



EMT Student Handbook

Emergency Medical Technician

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WELCOME

Dear EMT Student,

Congratulations on admission into the Emergency Medical Technician Program!

EMS is an exciting career with enormous opportunity! Let's get you started! Compumed Vocational Careers (CMVC) EMT Program will be demanding but rewarding as well. You will learn both the art and science of EMS, which includes technical skills, interpersonal communication techniques, and providing emergent patient care. You will learn about the importance of professionalism and ethical behavior, as well as developing your fundamental skills that will last your entire career in EMS.

Your life will undergo many changes as you continue your journey of learning and EMS!

This student handbook is designed to assist you in navigating through the program, familiarize you with CMVC, and serve as a guide for clarification as you progress through the EMT program. Please read it thoroughly, as you are responsible for understanding and adhering to its content. Please keep this handbook and the CMVC Catalog in an easy to find location, just in case you need to refer to it throughout the program.

If you have questions, please do not hesitate to reach out to me directly or the faculty for clarification or assistance. If you should require a meeting in person, please schedule a time with me to address your concerns.

Welcome to American Healthcare Institute and the Emergency Medical Technician Program,

"Where Heroes are Made"

Nicholas Gordon

Nicholas Gordon, BS, PMD
Program Director of EMS

AM Health MISSION STATEMENT

Compu-Med Vocational Careers is dedicated to provide relevant education and vocational training that will enable our graduates to take advantage of career opportunities within our specialties, and to acquire entry level positions upon graduation. The School provides a comfortable and pleasant environment which is reflected through positive student's surveys. The result is always positive. We constantly try to improve by giving the students learning techniques guided by professionals who make teaching their vocation. We promote among Compu-Med Vocational Careers Team members an atmosphere of respect, dignity, and trust which motivate us to work together to the best of their abilities and giving the students our best services.

At CMVC students are our main priority. This is why in addition to the technical training offered, CMVC team members educate and teach our students rules of professionalism and moral conduct. Discipline, punctuality and attendance are our major tools in the process of training and educating students. At CMVC we care about the students' worries and needs, advising and guiding them through their educational journey until they reach their goals as well trained and educated individuals capable of taking care of our community members with professionalism, ethics, and compassion.

EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT

CMVC assures that no person shall be excluded from participation, treated equally, denied any benefits, or subjected to any form of discrimination due to gender, religion, race, color, age, creed, national origin, physical handicap or disability, sexual orientation, marital status, domestic partnership status or liability for the military service. CMVC is an equal opportunity educational facility. Inquiries may be directed to the Campus Director.

ACCREDITATION STATUS

CMVC is state licensed by the Florida Department of Education, Commission for Independent Education, Florida Department of Education and by the State of Florida Bureau of Emergency Oversight. This Institution is also a Training Site for The American Heart Association (AHA) and The National Association of Emergency Medical Technician-Basics (NAEMT).

For further information regarding our licensing and or authorized provider please contact the following departments:

- Florida Department of Education, Commission for Independent Education 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, (Phone) 888-224-6684.
- Florida State Department of Health, Bureau of Emergency Medical Services 4052 Bald Cypress Way, Tallahassee, FL 32399, (Phone) 850-245-4440
- Florida State Department of Health, Bureau of Emergency Oversight 4052 Bald Cypress Way BIN CO2, Tallahassee, FL 32399-3252, Phone (Phone) 850-245-4125
- American Heart Association (AHA) 1100 East Campbell Road, Suite 100, Richardson, TX 75081, (Phone) 888-277-5463
- National Association of Emergency Medical Technician-Basics (NAEMT) 132-A East Northside Drive, Clinton, MS 39056, (Phone) 601-924-7744

PROGRAM OBJECTIVES

Upon successful completion of this course, the student shall be able to:

- Recognize the nature of a patient's illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance and mode of transportation.
- Administer the appropriate emergency treatment necessary to stabilize the patient's condition.
- Evaluate the patient's response to the administered treatment to ensure that the status of the patient does not worsen.
- Use proper lifting techniques to move the patient to minimize patient discomfort and injury.
- Transfer the patient safely to the appropriate medical facility and give an accurate account of patient's ailment and current status to the health professional that is taking over the patient care.
- Obtain a relevant history of the patient's illness or injury, perform a pertinent physical examination, and reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene.
- Manage both trauma and medical patients properly in a pre-hospital setting.
- Give accurate verbal and written reports, communicate via emergency radio, know the criteria for safe emergency vehicle driving, properly maintain emergency vehicles and equipment properly, control the emergency scene and perform basic extrication.
- Provide basic life support as necessary.
- Demonstrates the ability to comprehend, apply, analyze and evaluate information relevant to their role as entry level EMT.
- Demonstrates technical proficiency in all skills necessary to fulfill the role of entry level EMT.
- Demonstrates personal behavior consistent with professional and employer expectation for the entry level EMT.

PROGRAM DESCRIPTION

Prepare students to be the initial responder to the scene of an accident or illness. Students will be prepared to initiate basic airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with normal childbirth; use the statewide EMS communication system; initiate basic care for medical and traumatic emergencies.

Further training in emergency medical services is necessary to meet all of the requirements before a student will be issued an EMT Diploma. Upon successful completion of course, students will be eligible to take the Florida State Licensing and National Registry Examination for Licensure at the EMT Level.

Continued training includes emergency driving, bandaging, soft tissue injuries, circulatory, nervous and respiratory systems, cardiopulmonary resuscitation, emergency childbirth, lifting and moving patients, muscle and skeletal systems, emergency care of upper and lower extremities, handling of hazardous materials, patient assessment, extrication tools, and disentanglement procedures. American Heart Association Healthcare Provider Course is included in the first week of the course.

PROGRAM REQUIREMENTS

This is a diploma program. The following are requirements, which are required for admission into the Emergency Medical Technician program offered at CMVC:

- Completed Application & Registration Form
- All students must sign an enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- Student must be at least 18 years of age upon graduation from our program. Those students starting class under 18 years of age must submit proof of parent/guardian consent.
- High School Graduate or GED completion. If the validity of the High School is questioned the school will request transcripts and the original Diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion.

