



Community Ambulance Health Science Center

**Student Catalog
Effective Date: July 1, 2021**

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

**2021 Catalog
Effective date July 1, 2021**

Licensed to operate by the Commission on Postsecondary Education

Community Ambulance Health Science Center (HSC) is dedicated to providing the highest quality education to all of our students. To that end, Community Ambulance HSC believes that the individual who renders aid to the sick and injured person must not only be proficient in the skills necessary to help ease suffering and prevent further injury, but must also have a complete understanding of the underlying process which is causing the patient's condition. With this knowledge in hand, along with the skills learned, it is our goal that the pre-hospital care provider trained at Community Ambulance HSC will have the ability and resource to handle any emergency that may be encountered.

Community Ambulance HSC strives to teach all of its classes to a national curriculum standard, thus, providing an education that allows students to test at sites throughout the nation.

Community Ambulance HSC strives to incorporate a human factor throughout its training courses. We believe and teach that all patients are people to be respected and treated with compassion and expect all of our students to practice this belief.

The Community Ambulance Health Science Center is open to all persons who meet entrance requirements, regardless of age, race, color, religion, national origin, disability, sex, sexual orientation, or gender identity or expression.,

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Academic Dishonesty / Grievance Policy	21
Account for Student Indemnification	8
Acknowledgement Statement	22
Admission / Re-admission	5
Attendance Policy	8
Career Placement Services	6
Classroom Rules	14
Clinical Rotation and 3 rd Ride Guidelines	21
Content Experts and Specialists	3
Course Summaries	11
Credit for Previous Training	5
Description of Facility	4
Disciplinary Action	20
Entrance Requirements	5
Equal Opportunity	5
General Liability and Health Insurance	6
Grading Policy	10
Holidays	4
Instructors	3
Mandatory / Optional Equipment	16
Military Deployment	8
Refund Policy	7
Schedule of Courses	17
Students with Health Problems	9
Textbooks	17
Tuition	6
Tutoring	19
Uniform Policy	18

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Ownership

RBR Management, LLC DBA Community Ambulance and Community Ambulance Health Science Center is owned by Ambulance Management Group, LLC, a Nevada limited liability company (AMG) and Dignity Health, a foreign nonprofit corporation DBA Saint Rose Dominican Hospitals.
91 Corporate Park Dr., Suite 120
Henderson, NV 89074

Governing Body of Community Ambulance Health Science Center

Brian Anderson, General Manager
Gerry Julian, Academic Director
Chris Stachyra, HSC Program Coordinator
David Obert, DO, Medical Director

Training Faculty

The Community Ambulance HSC will conduct all of its courses in accordance with SNHD EMS Regulations and utilize only SNHD certified EMS Instructors as outlined in SNHD EMS Regulation 200.500, 200.510, 200.515 and 300.330.

Gerry Julian, EMT and AEMT Instructor, Substitute Instructor
Scott Lloyd, EMT and AEMT Instructor, Substitute Instructor
Mark Calabrese, EMT and AEMT Instructor, Substitute Instructor
Bryce Wilcox, EMT and AEMT Instructor, Substitute Instructor
Stephen Spint, EMT and AEMT Instructor, Substitute Instructor
Jennifer Renner, EMT and AEMT Instructor, Substitute Instructor
Andrew Borkowski, EMT and AEMT Instructor, Substitute Instructor

Content Experts and Specialist as EMS Instructors

All EMS related courses conducted at Community Ambulance HSC, will be conducted in accordance with Southern Nevada Health District (SNHD) EMS Regulations 200.000.

Community Ambulance HSC will strive to deliver a diverse variety of pre-hospital education to its students. Community Ambulance HSC will conduct each course, as stated above, with qualified EMS Instructors as outlined in SNHD “District Procedure for EMS-Instructor Endorsement via Challenge” “District Procedure for Preceptor Endorsement” and SNHD EMS Regulation (s) 300.330-300.410.

If a consultant and/or specialist would like to instruct a course and they are not currently a certified SNHD EMS Instructor, but they are an expert in the field of instruction, the

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Community Ambulance HSC Director will review their experience and/or resume / CV to determine their qualification level according to SNHD EMS Regulation 300.410 and forward the resume / CV to SNHD EMS Office for review prior to holding the course of instruction.

All individuals that do not hold a SNHD EMS Instructor certification, but do hold an instructor certification in ACLS, PALS, PEPP, PHTLS, BTLS, CPR etc. will be treated as consultants and must provide documentation as such prior to instructing any course at Community Ambulance HSC.

The Community Ambulance HSC Director will obtain copies of all certifications and resumes / CV's and keeps them on file within the Director's office.

Community Ambulance Health Science Center Location

Community Ambulance HSC Classroom is located at 91 Corporate Park Dr., Suite 120, Henderson NV, 89074. The building houses the classroom and equipment storage area. Administrative office for Clinical Services and Quality Improvement are also located at 91 Corporate Park Dr., Suite 120, Henderson NV, 89074

Health Science Center Office Hours

Monday – Friday 8am – 5pm
(Excluding holidays)

Observed Holidays

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Entrance Requirements

All students enrolling at Community Ambulance HSC must be 18 years of age and show proof of high school diploma or equivalency. A driver's license (or valid photo ID) must be provided.

Equal Opportunity

It has been and will continue to be the policy of Community Ambulance HSC to be an equal opportunity institution. Community Ambulance HSC is committed to assuring that all courses are readily accessible to all eligible persons without regard to their race, color, religion, sex, age, national origin, sexual orientation, disability and/or marital status.

