



STUDENT POLICIES AND PROCEDURES

INTRODUCTION

The purpose of the TOC-EMS training program is to offer high quality training for all EMS providers in Colonie and to train other individuals as space and resources allow. It is important that each student understand the “ground rules” of our program to help prevent any misunderstandings before, during or after a course. It is our goal to help you realize your maximum potential and to “coach” you for success. As in all learning situations, we only help guide the way. Learning is a personal endeavor requiring considerable reading, study and practice on your part! ***We can’t make you learn the material, only you can do that.*** We will try to provide you with the very best classroom and lab instruction to help you achieve the course goals and objectives. We will also provide remedial sessions to be certain that you are actually proficient in your lifesaving skills, rather than just “putting in” some hours.

Admissions

Since our primary mission is to train the EMS personnel that we need for Colonie, we must give first preference to Colonie Emergency Services agencies. Listed below is our list of priorities when deciding on who is admitted to courses:

- **First Priority**—personnel who are members of Colonie Emergency Services agencies.
- **Second Priority**—Town residents who would like to obtain EMS training.
- **Third Priority**—Non-residents (EMS or non-EMS providers) who would like to obtain training.

Prerequisites

There are no course prerequisites but to be admitted to NYS certification examinations the State requires the following:

- **Age** - - To be enrolled students must be the following age prior to the last day of the month which the State Written Certification Examination is officially approved to be administered by the New York State Department of Health (Bureau of Emergency Medical Services and Trauma Systems).
 - **First Responder**- 16 years old
 - **Emergency Medical Technician**- 18 years old
- **Physical Ability**--Students must be physically capable of performing all skills with victims positioned in realistic positions, without the use of special "adaptive" equipment.
 - **Functional Position Description (Emergency Medical Technician & Certified First Responder)**

Appendix-I [*Student Policies and Procedures*] are the **FUNCTIONAL POSITION DESCRIPTIONS for Emergency Medical Technician and Certified First Responder**. In accordance with this Student Policy and Procedure each student is required to read this statement to ensure that they meet the qualifications and can perform all tasks as described. By signing the "***STATEMENT ATTESTING TO RECEIPT OF POLICIES & PROCEDURES FOR STUDENTS***" you are affirming that you can meet 100% of the qualifications, competencies, and tasks set forth in the New York State Department of Health Bureau of Emergency Medical Services Policy 00-10 (09/25/00).

- **Criminal Record** - - The State also requires you to disclose any convictions and may refuse to allow you to become certified if you have been convicted of certain types of crimes. (Refer to Appendix-II: "*Certification for Individuals with Criminal Convictions*" [New York State Department of Health Bureau of Emergency Medical Services Policy Number 15-04])

- **Reading Ability** - - There is no required reading level, but oral examinations are not allowed for the State examination. You must read the examination and mark your own answer sheet.

- **Americans With Disabilities Act (ADA) Information**

The following is the policy for the Town of Colonie employees and, in part, pertains to students enrolled in EMS Courses sponsored through the Department of Emergency Medical Services. **THIS POLICY DOES NOT SUPERCEDE THE STANDARDS, POLICIES, OR REGULATIONS SET FORTH BY THE NEW YORK STATE DEPARTMENT OF HEALTH BUREAU OF EMERGENCY MEDICAL SERVICES IN REGARDS TO THE AMERICAN WITH DISABILITIES ACT (ADA) AS IT APPLIES TO CERTIFICATION COURSES APPROVED BY THE NEW YORK STATE DEPARTMENT OF HEALTH (Bureau of EMS).** *Refer to the Questions & Answers concerning ADA provided by the N.Y.S. Dept. of Health that appears below.*

"The Town of Colonie is committed to complying with American with Disabilities Act (ADA), the New York Human Rights Law (NYHRL) and all applicable laws providing the non-discrimination in employment [enrollment in certification EMS courses] against qualified individuals with disabilities. The Town of Colonie will work with employees [students] who have disabilities to develop reasonable accommodations that allow an individual the opportunity to perform the essential functions of his/her job [EMS course work] in safe and efficient manner. Employees [Students] are encouraged to inform their supervisors [Certified Instructor Coordinator or EMS Course Sponsor Administrator] of any physical or mental disability and to suggest appropriate methods of reasonable accommodation. All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and the NYHRL. The failure to volunteer this information will not subject an employee [student] to any adverse treatment or penalty."

The following are specific questions and answers (Q & A) concerning the ADA provided by the New York State Department of Health Bureau of Emergency Medical Services that apply specifically to New York State EMS Certification Courses:

Q: I have a learning disability in the area of reading comprehension/reading decoding. Am I eligible for testing modifications during my CFR/EMT/AEMT course?

A: Maybe. Please contact your Certified Instructor Coordinator (CIC) or Course Sponsor Administrator for more information on their Americans with Disabilities Act policies and procedures.

Q: I am unable to perform a patient assessment or apply a traction splint on the floor due to a physical disability. Can I have my evaluator move the patient from the floor to a table during my NYS EMS Practical Skills Exam in order to perform the assessment or apply the traction splint during my random skills station?