- Applicant must be in good physical health as documented by a Licensed Physician; a physical exam form is included in application and must be within six months from date of submission.
- Personal medical insurance coverage is recommended but not required. If you choose to enroll in the course without insurance, you must sign a medical insurance waiver prior to class commencement.
- CMVC programs requiring field internships; students must have updated vaccination records including proof of immunity by way of blood titer for Varicella; Measles, Mumps, and Rubella (MMR); current (no later than seven (1) years at the time of enrollment) PPD test with results and if positive (a Chest X-Ray is required and must be within 1 years), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). If a student has no immunity to MMR, he/she must receive two (2) MMR booster shots (each 30 days a part).
- Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card.
- All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense.
- All students are required to obtain a current CPR Certification (in program).
- COVID 19 Vaccination Card or Medical Declination or Religious Documentation Declining vaccination.
- All students need to possess a current State ID or Driver's License.
- All students meeting entrance requirements will be admitted to the program. However, as classes do have a maximum occupancy, students will be admitted to the program based on the submission date of the completed application. After class occupancy has reached its' limit, any additional applicants will be placed on a waiting list.

**CMVC assures that all applicants are treated equally without regard to race, color, disability, religion, sex, sexual orientation, marital status, age or national origin. CMVC is an equal opportunity educational facility. **

SPECIAL NOTE:

Information in this handbook is accurate as of time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change whenever possible. Students already enrolled will not be affected by tuition increases or changes.

TRANSFER OF CREDITS

Transcripts are official records of coursework taken at educational institutions. All students are required to provide a copy of their high school transcript to the Director of Admission or designee for evaluation.

****Students must provide CMVC with an Official transcript(s) prior to the first day of class for transfer credits to be applied to your degree.**

CMVC has the right to choose which credits it will accept if any from other institution.

All transcripts must be in English. If a transcript is not in English, it's the student's responsibility to get the transcript translated in English from a company that is approved by the US Department of Homeland Security/US Department of Justice/US Department of Education at his or her own expense.

Credit for Previous Training

Credit for previous training refers to the review of previous postsecondary education from a regionally or nationally accredited school which may be eligible to receive credit for previous courses. The requirements to receive credit are addressed in your catalog. Students requesting credit for previous training must submit all required documents and/or pass any proficiency examinations PRIOR to starting school. See the institute catalog.

HEALTH REQUIREMENTS

In addition to the admission requirements, students must submit proof of a physical examination complete with an annual PPD and Annual Mask Fit test annually. Evidence of immunity (titer) to varicella, measles, mumps and rubella must be completed every (1) year. Please be advised that students may be required to obtain additional evidence of immunizations for clinical affiliates. Students are responsible for any additional health requirements need by the clinical affiliate. **It is the student's responsibility to maintain current records on all healthcare requirements.**

Students must provide proof of Health Care Insurance or sign Declination.

Background Check and Drug Screen

An initial Criminal Background Check and Drug Screening will be conducted prior to enrollment and repeated at any time throughout enrollment in the EMT program as per the policies of clinical affiliates. Students will be screen annually at the minimum after the initial screening was done. The Clinical affiliates at times implement standard protocols for educational purposes. OMI is not responsible if the

student is not able to obtain authorization to test through the Florida Bureau of EMS or obtain clinical placement due to positive drug screen and or criminal background. Students are responsible for any fees associated with the screening process.

If a student's background status changes with a disqualifying incident, **it is the student's responsibility to notify the Bureau of EMS**, which may affect their ability to obtain an authorization to test. Depending on the disqualifying incident, (e.g., positive drug screening/change in background status) the student may be dismissed from the program.

NEW STUDENTS' ORIENTATION

New student orientation is mandatory and is scheduled by CMVC. It is the responsibility of the student to be in attendance for orientation.

STANDARDIZED TESTING

Standardized testing will be performed regularly throughout the program. The purpose of the testing program is to prepare the student to successfully take the NREMT® examination upon satisfactory completion of the program of study. The standardized testing program includes learning style assessments, practice tests, and supervised tests of achievement of specific EMT content addressed in the program. Performance requirements for progression and successful completion of the program using the standardized testing materials are outlined in each course syllabus.

SYLLABI

On the first day of class for each program students receive a copy of the course syllabi and course outlines. Students are expected to sign an acknowledgement form after receiving the syllabus and course outline for each course. Students receive an electronic catalog at the time of enrollment (orientation) and if changes are made, the updated catalog will be available.

SATISFACTORY ACADEMIC PROGRESS (PROGRESSION)

- All students will receive a Student Progress Report (SAP) after every phase of the program.
- If, at any time during a program, the student's SAP is identified as unsatisfactory, the student will be placed on academic probation, which will not exceed three weeks. The student will be notified in writing of probation status along with suggestions for improvement and mandatory time in the success center. If, after the probation period, the SAP is not met, **the student will be dismissed** from the

program and will follow the policy for reimbursement if applicable.

- In the event the student cannot complete the program in its entirety, they will have to re-enroll in the program either from the beginning of the course or the midpoint depending on the last day of attendance. If a student fails any internship portion of the curriculum, they will receive a failure for that portion of the program, and they will be required to fully complete the incomplete portion with a clean slate. Re-enrollment fees will be based on current rates.
- For a student to maintain and achieve quantitative progress toward program completion, a student must attend at least: 92% of the EMT Program.
- The student's academic average is reviewed to determine qualitative progress. The minimum required for the EMT Program 80%.
- Specific attendance, testing requirements, and GPA requirements are listed in each program handbook. For the purposes of the SAP the following minimum standards must be met.

EMT: SAP at Mid-point: Cannot have more than eight (8) hours total

absences per semester, GPA 80% or better.

SAP Prior to Final: Cannot have more than eight (8) total absences per semester, minimum GPA 80% or better, completed 70 hours of ride and 24 hours of hospital clinical, all evaluation sheets for clinical and clinical documentation must be submitted and approved.

