation / Remediation:

Failure of a student to meet academic or skill performance standards will result in remedial action to address educational strategies. Such corrective action may include additional course work in the form of oral presentations; written assignments; one-on-one coaching by peers or staff. Remediation may be initiated by the student or the Director of EMS Education. All remedial sessions will be documented and recorded in the student’s personal file. Inability to resolve academic or skill performance deficiencies with remedial course work is grounds for dismissal. A student may discuss academic or skill performance difficulties at any time by making an appointment directly with the Director of EMS Education.

CLINICAL PHASE

RESOURCES

Students will have access to an adequate number of patients, appropriately distributed by disease, injury, gender and age, who present common problems encountered in the delivery of pre-hospital care. Students shall have access to direct patient care responsibilities but will not be used as a substitute for essential personnel, and their care will be supervised by appropriate clinical receptors.

The program shall ensure that the nature and amount of clinical experience are adjusted to the experience and ability of the student and that appropriate guidance and feedback are provided to the student.

General Rules:

The following is a list of rules to be adhered to while performing TRG EMT Education Program clinical:

1. Eating and drinking are prohibited except in designated areas.
2. Smoking and smokeless tobacco are prohibited during and one hour prior to clinical/internship rotations.
3. No alcoholic beverages will be consumed during rotations or up to 12 hours prior to rotations. This time limit may not be adequate, based on the amount of consumption and body type of the individual, and should only be used as a guide. Students who feel their involvement in a rotation may be impaired by any substance should refrain from participation. Any evidence of alcohol or drug use while on rotations will result in immediate suspension from the rotation site and from the EMT Education Program, and may result in dismissal from the program, pending a full investigation.
4. No student will be allowed to leave his/her rotation site without the consent of the clinical preceptor.
5. Students are not to receive personal telephone calls while on rotation. In case of a family emergency, the clinical site operator should be contacted by the student's family and a message will be relayed to the student.
6. The student will be ready to start rotations at the assigned time. The student must be at the rotation site at least fifteen (15) minutes early.
7. Upon arrival at the rotation site, the student will introduce himself/herself to the clinical preceptor and clearly indicate their level of training.
8. The student will not argue with their preceptor or with any paid personnel at the clinical site. The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site the student will immediately remove himself/herself from the conflict and notify the EMT Program Director by telephone immediately. Ronnie Stewart (360) 601-8521.
9. Students will practice universal precautions during all patient care, and handling of patient care equipment regardless of the situation. Any student not complying with this policy will fail that rotation and be required to write a 10 page report on infection control and present it orally before the class.

GRADUATION

REQUIRMENTS

- Payment in full of all TRG EMT Education Program tuition.
- Meet minimum attendance requirements.
- Satisfactory completion of all didactic requirements with grade scores of at least 80%.
- Satisfactory completion of all clinical rotations and submission of supporting documentation.
- Submission of all assigned writing assignments
- Successful completion of final written examination and skills evaluation.

CERTIFICATE AND PERMANENT RECORD

Upon graduation from the EMT program, students will be provided with a graduation certificate.

The student's academic records will be kept on file at TRG for a minimum of fifty (50) +1 years using secured I cloud capabilities as required per state law WAC 490-105-200.

PLACEMENT SERVICES

The Resuscitation Group will offer specialized programs for assisting with placement services

EDUCATIONAL CREDENTIAL UPON GRADUATING

Upon graduation from the EMT program student will be prepared for the national Exam and have the potential to obtain their license.



Consent to Release Student Information

The TRG philosophy regarding student information is that students are adults and we generally will not share their academic and/or financial records with third parties, including parents, without consent. At the same time, we will share a student's education records where the student has given consent and in other cases permitted by federal law. The Family Educational Rights and Privacy Act of 1974 (FERPA) and the TRG policy on the confidentiality of student records protect the privacy of student education records and generally limit access to the information contained in those records by third parties. FERPA and TRG policy, however, do provide for situations in which TRG may, at its discretion, and sometimes must, disclose information without a student's consent. For example, we may disclose education records to a parent without the consent of the student if the student is listed as a financial dependent on the parent's federal tax submission (financial aid applicants) when we determine such disclosure is merited. **You may choose to grant TRG the right to disclose education records to certain individuals in accordance with FERPA and TRG policy by filling out and signing this consent form.**

You have the right to revoke the permissions granted here at any time by submitting your written revocation to the office maintaining this consent form. Such revocation will not affect disclosure made by the TRG relying on your consent prior to receipt of such notice of revocation. **Note: this form does not pertain to Medical inquiries.**

Student's Name: _____

Last four digits of your SSN: _____

I have listed below the individual(s) to whom TRG may release information from my education records:

Name: _____

Relationship to Student: _____

Address & Telephone #: _____

Name: _____

Relationship to Student: _____

Address & Telephone #: _____

The above named individual(s) may have access to the following information (examples: all academic information, all financial information):

Student Signature _____ Date _____

ACADEMIC GUIDELINES

1. Reading assignments are to be completed prior to class.
2. Attendance is required for all classes. Excused absences will be granted for emergency situations only
3. You will be responsible and accountable for all equipment assigned to you during skill stations and patient care scenarios. You are expected to assist in the cleaning and proper storage of equipment after each class.
4. Tests will include the material from the textbook and classroom work.
5. Students are required to bring their EMT textbook and writing utensils to each class.
6. Any student may withdraw from the EMT program at any time. Refunds will be made according to EMT, Inc. Policy.
7. Any student may be dismissed if they do not meet the course standards. This will include skills, clinical rotation, and written grades (after review by the EMT Program Coordinator and the individual).
8. Passing score for this course is 80% or greater. This includes quizzes and module tests. An 80% score is required for the final exam. Module exams will count for 60% of the final grade.
9. If the student does not successfully pass any practical portion of the class, including the final practical, they will not receive a passing grade or a course completion certificate.

GENERAL RELEASE

I understand that the education and work of an EMT, including lab work and clinical rotations within hospitals or other healthcare facilities with which I may be associated, are inherently dangerous and could expose me to accident and injury, including but not limited to blood borne and airborne pathogens, needle sticks, and many other dangerous and hazardous situations and environments, and I hereby release and hold harmless The Resuscitation Group and any other their employees, instructors and volunteers from any liability associated with these risks.

CERTIFICATION

All students have the understanding that taking and successfully completing the required written and practical material to the standard of EMT, Inc. does not guarantee the student will obtain certification and/or practice as an EMT in the state of Washington or any other state.

Those who are not affiliated have 18 months from the time of the course completion to obtain affiliation.

I, _____, understand this Student Code of Conduct and agree to follow these policies and procedures of TRG

Student Signature

Date

This Student Code of Conduct is to be read the first day of class and returned (signed and dated) to the EMT Program Coordinator by the following class date.



This school is licensed under Chapter 28C.10RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 – 10th Ave., SW, Box 43105, Olympia, Washington 98504

Web: wtb.wa.gov

Phone: (360) 709-4600

E-Mail Address: pvsa@wtb.wa.gov