A: No. There are no testing modifications/accommodations permitted at the NYS DOH BEMS Practical Skills Exam as the ability to bend, stoop and crawl is an essential function of a certified EMS provider in the State of New York. However, use of aids that can be brought to the patient's side (i.e. amplified stethoscope) may be utilized with the prior knowledge of the Practical Skills Examination Coordinator.

Q: I have a learning disability in the area of reading comprehension/reading decoding and received testing modifications during high school. Am I eligible for testing modifications during my NYS DOH BEMS written certification exam?

A: Maybe. A copy of your most recent Individualized Education Program or standardized psycho-educational assessment (including test scores) should be forwarded with a written and signed request for the testing modifications to NYS EMS at 875 Central Avenue, Albany, NY 12206-1388 at least eight weeks prior the NYS DOH BEMS written certification exam. Please note that NYS DOH BEMS does not grant or allow for readers at the NYS DOH SEMS written certification exam due to the fact that the ability to function independently is an essential function of a certified EMS provider in the State New York.

New York State Department Health (Bureau of Emergency Medical Services and Trauma Systems) has issued a Policy Statement (No. 15-05) that deals specifically with "EMS Certification Exam-ADA Accommodation." Appendix III contains this Policy Statement. If you think that you possibly qualify for the accommodation as stated in the policy statement you should follow the directions specifically as early as possible in the course as to give yourself time determine if you qualify, and if so, arrangements can be made accordingly.

Advanced Standing

The NYS Department of Health has a policy, which allows NYS licensed or certified allied health care personnel to obtain advanced standing in EMS courses. Health care workers wishing to gain advanced standing may have some course sessions waived by challenging the knowledge and skill objectives by course division. This involves taking written and practical examinations to demonstrate competency. ***In order to pursue obtaining advanced standing the request must be made in writing before the second class session.*** If eligible, arrangements for pre-testing will be made.

Refresher Course Challenge Component

Student enrolled in a refresher Emergency Medical Technician (EMT) Course are offered the opportunity to take the Challenge Refresher Examination. This will entail taking all stations of the New York State Practical Skills Examination and a written challenge examination. After completion of this testing process a “*Sponsor Learning Contract*” will be issued to each student identify which class sessions (subject areas) the student must attend and which labs a student must attend for review of skill stations not passed during the challenge testing process. At a minimum, each student participating in the challenge refresher **must** attend the CPR class session and take the State Written New York State Certifying Examination.

A sample “*Sponsor Learning Contract*” is found in **Appendix VII**.

Goals and Objectives

Our training program and courses are accredited by the NYS Department of Health and meet or exceed their minimum requirements. NYS-EMS has established a set of objectives for each course, which forms the basis for our course of instruction. We will provide you with copies of the knowledge and skill objectives to use during study and practice. The course quizzes and term examinations will test your understanding of the objectives, reading assignments and application of information in simulated situations. The NYS certification examinations are based upon the course objectives. Since each is in the form of a question, try to answer each objective. Use them to ask each other questions in study groups. When used properly they will allow you to focus your efforts on the “right” places in the course.

Textbook Requirements

The required textbook is listed in the letter of acceptance to the course. Any deviation from this textbook must be approved by the course Instructor/Coordinator. For an original course students must have a textbook. Information will be provided as to how to procure the text from the publisher and at least one alternative location for purchase.

Reading and Studying

The reading assignments for each session are listed on the course schedule. The reading should be completed before each class session. The purpose of the lecture and lab sessions is to help clarify and expand upon material. By completing the reading *before* class you will have a better idea of what you don't understand and can ask questions. Generally speaking, about 1-2 hours of study are required at home to prepare for each class.

Online Course Policies

The lectures in this course will be conducted online during the times delineated in the schedule. This is **not** a self-paced course. You must be present and online during the live lecture to receive attendance credit. There may be opportunities to make up missed lectures through the learning management system, however regular course attendance policies remain in effect. You must have access to a device that will allow for streaming video and utilization of a learning management system. Examples include: tablets, iPads, laptops and desktop computers. You must also have access to reliable internet service.

Any links or passwords to attend lectures and/or enter the learning management system shall not be shared. Only students enrolled in the course are allowed to access course materials and lectures.

All quizzes will be administered through Moodle, an online learning management platform. Each quiz will open and close at a specific time. The quiz must be completed during that time frame, and you will have only 90 minutes to complete each quiz. Quizzes are used to gauge how effectively you are learning the material and are NOT open book. Some opportunities may exist to make up quizzes if they are missed due to unforeseen circumstances.

When online in a course, know that others can see and hear you! Try to 'come to class' in a quiet area where you'll be undisturbed. All dress code, code of conduct and harassment policies remain in full effect.

In the event of a communications/internet/software problem, please email and/or text the instructor as soon as possible. You may not be the only one having a problem.