Incomplete grades are not given, and students must repeat any classes in which they earn less than the specified average set by the program standards. The lowest grade will be dropped, and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Students who wish to appeal the school's determination for the SAP, (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal in writing to the school within 5 calendar days of determination. If the school denies the student's appeal, the student will remain on Probation Status until the next evaluation point, during which the probationary status of the student's eligibility of fully reinstated into the program.

GRADING SCALE

Final grade is submitted as follows:

Letter	Percentile	Status
A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Average
F	59 - Below	Failure

L... This letter grade will be issued to any student that requests and receives a **Leave of Absence**.

W... This grade will be issued to any student that was terminated or voluntarily **withdraws**.

I... This grade will be issued to any student that has **incomplete** the course or phase.

MODULE EXAMS | MIDTERM EXAM | FINAL EXAM

Module Exam

Passing for all module exams is 80% or higher. Module Exam retakes will be allowed but will be limited to a total of **(3) three module exam retakes**. If on the retake, the student **achieves** a passing grade, they will only be awarded the minimum passing score (80%) for that module exam. If on the module exam retake, the student **does not achieve** a passing grade, they will be awarded the higher score of the two module exam attempts. This grade will be averaged in towards their overall GPA.

If a student fails **more than** 3 module exams on the initial attempt or has an GPA of less than 80% after the third retake attempt, they will be dismissed from the program.

Midterm Exam

To be eligible to take the midterm exam, EMT students must maintain a grade point average (GPA) of 80% or higher. Achieving a score of 80% or higher on the midterm exam is required to continue in the program. There is no retake of a midterm exam. If a student does not meet this requirement, they will be removed from the current cohort but can reapply for the next cohort when it begins.

Final Exam

In order to be eligible to take the final exam, EMT students must maintain a grade point average (GPA) of 80% or higher. It is required to achieve a score of 80% or higher on the final exam to successfully complete the EMT Program. Failing to meet this requirement will result in not passing the program. However, students will have the opportunity to reapply for the program and join a new cohort at the beginning of the next cohort cycle.

PRACTICAL SKILLS EVALUATION

PRACTICAL SKILLS EVALUATION

Pass/fail criteria for the final **practical skills evaluation** exam is as follows:

- Fail of three stations or less; the student will retake that station with different evaluator and must pass all stations.
- Fail any station on retake- student will have a second retake the very next day with two different evaluators.
- Fail more than three on the first attempt or fail any station on second attempt- student will be drop from the program. Students will be allowed to reenroll at midpoint into a new cohort.

****The student must successfully complete both the final written exam and the final practical skill evaluation in order to complete the program. ****

****Each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting. Semester credits are defined as 15 hours of theory equal 1 semester credit, 30 hours of lab equal 1 semester credit, and 45 clock hours of clinical externship equal 1 semester credit. ****

CLINICAL POLICY

One important component of the EMT Program is the practice of skills necessary to develop into an entry-level registered nurse. Successful completion of the EMT Program requires that the student have a variety of clinical experiences in diverse practice settings. In order to provide these experiences, CMVC secures contracts with facilities that will host students for supervised practice experiences. Due to the nature of managed care, the practice requirements of other area allied health school and demands on the

healthcare agencies and facilities, the location of students' clinical experiences may be in the local community as well as outside our local county, but within commuting distance of the school. Students cannot be guaranteed that their clinical experiences will be local and should be prepared to have some or all of their practice experiences out of town. An assignment of a student to a particular clinical site is determined by the progression of knowledge and technical skills as outlined in the program's curriculum. However, no student will be assigned to a floor or care unit at a facility to which s/he is employed.

Students have full responsibility for arranging and paying for transportation, and when necessary, room and board to complete their clinical experiences. The student is responsible for providing a reliable means of transportation.

The time of day, and possibly the days of the week (including weekends) of the practice experiences will differ from the normal school schedule. The practice experiences may involve as few as 6 hours or as many as 12 hours on any given day; with total clinical hours being the same for all students. Clinical experiences may involve as many as five days per week, although this assignment is usually toward the end of the EMT Program. The scheduling of students' clinical experiences is a complex process involving the needs/requirements of the clinical sites, utilization by competing academic programs and coordination of classroom and skills laboratory assignments amongst all EMT classes at American Healthcare Institute. **The EMT Program will continually strive to provide students with advance notice of a clinical schedule change. However, due to external factors students should be prepared to accommodate changes in their clinical affiliation assignments, including days of the week, and times of day.**

Clinical Orientation

There will be specific clinical site orientation dates scheduled throughout the program. It is the responsibility of the student to be in attendance for orientation. Should the student neglect to attend the mandatory scheduled orientation the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. Absence from orientations can result in failure of a course.

ATTENDANCE

Students are only permitted to miss a maximum of eight (8) hours per semester of lecture/lab of the

program. On a per semester basis, the absences will be handled in the following manner:

- ▶ Absences totaling up to (8) eight hours of classroom/lab sessions missed: the student will be placed on academic probation.
- ▶ At the point where a student misses (8) eight hours in a semester of classroom/lab sessions, they will meet with the lead instructor and placed on attendance probation.
- ▶ When a student exceeds more than (8) eight hours per semester, the student will meet with the EMS Program Director and lead instructor for an exit interview to discuss their future re-enrollment options.

At any point if a student reaches the eight hours maximum absences allowed for the semester, the lead instructor will formally counsel the student. Regardless of counseling, once a student surpasses the maximum allowed per semester, they will be in violation of the policy, and will be dismissed from the program.

Tardiness (Lectures & Labs)

Students are to be seated in their designated classroom five to ten minutes prior to the beginning of class. Any student tardy more than 15 min will be given a verbal counseling and marked tardy for the class. Any student who is tardy more than three times will have absence recorded thereafter for each late arrival unless prior arrangements have been made with the lead instructor. The student must understand that late arrivals are disruptive to the class. It is up to the discretion of the instructor at any time to give a student a verbal counseling if the student is late under 15-minutes multiple times.

