

Lewis and Clark Career Center

EMT Program

Course Syllabus & Policy Addendum

1. Academy Structure, Uniforms & Chain of Command

This program is operated as a professional, academy-style training course designed to instill discipline, teamwork, and operational accountability from day one.

- **Strict Uniform Policy:** Wearing the required uniform correctly and professionally is a fundamental aspect of emergency medical services. Uniform standards are strictly enforced at all times during classroom sessions, practical skill labs, and clinical rotations. Non-compliance will directly impact student participation, professionalism grades, and clinical eligibility.
- **Chain of Command & Respect:** To reflect standard Fire/EMS organizational structures, student leadership roles—including Lieutenant and Battalion Chief—will be assigned. All students are required to show proper respect and adhere to this chain of command during all academy operations.

2. FEMA NIMS Training Requirements

Prior to participating in any clinical ride-alongs on an active ambulance, students must complete mandatory National Incident Management System (NIMS) prerequisite coursework.

- **Required Courses:** EMT students are required to complete the following FEMA NIMS training courses:
 - **IS-100.C:** Introduction to the Incident Command System
 - **IS-200.C:** Basic Incident Command System for Initial Response
 - **IS-700.B:** An Introduction to the National Incident Management System
- **Clinical Prerequisite:** Successful completion and proof of certification for all three FEMA courses (IS-100.C, IS-200.C, and IS-700.B) are mandatory before any EMT student will be allowed to perform clinical rides on an ambulance.
- The NIMS training and certifications will be started in class but the student will be required to complete the training as home assignments.

3. Clinical Experience & Sensitive Content Disclosure

Enrollment in the High School EMT Program includes mandatory clinical rotations in hospital emergency departments and on active ambulances. Due to the real-world nature of emergency medical services, students will be exposed to adult environments, intense medical emergencies, graphic injuries, dynamic social situations, and sensitive patient care scenarios.

- **Real-World Exposure:** Students may encounter severe trauma, medical crises, substance abuse, psychiatric emergencies, explicit language, and patient nudity necessary for physical assessments.
- **Professional Standards:** Students are expected to maintain strict patient confidentiality (HIPAA), show emotional maturity, and adhere to a professional code of conduct at all times.
- **Debriefing & Support:** The instructor and clinical supervisors actively provide debriefing sessions following critical incidents to help students process complex or challenging clinical calls.
- **Critical Incident Stress Debriefing (CISD):** In the event that a student is involved in a high-stress emergency call or severe critical incident during their clinical ride-alongs, every effort will be made to enable and encourage the student to attend any Critical Incident Stress Debriefing (CISD) held by the host department or agency. The instructor will also conduct a follow-up check-in to ensure the student has access to necessary support resources.

4. Patient Contact & PCR Documentation Requirement

To successfully complete the clinical component of this course, students are required to complete and document a minimum of 10 EMT patient contacts during their ambulance or hospital ER rotations.

- **Documentation Standard:** Every patient contact must be thoroughly documented on the official, provided Patient Care Reports (PCRs).
- **Submission Deadline:** Completed PCRs are due the day after your clinical rotation ends. Late PCR submissions are subject to the course late-work policy.

5. Late Work & Assignment Exceptions Policy

Late assignments are not accepted in this course. Deadlines in emergency medical training reflect the real-world standard of time-sensitive patient care, where punctuality and reliability are vital.

- **Hard Deadlines:** All coursework and clinical documentation must be submitted by the specified date and time to receive credit.
- **Requesting Exceptions:** If extraordinary circumstances arise and you wish to request an exception, these requests will be heard by appointment only.
- **Process:** Students must schedule a formal meeting with the instructor prior to or immediately following the missed deadline to present their situation. Drop-in requests before or after class will not be considered.

6. Mandatory Attendance & Hour Requirements

Emergency medical training is governed by strict state education and credentialing standards.

- **Required Contact Hours:** The state mandates a minimum number of classroom, lab, and clinical contact hours. Consequently, the standard high school attendance policy does not fully cover EMS program requirements.
- **Impact of Absences:** Excessive absences—even if excused by the high school—may cause a student to fall below mandatory hour thresholds, resulting in loss of eligibility for course completion and NREMT testing.