In Person participation

Participation in lab sessions is a required part of the course. You must adhere to all rules in effect when entering the lab areas. This includes but is not limited to:

- Wearing a mask
- Taking your temperature
- Washing your hands

If you are ill, you **MUST** notify the instructor and **NOT** attend a lab session. Lab sessions can be made up with valid excuses.

If feasible, the course final examination will be administered in person, in small groups.

Course Completion Requirements

In order for a candidate to be eligible to take the State Written Certification Examination an enrolled student (candidate) must meet the following requirements:

- Attend or make-up all class sessions in accordance with the **ATTENDANCE** policy as it appears in this document ("***Student Policies and Procedures***").
- Maintain a class average of at least 75%.
 - **The following is the formula for determine the final class average:**
 - Module Exams (7 online exams) - - 70%
 - Final (accumulative) Examination - - 30%
 - **ALL HOMEWORKS MUST BE COMLETED ON-LINE TO BE ELIGIBLE TO TAKE THE COURSE FINAL EXAMINATION AND THE STATE PRACTICAL SKILLS EXAMINATION.**

- Provide certificates of completion for the following courses at least three weeks before date of scheduled State Written Certification Examination.
 - NIMS ICS-100
 - NIMS ICS-700
 - HAZMAT IS-5

(Appendix-IV is an agreement that must be signed by all students that acknowledges that you have been made aware of this requirement and you have access to a computer or need access in order to fulfill this requirement.)

- Successfully complete ten (10) hours of Clinical Ride-a-Long and submit all required paperwork. [EMT-Original Course **ONLY**].
- Complete an American Heart Association Healthcare Providers CPR Course after the start date of the course. (Refer to **Appendix-V: “Required CPR Testing”** [New York State Department of Health Bureau of Emergency Medical Services Policy Number 11-07])
- Pass the State Practical Skills Examination.

(**NOTE:** The New York State Practical Skills Examination shall be administered in adherence with “*BLS Practical Skills Examination Administration Manual*” (2017).

- If all course requirements are met then the candidate will be provided with a ticket that will allow them to take the New York State Written Certifying Examination.

Attendance

In order to comply with state requirements you must either attend or make up all course sessions. It is difficult to “make up” many sessions and receive the same information and practice opportunities that the other students obtained. For this reason we have the following policy on attendance:

1. There are no unexcused absences. If you cannot attend class you must notify the course Certified Instructor Coordinator (CIC) or the EMS office.

2. You must actually attend a minimum of 80% of the scheduled course dates. Even though arrangements may be made for make-up sessions for missed sessions more than 20% of the course is considered too much to make up.
3. Any session missed or excused **must** be made up. Arrangements need to be made for missed sessions directly with the CIC that is mutual agreed upon by both the instructor and the student.
 - How make-up sessions are handled, didactic or lab, will be determined at the sole discretion of the CIC. Possible methodologies, although not an exclusive list, are:
 - Classroom lecture
 - On-line tutorial
 - Homework assignments with feedback provided
 - Additional testing
 - Review with testing option
 - Lab sessions with skills reviewed and demonstrated
4. Students with excessive absences may not be allowed to complete the course.
5. No makeup sessions will be allowed during the last two weeks of the course unless special arrangements have been made.

**IN THE FINAL ANALYSIS, you
are the one who is responsible
for learning the information and
skills that may save a life!**

Lateness

Classes will begin and end on time. You are expected to be on-line or physically present at the start of all scheduled classes. If work or family responsibilities prevent “on time” arrival on-line or present at the course, arrangements must be made with Certified Instructor Coordinator (CIC) for a make-up. ***Habitual unexcused lateness or “cutting” of class early is not allowed and may be listed as an absence in your attendance record.*** We really do understand the rigors of trying to balance family, job and EMS. Sometimes you have no choice but to be late or absent, and in those instances you must notify the Certified Instructor Coordinator (CIC).

Dress

We don't require you to wear any special type of clothing for lab sessions. The best attire is casual clothing that you don't mind getting dirty. Many of our sessions require “hands on” practice on the floor, ground or in cars. Please dress appropriately.

Modified clinical Internship are participatory, therefore, the same type of clothing should be worn as you would for practical skills lab.

Smoking

Smoking is not allowed in any class location during either lectures or lab sessions. Smoking may be permitted during breaks in designated areas, at the discretion of the course Certified Instructor Coordinator (CIC).

Conduct

EMS personnel are expected to act in; a professional manner at all times. Accordingly, we must expect no less from our students. Poor professional conduct often has a negative impact on patient care and erodes the relationships that we have with other members of the community and health care team. Our professional relationships are based upon TRUST and any behavior which breeches that trust will hurt our ability to function. Your attitude can also have an impact on patient care. A negative attitude about excellence and quality assurance measures can lead to errors that can hurt or kill patients. You are expected to act in a professional manner at all times. This includes but is not limited to:

- Striving for excellence in patient care
- Having a positive attitude and placing the patient's interests first
- Honest; and personal integrity

- Respecting rights to privacy
- Maintaining patient confidentiality
- Being polite and treating all patients with respect
- Following established policies and procedures
- Always treating people the way you would want to be treated

HARRASSMENT

Colonie EMS is committed to the principle that harassment by/between employees, faculty, or students is an abuse of authority and constitutes prohibited unprofessional and unacceptable conduct. This policy extends to any educational programs involving EMS staff, instructors, and students whether on-site or a remote location; such as during the course clinical component. Sexual harassment is a form of sexual discrimination that is prohibited by Title VII of the Civil Rights Act of 1964, and is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's participation in a class,
- Submission to or rejection of such conduct by an individual is used as the basis for instructional decisions affecting such individuals, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's instructional performance or creating an intimidating, hostile or offensive educational environment.