Any student tardy more than 30 min will be marked absence and will be recorded. Students, who leave class early without prior permission from the instructor, will have an absence recorded for that class period.

OMI program bears no responsibility in providing notes, outlines, handouts, quiz or testing information, diagrams, instructions or sign-up sheets, etc., to students who have chosen to be tardy or absent during lectures or lab sessions. The student is entirely responsible for all information, materials and instructions given during all lectures and labs whether present, tardy, or absent.

Attendance: Clinical/Simulation Rotation Attendance Policies

Students are required to be on time and in full uniform for all Field Internships and Clinical Rotations. Students will have up to one day prior to the field /clinical rotation, to reschedule without penalty. This must be done in writing and addressed to the proper field / clinical coordinator. If a student must cancel after the time allowed, he or she must do so in writing, and it will be considered a cancellation. Any student, who is more than five minutes late or dismissed from the field internship / clinical rotation for any reason, will have to reschedule and it will be considered a cancellation. All cancellations will be treated in the following manner:

Students will be permitted a maximum of 3 CANCELLATIONS prior to be dismissed from the program. The progression will be as follows:

- ▶ Upon the first cancellation, the student will be verbally counseled.
- ▶ Upon the second cancellation, the student will be given a record of counseling and assessed a rescheduling fee. Fee varies per program.
- ▶ Upon the third cancellation, the student will meet with either the EMS Program Director for administrative action and assessed an additional rescheduling fee (Fees vary per program.)
- ▶ Upon the fourth cancellation, the student will meet with EMS Program Director and lead instructor for an exit interview to discuss their future re-enrollment options.

If an instructor (if applicable) is late without prior notification to students, students are required to wait a minimum of 30 minutes before leaving the clinical site. In the case that an instructor fails to arrive at a scheduled clinical, the student must obtain a signature from the Charge Nurse prior to leaving the site. All critical tasks must be completed in each area as described. Successful completion of clinical and field internships is necessary for course completion.

Note: It is up to the discretion of the EMS Program Director to handle every situation on a case-by-case basis. Any student, who meets the criteria for grounds of dismissal, will be automatically dismissed without the progressive discipline process. It is the student's responsibility to complete their required field & clinical rotational hours.

Attendance: Excused & Non-excused

Excused and non-excused absences are considered the same when computing maximum number of allowable absences. Unsatisfactory attendance is when a student is absent more than 8 hours per term.

In cases of a significant life event, such as a death in the family, it is the student's responsibility to notify the lead instructor prior to the scheduled date of anticipated absence.

Students are responsible for maintaining up-to-date telephone numbers, including emergency contact information during each clinical experience.

*****CMVC strives to create an environment that is conducive to learning. Late arrivals and/or early exits are disruptive to the class as well as they place the student at risk by missing what is being delivered in the classroom, lab, and/or clinical setting. *****

MAKE-UP WORK

- ▶ The student is responsible for missed assignments. Some make-up work may be required for any excused absence. **Exams that are not taken because of an absence, will forfeit your retake attempt on that exam.** The missed exam must be completed within 5 days from the original schedule exam day. **Failure to complete the missed exam will result in a zero being given for the exam.** The make-up session cannot conflict with regular scheduled class and must be scheduled with an instructor.
- ▶ The make-up exam will be a different version from the initial exam.
- ▶ **There are NO make-up or retakes for online quizzes.**
- ▶ The student is entirely responsible for all missed information, materials and instructions.

Military Leave

If mandatory deployment occurs, the student will be placed on Military Leave status upon submitting copies of military orders to student services; this will be handled on a case-by-case basis. The student must return to CMVC within 180 days from point of discharge in order to be eligible for reinstatement. After 180 days, the student forfeits their current student status. As a result, he/she will be required to re-submit all enrollment documentation with no consideration of completed hours from previous course. In addition, student may be subject to registration and application fees. The standard refund policy applies to all students who fail to return to OMI within the 180-day grace period. While the student is on a Military Leave, the school will notify the Veterans Affairs of such leave.

Leaves of Absence

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

- ▶ An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.

- ▶ In order for an LOA to qualify as an approved LOA:
- ▶ The students must submit to the school a formal written request for any leave of absence and the reason for this request. This must be signed and dated.
- ▶ There must be a reasonable expectation that the student will return from the LOA
- ▶ The school must approve the student's request for an LOA in accordance with the school's policy;
- ▶ The institution will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Aid. Retake courses will incur a cost.
- ▶ The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period;
- ▶ Except in a clock-hour or non-semester credit-hour program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA.

PROBATION

There are two (2) types of probation: attendance and academic.

Attendance Probation

Students who accumulate more than eight (8) hours in 1 semester will be placed on Attendance Probation. Please refer to the Attendance Policy to review what constitutes as a recorded absence.

Academic Probation

All students will receive a Student Progress Report (SPR) at the 4th, 8th and 16th week of every term of the program.

If, at any time during a program, the student's SPR is identified as unsatisfactory, the student will be placed on academic probation and will have the remaining of the term to bring their progress level up to a satisfactory and passing level. The student will be notified in writing of probation status along with suggestions for improvement and mandatory time in the success center. If after the probation period, the SPR goals are not met, the student will be dismissed from the program and will follow the policy for reimbursement or reenrollment if applicable.

In the event the student cannot complete the program in its entirety they will have to re-enroll in the program from the beginning. If a student fails any internship portion of the curriculum, they will receive a failure for that portion of the program and they will be required to fully complete the entire course again. Students who re-enroll in the course will be charged tuition based on current rates.

Specific attendance, testing requirements, and GPA requirements are listed in each program handbook.

GROUND FOR DISCIPLINARY ACTION & DISMISSAL

Any conduct that reflects negatively on CMVC and its affiliates will result in the immediate dismissal from

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the program. Any violation of the medical ethics for patient confidentiality will result in a meeting with the medical director, educational director, and the board of directors. The meeting will determine the proper course of discipline and/or dismissal.