7. HIPAA, Confidentiality & Zero-Tolerance Social Media Policy

Protecting patient privacy is a strict legal mandate under the Health Insurance Portability and Accountability Act (HIPAA) and a cornerstone of medical ethics.

- **Zero-Tolerance Policy:** Students are strictly prohibited from taking photographs, recording videos, or posting any details, descriptions, or commentary regarding clinical rotations, patients, calls, or host agencies on any social media platform or digital messaging service.
- **Consequences:** Any violation of HIPAA or the social media policy will result in immediate removal from clinical rotations and potential dismissal from the EMT program.

8. Clinical Travel & Liability

- **Transportation Responsibility:** Students and their parents/guardians are solely responsible for arranging safe transportation to and from all external clinical sites (hospitals and ambulance stations).
- **Liability:** Lewis and Clark Career Center and its staff assume no responsibility or liability for students while in transit to or from clinical rotation sites.

9. Physical Demands & Scope of Trainee Practice

- **Physical Capability:** EMT training involves rigorous physical activity, including heavy lifting, carrying stretchers, kneeling, and performing prolonged CPR. Students must be capable of fulfilling these physical duties safely.
- **Direct Supervision & Scope:** EMT students operate as student trainees under direct supervision at all times. Performing medical procedures outside the taught EMT scope of practice or without explicit authorization from a clinical preceptor is grounds for immediate removal from the clinical program.

10. Handbook Compliance & Dual Policy Structure

Both students and their parents/guardians are required to thoroughly review both the Lewis and Clark Career Center Student Handbook and the EMS Program Handbook.

- **Dual Policy Structure:** The EMS Program Handbook contains specific clinical guidelines, safety rules, and professional standards that may differ from or build upon the general Career Center handbook.
- **Shared Compliance:** Students are expected to adhere to the policies in both handbooks at all times. Where specific program requirements differ, the higher professional standard outlined in the EMS Program Handbook will apply during all EMT coursework and clinical rotations.

11. NREMT Testing Eligibility & Medical Director Authorization

The EMT curriculum at Lewis and Clark Career Center provides the education necessary to prepare students for the National Registry of Emergency Medical Technicians (NREMT) cognitive and psychomotor testing process.

- **Education vs. Certification:** EMT education and EMT certification are two distinct processes. Completing the EMT educational program prepares you for the exams, but actual NREMT testing and obtaining state/national certification must be scheduled and completed by the student independently after program completion.
- **Medical Director Evaluation:** Successful completion of classroom coursework does not automatically guarantee eligibility to sit for the NREMT exam. The EMT Program Medical Director independently evaluates each student to determine if they meet all professional, clinical, and academic standards required to receive an official authorization letter allowing them to challenge the test.
- **Selection Process:** Not all students are guaranteed to receive an authorization letter.
- **Progress Monitoring:** The primary instructor maintains regular communication with the Medical Director throughout the program, providing updates on student academic standing, clinical performance, skill mastery, and professional conduct.

12. Educational Accommodations & NREMT ADA Policy

The Lewis and Clark Career Center EMT Program is committed to equal access and will accommodate all necessary student special needs required by law (such as 504 plans or IEPs) throughout the educational process, classroom instruction, and internal skill labs.

- **NREMT Testing Accommodations:** Please be aware that the National Registry of EMTs (NREMT) operates under its own separate ADA accommodation policies. Accommodations granted at the high school or career center level do not automatically apply to the national certification exam.
- **Independent Application:** Students seeking accommodations for the NREMT cognitive or psychomotor exams must apply directly to the NREMT with required medical or educational documentation. Approval is determined entirely by the National Registry.

Program Acknowledgment & Signature Page

Please review, sign, and return this page to the primary instructor by the specified date. I have read, understood, and agree to abide by all policies outlined in the Lewis and Clark Career Center EMT Program Syllabus, the EMS Program Handbook, and the Lewis and Clark Career Center Student Handbook. I understand the academy-style expectations, FEMA NIMS requirements, clinical requirements, uniform standards, HIPAA restrictions, and NREMT Medical Director authorization guidelines.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____