Any student who feels he/she is being harassed is encouraged to report such harassment to the course Certified Instructor Coordinator (CIC) and commence a grievance procedure.

Use of Cell Phones (Including Texting)

Understanding that students may need to be available by cell phone in case of emergencies the following rules are established and apply to all students while in class (on-line session) or lab exercise:

1. Wireless devices such as cell phones, smart phones, etc. shall be set to "silent mode during all call sessions.
2. If a student must take a call, then they shall leave the educational area (walk away from your computer) before answering and beginning the conversation. They must take the call in an area that will in no way be disruptive to other students.
3. After completing the call, the student shall return to the educational area or computer space with a minimal amount of disruption to others.
4. A student who leaves the classroom (computer) to take a call is still responsible for all instructional material missed.
5. Students shall not engage in sending or receiving text messages, or utilize a device for accessing e-mail, the Internet, or any other source not considered a part of the ongoing class session.

Failure to follow this policy may result in disciplinary action as prescribed in this Policy & Procedure Manual.

Social Media

Students are forbidden from sharing any activity directly or indirectly related to a course on social media. This extends to any clinical experience that is required under the course requirements. This means that no verbal information, written descriptions, pictures or videos are permitted to be transmitted by any method by any type of social media concerning activities, actions, behaviors, and statements of students, faculty members, or department members. As part of this policy students are strictly forbidden from making recordings or taking pictures or videos of any kind without the consent of the CIC.

Violation of this policy may result in disciplinary action as prescribed in this Policy & Procedure Manual.

Examinations

Modular examinations will be administered on-line at regular intervals throughout the class. These are given for two reasons:

1. For us to assess your progress against the course objectives and determine if our teaching methods are effective.
2. For you to assess the effectiveness of your study habits and progress in the course.

Students are required to maintain a minimum average grade of 75% on modular examinations. If a score of less than 75% occurs a student will be required to take it a second time. If a student's average falls below 75% remediation may be required and additional examinations will be required until the average grade reaches at least 75%. If a student has difficulty maintaining a minimum average grade of 75% then a discussion will be held with the Certified Instructor Coordinator (CIC) about dropping the course. Any make-up sessions, testing, or remediation will be scheduled at the convenience of both the student and the CIC with a possibility that it will be conducted remotely.

All attendance, exam grades, and other mandated requirements are tracked by the Certified Instructor Coordinator (CIC), and therefore, feedback will be provided periodically. A student may request information on course progress.

You are required to TAKE all exams, complete all NIMS and HAZMAT online courses, and complete fulfill all required checklists and mandates to successfully complete the course and be eligible for final testing (both course and practical skills).

The only exception to this applies to CPR testing. The STATE requires that you MUST pass all written and practical testing for certification in CPR. This must be either ARC-CPR for the Professional Rescuer or AHA-Course "C"; CPR for Healthcare Providers. You must pass this testing before being qualified for admission to the State Practical Skills Examination. There will be an American Heart Association (AHA) Healthcare Provider course offered during all New York State EMS Certification courses offered by the Town of Colonie. (Refer to Appendix-V: "**Required CPR Testing**" [New York State Department of Health Bureau of Emergency Medical Services Policy Number 11-07])

Clinical Requirement for EMT (Original) Courses

The Town of Colonie Emergency Medical Services an approved New York State Course Sponsor (Sponsor Code-#02-013) is required to provide students with a clinical requirement for all EMT (original) courses. This mandate requires that all enrolled EMT candidates must do a total of ten (10) hours for this clinical component.

Due to COVID and the need for social distancing and other mandates necessary to protect the health and welfare of EMT students the New York State Department of Health Bureau of Emergency Medical Services has granted permission for a Colonie EMS to do a Modified Clinical Internship in order to comply with this requirement. (The required elements are found in Appendix-VI).

Disciplinary Process

If a student is in violation of any of the policies set forth in this Policy and Procedure Manual then the following progressive method shall be used to commence disciplinary process. The following steps shall be followed:

1. Verbal counseling by the CIC.
2. 2nd verbal counseling by the CIC and the Assistant Chief for Training or the Course Sponsor Administrator.
3. A written disciplinary action that identifies the issue and placing the student on notice that any further problem in regard to the issue at hand will result in termination from the course.
4. Student will be terminated from the course. An appeal process is available below.