Infractions that may result in disciplinary action or dismissal from the program are:

- Dishonesty
- Cheating in any form
- Vulgarity during class, clinical, field internship, or towards your classmates, Instructor, Preceptor, and or CMVC staff
- Disruptive behavior in class, clinical or field internships
- Harassment, horseplay, fighting or aggressive behavior toward instructors, staff or fellow students.
- Inappropriate “attire” worn for clinical or field internships or wearing CMVC apparel other than during class time, clinical, or field internships
- Any breach of patient confidentiality; giving out patient information, copying trip reports or hospital records
- Falsification of any information provided by the student on the admission application, student records or clinical/field evaluations and/or documentation.
- Violations of absence/tardiness policies.
- Failure to meet minimum scholastic, clinical or field internship requirements as outlined in policies.
- Unexcused absence(s) from class or clinical.
- Reporting late or leaving early from a class, lab or clinical and/or field internship early without permission of instructors, preceptors or course coordinator.
- Theft CMVC, Assisted Living Facility, patient home, Hospital, EMS, Fire Department or Ambulance property.
- Unprofessional conduct or derogatory language of any kind toward agency personnel will not be tolerated.
- Behavior indicating drug or alcohol abuse will lead to the student’s immediate dismissal from the program; the student will be expelled.
- No weapons are permitted in class, hospital clinical, or field internships

- Not meeting the required deadline of receiving the EMT certification before Mid-term of the Paramedic course.
- A student's enrollment can be terminated at the discretion of the institution for insufficient progress, non-payment of academic costs, or failure to comply with the rules and policies established by the institution as outlined in the catalog and the enrollment agreement.

COURSE REPETITIONS

Students will be allowed to repeat a failed course once. If the student fails the course after repeating it, he/she will not be allowed to continue in the EMT program. If the student wishes to continue as a CMVC EMT student, he/she must reenroll and starts from the beginning (term 1) of the EMT program at his/her own expense. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating the GPA. However, the original course and repeated course credit hours are included in the maximum time frame calculation.

GRADUATION REQUIREMENTS

To meet all GRADUATION requirements, you must successfully complete all the components of the program at Compumed Vocational Career (CMVC). Upon completion of the EMT course, students are required to pass the 150 question **Final Written Exam on the first attempt to graduate from AM Health.** **Students are also required pass the Final Practical Exam for successful course completion.**

If the student does not pass the FINAL written exam the first time, he/she has failed the program, and is now eligible to re-enroll in the next available class.

CMVC TRANSCRIPT

- Students are awarded two copies of their official CMVC transcript 30 days after graduation free off cost. Additional transcripts are available upon request for \$25.
- No student will receive an Unofficial or Official CMVC if he/she owes the school money.
- Students must fill out a transcript request form and request could take five (5) to seven (7) business days to process.
- Course work taken at CMVC is not automatically transferable to another institution. No representation is made whatsoever concerning the transferability of CMVC credits to any other institution. Acceptance of credits is controlled by the receiving institution and accreditation does not guarantee acceptance.

DRESS CODE

The full clinical uniform must be worn while attending **class, lab** and on **clinical externship**. Uniforms must be:

- ▶ Clean, well-maintained and ironed
- ▶ Appropriately-fitted (not too-tight or too-loose); fit must be conservative so as not to be revealing in nature
- ▶ Cannot be altered in appearance (embroidery, patches, etc.)
- ▶ Cannot be worn outside of CMVC EMT student experiences
- ▶ Undergarments must not be readily visible
- ▶ Students must always wear their CMVC student badge and/or facility-specific badge.
- ▶ If a long sleeve shirt is desired, it must be solid navy blue or black and worn underneath scrub top.
- ▶ CMVC hats are the **only approved head wear** for the program and will be worn always facing forward.

Shoes

The following rules pertain to shoes worn with uniforms or when entering the clinical setting for clinical preparation:

- ▶ Must be black or navy in color
- ▶ Free of visible lettering or bright graphics
- ▶ Comfortable but snugly-fitted (preferably with ties)
- ▶ Full-coverage (no sling-backs, no clogs), closed-toe
- ▶ Clean (including ties); well-maintained/in good repair
- ▶ Socks must be clean, and cover the entire foot and ankle area

Overall Appearance

- ▶ Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be professional.
- ▶ Trimmed hair, moustache, & sideburns.
- ▶ No visible tattoos; Tattoos that may be visible must be covered
- ▶ Body piercing: one small stud permitted per ear; no other visible piercings are allowed

- ▶ Jewelry: wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible if it does not extend over uniform (certain jewelry may not be permitted in certain clinical sites such as psychiatry)
- ▶ Nails: clean, short (not beyond tip of finger); clear, unchipped, uncolored nail polish; no nail décor/jewelry, artificial or acrylic nails, overlays, gels, etc.
- ▶ Hair: must be neat and trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color. No headbands, wraps, bows, scarves or bandannas.
- ▶ Gum chewing while in uniform is inappropriate and unprofessional and is not permitted at any time.
- ▶ Make-up is to be applied tastefully to compliment your features. Mascara, eyebrow, make-up, lipstick and light eye shadow are acceptable if used with discretion.

*******Inappropriate attire may result in the student being dismissed from the clinical or academic setting.**

NO SMOKING/ NON-TOBACCO INSTITUTION

Smoking or smokeless tobacco (dip / chew) will not be tolerated within fifty (50) yards of the institution, offices or any clinical site. No electronic cigarette to be used on the property indoors or at a clinical site.

PROGRAM SCHEDULE

CMVC EMT Program has one (1) term. Each term consists of sixteen (16) weeks.

HOLIDAYS

Winter Break (includes Christmas & New Year's Day), Memorial Day, Labor Day, Thanksgiving (Thursday & Friday), Independence Day (July 4th).

****Students will be notified of the exact dates of the holidays at the beginning of term****

PROGRAM EXPENSES

Students are required to furnish their own personal school supplies such as paper/pens/highlighters as

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well as equipment required for clinical practice including a stethoscope, a watch with a second hand with clearly-visible numbers, bandage scissors, and a scratch pad in addition to the cost of tuition. Students are advised to label their stethoscopes and scissors and any other personal supplies that they might use in the clinical setting.

Students are responsible for any and all incurred clinical education expenses such as travel, food, etc. Other expenses include, but may not be limited to, the cost of physical examinations, any required immunizations, background checks, and standardized examinations.

PROGRAM WITHDRAWAL / RE-ENTRY

Withdrawal

When a student withdraws from CMVC, written notice must be submitted to the Director of Education, Registrar's office or Student Services office. The Program Director of EMS and the Campus Director must also be notified in writing by the student. Such notice should contain the reason for the withdrawal. An exit interview will be conducted at this time. Based on the refund policy, students withdrawing from their program for any reason will have the weeks in attendance for repeating a course used in the program completion calculation in determining the student's financial obligation to the school.

Program Re-Entry

It is the policy of CMVC to encourage previously withdrawn students to return to complete their education. The reentry process requires the review and approval of the student's financial status, completion of enrollment agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required at the point of the program into which the student is reentering. Students may be required to demonstrate competency in skills prior to re-entry, which may include standardized testing. Readmission is contingent upon the availability of space as well as required final approval of Director of Admissions.

CODE OF CONDUCT

Academic Honesty

CMVC can best function and accomplish its mission in an atmosphere of high ethical standards. As such, CMVC expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property.

Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled. Academic dishonesty is a serious violation of the trust upon which an academic community depends. **Any violation of academic dishonesty will result in the immediate dismissal from the program.** There are different forms of academic dishonesty including, but not limited to, the following:

► **Acquiring or Providing Information Dishonestly**

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

► **Platinum Educational Group Policy on Unauthorized Publishing of Content**

Platinum Educational Group explicitly prohibits the storing and/or retrieving, downloading, copying, cutting and pasting, transcribing, or otherwise duplicating or distributing, posting, or modifying any Platinum Educational Group content, information, or materials. All users must agree to the terms of service after creating their account and are reminded of the terms of service and consequences of violation before they are allowed to take any tests. Users are continually using the above methods and violating our terms of service, even after acknowledging the TOS and the consequences of the violation. Users have posted our protected intellectual property online. In response to the continued violations, we have programmed further measures to assist us in the protection of our content. Currently when a user attempts to copy and paste content from our website they receive a notice when they attempt to paste the content.

Copying content from EMSTesting.com or PlatinumTests.com is a violation of our Terms of Use. All copying attempts are logged and can be used in future investigations to identify the source of any leaked, copy-protected materials. We also capture the date and time of the infraction along with the information that they are attempting to copy and paste, their ID, school association, testing event, and their IP address.

Despite these efforts and warnings, users continue to attempt to copy and paste our content. In response to these continued violations, a policy was presented to and approved by our Program Director Advisory Committee, the following will be in effect:

► **First Violation**

The first violation will result in the user being suspended from the website for 3 minutes. A notification of this violation will also be sent to their School Administrators and Instructors.

► **Second Violation**

A second violation will result in the user being suspended from the website for 5 minutes. A

notification of this violation will also be sent to their School Administrators and Instructors.

► **Third Violation**

A third violation will result in the instant termination of the user's access from EMSTesting.com and/or PlatinumTests.com, and notification of the violation and termination of access will be sent to their School Administrators and Instructors.

Note: Any attempt to copy the question/stem and all the distractors/answers will result in immediate termination of site privileges. In accordance with the TOS, there will be no recourse for the student to reverse this action, nor will they be entitled to any refund. If the school/program feels the ban was placed in error, they have the option of filing an appeal to Platinum Educational Group for review and a final decision will be provided to the School Administrator.

► **Plagiarism**

The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of CMVC that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

Partially plagiarized assignments

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for that assignment.
- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.
- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from Compumed Vocational Careers.

Entirely plagiarized assignments

- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from Compumed Vocational Careers.

Students who have been dismissed may reapply to CMVC after remaining out of school for one full term. CMVC believes strongly that each student, against whom CMVC is forced to take action,

has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may file for an appeal/grievance. The procedures for grievance are found in the CMVC catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Plagiarism also consists of passing off as one's own, segments or the total of another's work.

► **Conspiracy**

Agreeing with one or more persons to commit any act of academic dishonesty.

► **Fabrication of Information**

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the school; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to CMVC's reputation or that of the members of its academic community of students and scholars.

► **Multiple Submissions**

Submitting the same work for credit in two different courses without the instructor's permission.

► **Facilitating Academic Dishonesty**

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or academic honesty policies; providing false information in connection with any academic honesty inquiry.

► **Abuse or Denying Others Access to Information or Resource Materials**

Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.

► **Falsifying Records and Official Documents**

Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official document.

Clinical Misconduct (if applicable to major)

Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor and/or student property.

► **Disclosure of Confidential Information (if applicable to major)**

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of “curiosity.” It is to be used and accessed only for legitimate, clinical/learning purposes. A breach in confidentiality which involves discussing and/or releasing confidential client or facility information, or obtaining unauthorized system access, will lead to disciplinary action from CMVC.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

PROFESSIONAL BEHAVIOR POLICY

CMVC has established a set of professional behavior(s), which will help students develop their knowledge and skills for entry-level positions in their fields which are as follows:

- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates unprofessional behavior(s), the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action.

Violation of Professional Behavior Policy Procedure

A student action plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the EMS Program Director.

The Administrative Action will become effective in the term the student is currently enrolled in, and remain in place for the remainder of the following term. At the completion of the following term, the EMS Program Director will assess the student's progress and determine whether to dismiss the student from the program or to extend the Administrative Action. Failure to meet the terms of the Administrative Action, as outlined in a student action plan, will result in dismissal from the program. If additional unprofessional behavior(s) should occur during the remainder of the program, the student will be dismissed from the program and may be eligible to apply for another program at CMVC but will not be eligible to re-apply for entry into the EMT program.

Clinical Experience – Request for Removal of Student

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or clinical site's policies and procedures, the student will be placed on Administrative Action.