Termination/Expulsion

Occasionally it is necessary to expel or terminate a student's participation in an EMS training course. ***The reasons for course termination include, but are not limited to the following:***

- A physical inability to perform the skills
- Failure to meet State course requirements
- Failure to comply with course politics and procedures
- Cheating/dishonesty
- Unethical conduct
- Unexcused absences
- Habitual unexcused lateness

In the event that a student is either terminated or expelled they may go through the appeal process (see next section).

Appeal Process

Any appeal of course grades, termination, expulsion, or harassment must be initially made to the Certified Instructor Coordinator (CIC), in writing. The CIC has 3 business days in which to provide a response. If the response of the CIC is considered unsatisfactory by the student making the appeal then the next level is an appeal to the Assistant Chief for Training. The Assistant Chief for Training has 5 business days to respond to the appeal. If the student finds the decision rendered by the Assistant Chief for Training to be unsatisfactory then the final level of appeal is to the Colonie EMS Medical Director; who with the Chief of Department and a member of the Town of Colonie Administration shall make-up the final determination of appeal. This group has 10 business days in which to render this final determination. The decision of this group is final and without further options for appeal.

Tuition Refund

The following shall be the tuition refund policy for students who withdraw from a course:

1. All withdrawals must be made in writing to the course I/C
2. Prior to session #1-- full refund
3. Session #1- #8-- 75% refund
4. Session #8- #16-- 50% refund
5. Session#16- #24-- 25% refund
6. Students dropped from the course for academic reasons will receive no refund

Cancellation Procedures

In the event that cancellation of a class session becomes necessary due to inclement weather, etc., announcements will be made by the TOC Communications Division on 155.385, 800 MHZ EMS Dispatch Talk Group and Fire 1 Talk Group. Notification may also be obtained by calling the EMS office at 782-2645 or the course Certified Instructor Coordinator (CIC).

**STATEMENT OF ATTESTING TO RECEIPT OF
“STUDENT POLICIES & PRECEDURES”**

I, _____
(PRINT NAME)

affirm that I have received a copy of the Colonie EMS **“STUDENT POLICIES & PRECEDURES”** and will adhere to the policies and procedures set forth for the duration of the New York State Certification Course for which I am enrolling as a candidate [student].

SIGNATURE: _____

DATE: _____

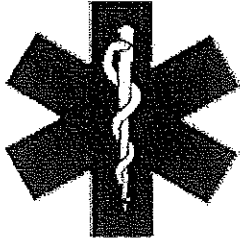
Course Number: _____

TYPE-of-Course: _____

APPENDIX I

“Functional Position Description” (Emergency Medical Technician)

**{New York State Department of Health
Bureau of Emergency Medical Services
Policy Number 00-10}**



DOH
New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT

Supersedes/Updates: Policy Statement 92-04

No. 00-10

Date: 09/25/00

Re: EMT-B / AEMT

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Functional Position Description
Emergency Medical Technician – Basic (EMT-B)
Advanced Emergency Medical Technician (AEMT)

Purpose:

Provide a guide for those who are interested in understanding what qualifications, competencies and tasks are expected of the EMT-B and/or the AEMT.

Qualifications:

- Complete the *Application for Emergency Medical Services Certification* (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State EMT-B or AEMT course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 18 years of age prior to the last day of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgement and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

Competency Areas:

The EMT-B

Must demonstrate competency is assessment of a patient, handling emergencies using Basic Life Support equipment and techniques. Must be able to perform CPR, control bleeding, provide non-invasive treatment of hypoperfusion, stabilize / immobilize injured bones and the spine, manage environmental emergencies and emergency childbirth. Must be able to use a semi-automatic defibrillator. Must be able to assist patients with self-administration or administer emergency medications as described in state and local protocol.

The AEMT-Intermediate

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using intravenous therapy, defibrillator and advanced airway adjuncts to control the airway in cases of respiratory and cardiac arrest.

The AEMT-Critical Care

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using the AEMT-Intermediate skills and equipment. Must be able to administer appropriate medications.

The EMT-Paramedic

Must be capable of utilizing all EMT-B and AEMT-intermediate skills and equipment. Must be able to perform under Advanced cardiac Life Support (ACLS) and Basic Trauma Life Support (BTLS) standards. Must be knowledgeable and competent in the use of a cardiac monitor/defibrillator and intravenous drugs and fluids. The EMT-Paramedic has reached the highest level of pre-hospital care certification.

Description of Tasks:

Responds to calls when dispatched. Reads maps, may drive ambulance to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.

Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Extricates patient from entrapment. Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assesses and monitors vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders.

Assists with lifting, carrying and properly loading patient into the ambulance. Avoids mishandling patient and undue haste. Determines appropriate medical facility to which patient will be transported. Transports patient to medical facility providing ongoing medical care as necessary enroute. Reports nature of injury or illness to receiving facility. Asks for medical direction from medical control physician and carries

out medical control orders as appropriate. Assists in moving patient from ambulance into medical facility. Reports verbally and in writing observations of the patient's emergency and care provided (including written report(s) and care provided by Certified First Responders prior to EMT-B/AEMT arrival on scene) to emergency department staff and assists staff as required.