It should be noted that if the cause for removing a student from a clinical site is deemed by the EMS Program Director as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the school.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the same clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon: a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the EMS Program Director addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on unprofessional behavior, and similar unprofessional behavior occurs in a subsequent clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

Academic and Administrative Dismissal

A student may be dismissed from CMVC for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- ▶ Failure to meet minimum educational standards established by the program in which the student is enrolled.
- ▶ Failure to meet student responsibilities including, but not limited to:
 - ▶ Meeting of deadlines for academic work and tuition payments;
 - ▶ Provision of documentation, corrections and/or new information as requested;
 - ▶ Notification of any information that has changed since the student's initial application;
 - ▶ Purchase or otherwise furnish required supplies;
 - ▶ Maintenance of school property in a manner that does not destroy or harm it;
 - ▶ Return of library books in a timely manner and payment of any fines that may be imposed;
 - ▶ Obtaining required education and financial clearance prior to graduation and complying with all parking regulations;
 - ▶ Continued inappropriate personal appearance;
 - ▶ Continued unsatisfactory attendance;
 - ▶ Non-payment for services provided by the school;
 - ▶ Failure to comply with policies and procedures listed in the current school catalog and student handbook; or
 - ▶ Specific behaviors that may be cause for dismissal include, but are not limited to:
 - ▶ Willful destruction or defacement of school or student property;
 - ▶ Theft of student or school property;
 - ▶ Improper or illegal conduct, including hazing, sexual harassment, etc.;
 - ▶ Use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia

on campus;

- ▶ Being under the influence of alcoholic beverages or illegal drugs while on campus;
- ▶ Cheating, plagiarism, and/or infractions of the school's Student Conduct Policies;
- ▶ Any behavior which distracts other students and disrupts routine classroom activities;
- ▶ Use of abusive language, including verbalization or gestures of an obscene nature;
- ▶ Threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences

Conflict Resolution

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to the EMS Program Director. Subsequent levels are the Campus Director and Director of Education. Chain of command should always be utilized for prompt resolution.

Student Disciplinary Procedures

Any conduct that reflects negatively on CMVC and its affiliates will result in the immediate dismissal from the program. Any violation of the medical ethics for patient confidentiality will result in a meeting with the Medical Director, EMS Program Director, and Director of Education. The meeting will determine the proper course of discipline and/or dismissal. See Policy Violations categories in CMVC catalog.

If a student violates CMVC Behavior Policy in a classroom, the first level of discipline lies with the lead instructor. If a situation demands further action, the EMS Program Director is notified. In the absence of the EMS Program Director, the Campus Director determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the CMVC catalog.

When a student violates CMVC Professional Behavior Policy outside the classroom but on campus, the EMS Program Director is the first level of discipline. The next level is the Campus Director. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the CMVC catalog.

CONFIDENTIALITY AGREEMENT

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in

clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of “curiosity.” It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from CMVC.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, always discuss the matter with the immediate supervisor for clarification or direction.

SAFETY PROCEDURES

The community emergency “911” system is activated when students, staff, and visitors require emergency medical treatment. Building plans that identify evacuation routes in the event of a fire emergency are posted throughout the building, reviewed during student/faculty/staff orientation and annually thereafter. An emergency call list that includes a notification tree for emergency situations such as hurricanes is reviewed and updated at least annually and utilized when necessary.

Any event of an unusual nature is documented on a CMVC incident report by faculty/staff for review and follow-up. Incidents involving the actual/potential injury of students or faculty at clinical sites require completion of the agency-specific incident reporting process and the CMVC Clinical Incident Reporting process. Possible exposure to bio-hazardous waste including contaminated needle sticks require similar incident reporting and medical follow-up in accordance with EMT Program and agency policy/procedure.

COUNSELING & GRIEVANCES

The lead instructor and/or EMS Program Director shall counsel any student who violates course policies. A counseling form that includes the problem, corrective actions and student’s comments, will be completed and signed by the director and student. A copy will be given to the student and the original will be placed in the student’s personal file. See CMVC Catalog for more information regarding counseling & grievances. CMVC does not provide or have the resource for Mental Health counseling.

STUDENT APPEAL PROCESS

Students terminated from CMVC have the right to appeal that decision. Students must initiate the appeal process for termination by submitting in writing, to the Student Services within 30 days of termination the reason why they should be re-admitted to CMVC. The Student Services Officer will initiate the appeal process as CMVC catalog.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time.

CLASSROOM MATTERS

Students with a grievance or complaint need to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. The grievance must be submitted within five (5) days of the incident. The policy below has been developed by CMVC to offer a systematic and equitable process to resolve student complaints regarding academic and nonacademic matters.

Students with complaints or grievances related to classroom matters must first discuss their concerns with the lead instructor and, if necessary, the EMS Program Director. If the matter is not resolved, students may bring their complaint to the attention of the Student Services Office within five (5) days of the incident.

Classroom Expectations

- ▶ Read assign chapters, listen to podcast (if assign) prior to coming to class and come to class with questions from the assigned chapters.
- ▶ Bring copy of outline of assign chapters to class. See “course schedule” for chapters and outlines assigned each week.
- ▶ Sign in on the sign in sheet when you first enter the school. If you do not sign in you will be marked absent for the day. Follow attendance policy listed in this handbook.
- ▶ All assignments are due on their assigned due date.
- ▶ Breaks are the (10) minutes and lunch are one (1) hour long. Please return from break and lunch on time. If you do not return from break and lunch on time, you will not be allowed in the class until the next break.
- ▶ Follow attendance policy listed in this handbook.
- ▶ Bring textbooks to class at all times unless told otherwise by instructor.
- ▶ No talking while instructor is lecturing.
- ▶ No bargaining for extra points during test review.
- ▶ Please be on time for quizzes and exams. **Absolutely no late arrivals will be accepted for EXAMS. Exams are given at the beginning of class, if you are late for an exam you will receive a zero (0). Quizzes vary throughout the class time and maybe given before, between or after lecture. Quizzes can be written or verbal. There is no makeup for quizzes.**
- ▶ Pop quizzes may be given at any time during the class period.
- ▶ **On test days, please leave all electronics (including phone & laptops), backpacks and books at the front of the class and sit at every other seat with pencil already sharpened and ready to take test. Anyone found cheating during an exam or a quiz will have his/her exam/quiz taken by the instructor, given a “0” for the grade and will be asked to leave the exam room and be dismissed.**
- ▶ No talking while exam/quiz is in progress even if you finished your test.
- ▶ No probing, and or seeking validation/verification from instructor during exam.
- ▶ **If you finish your test early, stay in your seat until your instructor or proctor say you can**

leave.