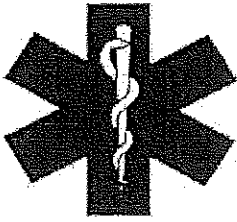
Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene.

Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains ambulance in operable condition. Ensures cleanliness and organization of ambulance, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluid, fuel and air pressure levels. Maintains familiarity with all specialized equipment.

APPENDIX II

“Certification for Individuals with Criminal Convictions”

**(New York State Department of Health
Bureau of Emergency Medical Services
Policy Number 18-01)**



Department of Health

New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT

Supersedes/Updates: 00-12, 02-02, 09-05, 15-04

No. 18-01

Date: April 2018

Re: Certification of
Individuals with Criminal
Convictions

Page 1 of 3

On May 6, 2015 Title 10 of the New York Codes, Rules and Regulations Part 800 were amended as they relate to certification, recertification and continuing medical education recertification requirements. These sections reflect New York State's policy of removing barriers to the licensure and employment of persons previously convicted of one or more criminal offenses and incorporate Article 23-A of the Corrections Law into the review of an applicants' prior criminal offenses.

The following provisions are contained in Part 800:

...if the applicant has been convicted of one or more criminal offenses, as defined in §800.3(ak), be found eligible after a balancing of the factors set out in Article 23-A of Corrections Law. In accordance with that Article, no application for a license shall be denied by reason of the applicant having been previously convicted of one or more criminal offenses unless (i) there is a direct relationship between one or more of the previous criminal offenses and duties required of this certificate or (ii) certifying the applicant would involve an unreasonable risk to property or the safety or welfare of a specific individual or the general public. In determining these questions, the agency will look at the eight factors listed under New York State Corrections Law Section 753.

...not have been found guilty or in violation, in any jurisdiction, of any other non-criminal offense or statutory and/or regulatory violation, as those terms are defined in Section 800.3 of this Part, relating to patient safety unless the department determines such applicant would not involve an unreasonable risk to property or the safety or welfare of a specific individual or the general public.

Purpose:

This policy specifies the process for the review of applicants seeking Emergency Medical Services (EMS) certification with a history of criminal convictions. It also describes the responsibilities of the applicant, the Certified Instructor Coordinator (CIC) and the Department of Health.

Applications for Original EMS Certification or Recertification:

In accordance with the provisions of the State Emergency Medical Services Code, 10 NYCRR Part 800, applicants for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The Department will review **all** criminal convictions from any federal, military, state and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800. If the applicant has been convicted of one or more criminal offenses, the Department will consider the eight factors listed under New York State Corrections Law Section 753, to determine if the applicant represents an unreasonable risk to property or the safety or welfare of the general public.

Certain Family Court or other designated governmental agency findings are also subject to review by the Department. If an applicant is unsure as to the status of any court proceeding, he/she **SHOULD NOT** sign the Application for Emergency Medical Services Certification (DOH-65).

10 NYCRR Part 800 does not prevent an applicant with a criminal conviction from attending and completing all of the training requirements of an EMS certification course. However, it may prevent the applicant from

becoming certified in New York State until the Department has conducted a review and investigation of the circumstances of the conviction(s) and made a determination that the applicant does not represent an unreasonable risk to property or the safety or welfare of the general public.

If the Department makes a determination allowing certification, the applicant will be eligible to take the applicable New York State practical and written certification examinations, if otherwise qualified. **All applicants must be fully informed of these requirements by the Certified Instructor Coordinator (CIC) at the beginning of a course.**

Applicants will not be permitted to take the NYS practical or written certification examination until the background review and investigation is completed and a final written determination is received by the applicant.

The Certification Application:

All applicants applying for NYS EMS certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65). The bottom of the application contains an affirmation that states "Do not sign this if you have any convictions". **Under no circumstances should an applicant sign this application if he or she has a criminal conviction of any type.**

The CIC must identify all unsigned applications and send them with the course memorandum and all other applications to the Department immediately after the second class session. The CIC should include a separate memorandum or note identifying each unsigned application. The applicant(s) will be listed on the class list but **will not** be issued an examination ticket until cleared in writing by Department. It is the responsibility of the applicant to understand this policy, gather the required documentation and provide it to the Department. An EMS representative from the Department may conduct an interview. This may take the form of a personal meeting or telephone interview. In an effort to permit a timely review and determination, the applicant must provide all the required documentation within 30 days of the initial Department contact. If the applicant does not provide the documentation, the investigatory review will be closed and the applicant will not be able to seek EMS certification.

The applicant should not contact the Bureau of EMS (BEMS) directly. Upon the receipt and processing of the unsigned DOH-65 application form, the applicant will be sent a package of information outlining the investigative process, the required information to be supplied and the contact name and telephone number of the Bureau of EMS Representative reviewing their case.

The Department will only discuss issues related to criminal convictions with the applicant or their legal representative. **There is no requirement or need for the applicant to disclose the circumstances of any conviction(s) with the CIC.**

The Review Process:

All applicants entered in the review process will need to provide the following written documentation concerning all convictions. This information must be sent directly to the Department regional office as detailed in the letter sent to the applicant.

1. A notarized sworn affidavit stating that the applicant has not had any conviction(s) for a crime or crimes other than those currently identified.
2. If the applicant is recertifying and has signed previous certification applications, he/she must provide an explanation as to why these applications were signed.
3. A signed and dated statement describing the reason that they are seeking EMS certification.

4. A signed and dated written narrative description of the circumstances leading to and surrounding each conviction.
5. An original or certified copy of the certificate of disposition from the court. A Certificate of Relief from Disabilities does not fulfill this documentation requirement. If these items are not available, an original letter from the court must be supplied attesting that the documentation does not exist or is no longer available. Please note that the applicant may be responsible for the cost of obtaining these documents.
6. A letter from the applicant's probation/parole officer (if applicable) documenting compliance with their probation/parole. A copy of the final probation/parole report must also be included.
7. If the applicant's conviction resulted in any court ordered therapy, clinical evaluations or counseling, a letter or report from the organization or individual who provided the evaluation, counseling or therapy is required. The letter or report should indicate if treatment is ongoing or if it has been completed and whether or not it was considered to have been successful. The letter should also indicate that the counselor/therapist believes that the applicant is suitable to perform patient care in a prehospital setting.
8. The applicant is required to submit letters from the administration of each EMS agency with whom they are affiliated. These letters must be on official letterhead and presented to the Department EMS Representative in a **sealed and signed** envelope. These letters must describe any involvement in EMS or other health care settings, the length of the affiliation with the agency, **an awareness of the specific conviction(s), the circumstances and the agency's willingness to monitor the individual during the performance of his/her EMS duties.**
9. The applicant should submit other letters of recommendation. These letters must also be presented to the EMS Representative in a **sealed and signed** envelope. These recommendations must include a description of the relationship with the applicant, have knowledge of the conviction, an understanding of the EMS environment, and can attest to the applicant's good character. The letters may include, but not be limited to:
 1. current employers;
 2. health care professionals;
 3. community leaders (i.e. clergy, law enforcement or educators)
10. Each applicant may have a personal interview with a Department EMS Representative after all the documentation requirements have been met. A telephone interview may be conducted in the place of a personal meeting. Upon completion of the investigation and review, the applicant will be notified in writing of the Department's decision.

While the investigation and review is ongoing, an applicant may attend all classes. However, the applicant will be prevented from taking any NYS certifying examination, including the challenge practical skills examination at the beginning of the refresher program, the practical examination at the conclusion of the training program and the final written certification examination, until all course requirements are completed and a favorable determination is made in writing by the Department.

Applicants possessing current NYS EMS certification will be afforded a hearing in accordance with the provisions of Section 12-a of the Public Health Law if the Department seeks suspension, revocation or any other legal action.

APPENDIX III

“EMS Certification Exam ADA Accommodation Requests”

**(New York State Department of Health
Bureau of Emergency Medical Services
Policy Number 15-05)**

	<div data-bbox="583 142 740 239">NEW YORK STATE</div> <div data-bbox="756 155 953 224">Department of Health</div> <div data-bbox="482 273 1052 344">Bureau of Emergency Medical Services & Trauma Systems</div> <div data-bbox="610 380 920 411">POLICY STATEMENT</div> <div data-bbox="433 428 816 464">Supersedes/Updates: <i>New</i></div>	<div data-bbox="1131 134 1435 205">No. 15 - 05 Date: July 20, 2015</div> <div data-bbox="1131 241 1458 380">Re: EMS Certification Exam ADA Accommodation Requests</div> <div data-bbox="1131 415 1326 451">Page 1 of 3</div>
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Background

The New York State Department of Health (Department), Bureau of Emergency Medical Services and Trauma Systems (BEMS) administers certification examinations to persons who meet the minimum requirements for NYS certification in accordance with Chapter VI of Title 10 (HEALTH) of the Official Compilation of Codes, Rules and Regulations, Part 800.

Purpose

This policy is intended to provide guidance to persons with documented disabilities who request reasonable accommodations to take the NYS DOH BEMS certification examination. The Department, in accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), as amended, will not discriminate on the basis of disability.

Procedures

The Department offers reasonable and appropriate accommodations for its certification examinations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

The Department will review each request on an individual basis and make its decisions relative to appropriate accommodations based on the following guidelines:

1. An individual requesting an accommodation under ADA must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.
2. Requested accommodations must be reasonable and appropriate for the documented disability and must not fundamentally alter the examination's effectiveness in assessing the essential functions of pre-hospital care, which the examinations are designed to measure.
3. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations, must be qualified to do so.

4. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to Department staff and consultants only to the extent necessary to evaluate and/or provide the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.