- ▶ **Absolutely no use of cell phone while in class.**

OTHER ACADEMIC MATTERS

Students with complaints or grievances concerning classroom policies regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. If the matter is not resolved, students should bring their complaint to the attention of the EMS Program Director within five (5) days of the incident. The EMS Program Director will meet with all parties involved to resolve the matter within five (5) days of verbal or written notification.

NON-ACADEMIC MATTERS

Students with complaints or grievances concerning non-academic matters (e.g., admissions, career services, etc.) should direct their concern to the appropriate department director and/or notify the EMS Program Director within five (5) days of the incident.

ADDITIONAL STEPS FOR GRIEVANCE

Should the grievance remain unresolved, students will be advised to submit the matter in writing to the Student Services Office within five (5) days of the unsatisfactory meeting with the EMS Program Director. The COO will review the matter with all the parties concerned and may meet with the student. The COO will respond to the grievance within five (5) days of notification. The Chief of Operations is the final authority on all matters once it is escalated to that level.

LICENSURE

Licensure is granted through the National Registry of Emergency Medical Technicians and the State Bureau of Emergency Medical Services. A license to practice in E.M.S may be denied to candidates for various reasons. Please review information regarding licensure on the NREMT.org and Florida Department of Education under the Bureau of Emergency Medical Services website.

Application for Licensure

- ▶ During the last term of the program, students will be requested to complete an application for examination online to the agency that administers their National & State License.
- ▶ Upon completion of the program, students will be requested to complete the application for licensure to be sent to both the National Registry of EMT's and the Florida Bureau of EMS.

- ▶ While CMVC will assist students with this process, it is the student's responsibility to assure that all information is correct and complete, and that any additional information required is submitted if special circumstances merit so.
- ▶ If an application for licensure outside of Florida is desired, the student must obtain the paperwork and complete that process individually.

www.nremt.org | www.flhealthsource.gov

or

National Registry of EMT's

Rocco V. Morando Building

6610 Busch Blvd.

Columbus, Ohio 43229

614-888-4484

Florida Department of Health

4052 Bald Cypress Way Bin A-22

Tallahassee, FL 32399

850-245-4440

SCOPE OF PRACTICE

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Educational Requirements: One of the eligibility requirements for licensure at this level requires successful completion of an accredited Emergency Medical Technician course.

EMS skills and knowledge represent a continuum of complexity and risk. As the licensure level increases, the knowledge required to practice safely, the skill complexity (the difficulty in acquiring and maintaining skill competency), and the potential for harm increase. Communities must assess their needs and the resources they are willing and able to invest in out-of-hospital emergency care.

The primary role of each EMS licensure level is outlined in the “Description of the Profession” sections. The language in the “Description of the Profession” and “Psychomotor Skills” sections may be helpful to States as they integrate the National EMS Scope of Practice Model into their laws or administrative regulations.

The Psychomotor Skills sections describe the minimum skill set associated with each licensure level. The Psychomotor Skills sections do not reference specific pieces of equipment or procedures, but rather, are written with more explanatory language. This is intended to minimize the need for changes to the EMS Scope of Practice Model as technology and medical science evolve. This approach also allows States a degree of latitude in how detailed they choose to be in defining specific psychomotor skills and procedures that will be allowed by the State for licensed EMS personnel.

Because of the general language used in writing the Psychomotor Skills sections, interpretive guidelines (Appendix A) provide additional clarification and direction. The interpretive guidelines will assist in developing the National EMS Education Standards and National EMS Certification examinations. The interpretive guidelines are not intended to be inclusive of every skill that a State might allow to be performed at an EMS licensure level.

CODE OF ETHICS & OATH

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

- ▶ To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- ▶ To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient’s request for service, nor allow the patient’s socioeconomic status to influence our demeanor or the care that we provide.
- ▶ To not use professional knowledge and skills in any enterprise detrimental to the public well-being.

- ▶ To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- ▶ To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- ▶ To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- ▶ To assume responsibility in upholding standards of professional practice and education.
- ▶ To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- ▶ To be aware of and participate in matters of legislation and regulation affecting EMS.
- ▶ To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- ▶ To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

See National Association of EMT's Code of Ethics at www.naemt.org

SPECIAL NOTE:

Information in this handbook is accurate as of the time of publication. Changes in syllabi and/or schedules are sometimes inevitable. The school reserves the unilateral right at any time to modify the syllabi and or schedules (change courses of study, course content, fees, program requirements, class schedules, and academic calendar), or to make other changes deemed necessary or desirable, in order to better assist all students, if necessary, giving advance notice of change whenever possible.



Main Campus – Hialeah- 2900 W 12th Ave 3rd Floor, Suite 28, Hialeah, Florida 33012 (305) 888 – 9200

Branch –Miami- 11401 SW 40th St, 1st Floor, Suite150, Miami, Florida 33165 (305) 553 – 2898

Branch –Fort Lauderdale- 3075 W Oakland Park Blvd, Fort Lauderdale, FL, 33111 (954) 332-9904

*Branch –Dallas- 8131 Lyndon B. Johnson Fwy, Suite 300, Dallas, TX 75251 (972)301-8459

*Please refer to the separate catalog for the Dallas branch campus.

ACKNOWLEDGEMENT RECEIPT

of

CMVC STUDENT HANDBOOK

I _____ have read and understand the contents of CMVC student handbook and agree to abide by the rules herein.

Print Student Name: _____

Student Signature: _____

Date: _____