In order for an individual to be eligible to take a NYS DOH BEMS certification examination, the individual must:

1. Enroll in a NYS DOH BEMS approved course offered through an approved educational entity (course sponsor).
2. Complete and submit, through the EMS course sponsor, an Application for Emergency Medical Services Certification, form number DOH-65.
3. Persons requesting an accommodation must submit their request in writing to the Department via fax to 518-402-0985 or to:

New York State Department of Health
Bureau of EMS – Certification Unit
875 Central Avenue
Albany, New York 12206

Requests should include the following information:

- a. Individual's first and last name.
- b. Individual's mailing address.
- c. Individual's telephone number and email address.
- d. Course number the individual is enrolled in (obtain from instructor).
- e. What accommodations the individual is requesting, if known.
- f. Any documentation from professionals who have conducted assessments or who have rendered diagnoses to support the accommodation request.
- g. In many cases, this can be in the form of an Individualized Education Program (IEP), a formal psycho-educational evaluation.

All requests for reasonable accommodations must be received by the Department no later than 8 weeks prior to the date of the certification examination scheduled for the class in which the individual is enrolled. Ideally, the request should be made at the start of the course or as soon as possible.

Individuals requesting an accommodation will be notified in writing of the Department's decision to either grant, deny or modify the requested accommodation.

In the event the individual does not agree with the Department's decision, the individual requesting the accommodation may file an appeal by contacting:

Designated Reasonable Accommodation Coordinator
New York State Department of Health
Empire State Plaza, Corning Tower, Room 2284
Albany, NY 12237
(518) 474-4398

4. Meet all requirements for Initial Certification Requirements in Part 800.6 or Recertification Requirements in Part 800.7.
5. Complete all requirements for course completion through a course sponsor.

APPENDIX IV

“Co-requisites for Colonie EMS EMT/CFR Courses”



Co-requisites for Colonie EMS EMT Courses (# _____)

It is agreed that I, _____, will complete the
(Print Name)
requirements listed below no later than _____. If some or all of
these have already been completed then a photocopy of a certificate
with my name on it will be provided. If not already completed then
copies of certificates with my name will be provided from courses
taken at the websites listed below. Failure to complete this required
material will make me ineligible to take the State Certification
Examination.

REQUIREMENTS

NIMS ICS 100 (Introduction to Incident Command)
available at <http://training.fema.gov/EMIWeb/IS/is100b.asp>

NIMS IS 700 (NIMS an Introduction) available at
<http://training.fema.gov/EMIWeb/is/is700a.asp>

IS-5 (Introduction to Hazardous Materials) available at
<http://training.fema.gov/EMIWeb/IS/is5.asp>

Please indicate which scenario below which best reflects your access to a
computer and the internet.

____ I have access to a computer, internet, and a printer and do not require access to be
provided at this time.

____ I need access to a computer and the internet and will make arrangements with Andrew
Stem (CIO for EMT-Original) in order to obtain computer access with ability to print a certificate.

**If at any time my ability to access the needed resources to complete the
above requirements I will notify the Certified Instructor Coordinator or
Course Administrator (Chief Berry) immediately.**

Student Signature: _____

Date: _____

APPENDIX VI

**“Modified Clinical Internship”
(Required Elements for Course Completion)**

Colonie EMS - - EMT (Original) Course-#220062
Modified Clinical Internship - - Required Element for Course Completion

Name-of-Student: _____

Date: _____

OBJECTIVE: Demonstrate a simulated ambulance shift with students observing and doing practical skills exercises including managing a cross-section of medical and trauma calls.

Summary of tasks to be performed (Place a check mark next to each completed task):

- _____ Review of Safety (Seat Belt Use, Backing Policy, and Issues of Due Regard with RL&S)
- _____ Review of NYS*EMS Relevant Policy Statements
- _____ Overview of Infection Control Procedures (including decontamination of ambulance)
- _____ Communications with the patient and family, public, police, and other responders.
- _____ Ambulance inspection (external-includes all safety features) – (Colonie Inspection Sheet)
- _____ Ambulance inspection (internal-includes supplies & equipment) - (Colonie Inspection Sheet)
- _____ Operation of Stretcher (safety and demonstrating removing and returning to ambulance)
- _____ Show how to effectively do a radio transmission with dispatch.
- _____ Provide a radio report to a receiving hospital on a mock patient.
- _____ Case Presentation (Provide a response on handling an EMS call, to include; safety issues, interpretation of signs and symptoms, treatment priorities, and report to hospital.

HANDOUTS:

- ❖ NYS*EMS Policy No. 12-04 (Advisory on Patient Care in a Moving Ambulance)
- ❖ NYS*EMS Policy No. 09-11 (Storage and Safe Guarding of Medications Administered by EMT-Bs)
- ❖ NYS*EMS Policy No. 09-07 (Security and Safety of EMS Response Vehicles)
- ❖ NYS*EMS Policy No. 08-04 (Passenger Restraint Devices in Emergency Response Vehicles)
- ❖ NYS*EMS Policy No. 02-11 (Preventive Maintenance of EMS Vehicles and Equipment)
- ❖ **COLONIE EMS AMBULANCE CHECKLIST**

SIGNATURE-of-EVALUATOR: _____ **DATE:** _____