Credit for Previous Training

No credit will be given for partial training courses taken except for a current certification as an EMT wishing to attend the Community Ambulance HSC AEMT program. A current, valid American Heart Association Healthcare Provider card ASHI card or others as approved by the EMS Office of the SNHD shall be honored; however, there will not be a reduction of fees for the course.

Admission

Registration is available online at www.communityambulance.com or in person. Registration is on a first come, first serve basis for individuals who submit application and deposit prior to the course becoming full.

Community Ambulance HSC students who satisfactorily complete the EMT course shall receive first priority for registration into the AEMT course. Other individuals who meet prerequisite criteria shall be offered a position in the course on a first-come, first-serve basis.

Readmission

Any student withdrawing voluntarily may be accepted in to future courses as space allows. Any student expelled for misconduct will not be readmitted to present or future courses for any reason whatsoever. The student shall receive any money available as per the Refund Policy.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Career/Placement Services

Community Ambulance HSC maintains a job board within its classroom in order to post future employment opportunities to include job descriptions. Community Ambulance Health Science Center graduates are given priority for employment opportunities as they arise. In addition to regularly scheduled meetings throughout every course, Community Ambulance Human Resources staff members are available during office hours for any questions, advice or current job openings.

General Liability and Health Insurance

Community Ambulance HSC holds and covers all of its students under a general liability insurance policy while enrolled in a course of instruction at the Community Ambulance HSC. This policy covers all students if they get hurt while on the premises and/or within Community Ambulance HSC property.

Community Ambulance HSC DOES NOT require personal health insurance, it is though, strongly recommended. It is up to the responsibility of individual students to provide their own health coverage in the event of, but not limited to bodily injury, blood borne pathogen exposure, airborne pathogen exposure, toxic chemical exposure, injury resulting from a weapons of mass destruction terrorist attack, injury resulting from a violent patient and/or bodily injury resulting from an act of nature.

Tuition

Tuition cost may change without prior notice.

<u>COURSE FEES:</u>	<u>TUITION</u>
EMT Course	\$1400.00
AEMT Course	\$1400.00

A deposit of \$700.00 is required prior to Day 1 of the course to reserve a seat. The remaining balance of \$700.00 is required one week prior to sitting for the Mid-Term Examination.

Tuition for all courses includes one class shirt.

A separate fee is charged for National Registry Written Exams.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

- National Registry Registration Fee – Fee is determined by NREMT and paid directly to them upon registering take the NREMT Written Test.
- National Registry Practical Exam – Initial practical testing with day of testing retests are included. Additional failures or not attending scheduled Practical Testing day will result in fee for outside testing.

Refund Policy for EMT and AEMT Courses

NRS 394.449 Requirements of policy for refunds by institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student;
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

from the tuition and fees.

Account for Student Indemnification

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

Military Deployment

A full refund will be offered to military personnel presenting orders for extended deployment. All other persons will fall into the Student Refund Policy listed above.

Attendance Policy

It is the policy of Community Ambulance that all EMT students abide by the attendant policy set below.

Directory of Terms

Absent: Any student missing more than 15 minutes of a class.

Excused Absence: Any absence by a student in which the student has completed make-up work for, including tests or quizzes which were given on the day of absence and any other assignment as deemed necessary by the instructor.

Leave of Absence: Any period of time extending longer than (2) class periods. The course instructor must grant written prior notice.

Make-up Work: Any course assignment, homework assignment, or practical assignments given to a student for the class period in which he/she was absent from.

Tardiness: Arrival to class after its scheduled time. Tardiness of 15 minutes or more will constitute an Unexcused Absence for that day. 4 tardy less than 15 minutes equals 1 Unexcused Absence.

Unexcused Absence: Any absence by a student in which the student has not completed make-up work for.

1. A student who misses more than 3 (three) – 4-hour classes or 2 (two) – 8-hour classes will be dismissed from the program.
2. Classroom days and times are approved by the Southern Nevada Health District. For 4-Hour classes, NREMT testing day may be scheduled as full day, with notice given on the

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

first day of class. Students must attend the entire day and are only excused during the announced breaks and lunch break.

3. Instructors will assign relevant written assignments as make-up work for any hours missed from the class. These assignments are mandatory to remain in the program. Completing these assignments does not restore the missed hours in the attendance record. The absence is changed to excused in the attendance monitoring program.
4. Any time missed must be documented on a Make-Up Work Form. The Instructor will notate any hours missed and the plan to make up the hours. This form will be kept in the Student File.
5. There will be no retest or make up test opportunities for the final skills exam and no student will be admitted late for this practical exam under any circumstances.
6. It is the student's responsibility to sign in out on the Daily Student Sign In Sheet.

Successful completion of the practical portion of the training program, which includes a minimum of 24 supervised field observation hours, is required to continue with the program.

Students with Health Problems

If a student is enrolled into a Community Ambulance HSC course of instruction and becomes ill with a potentially contagious illness, Community Ambulance HSC recommends they do not attend class, until they are well.

As per the Community Ambulance HSC Student Handbook, all students are allowed to miss 2 classes secondary to illness without a note from their doctor. If a student miss more than 2 classes, they are required to provide a doctor's note, to the lead instructor, excusing them from class. If the student has excused absences, all course work will be provided to them including homework and tests to be made up by a date determined by the lead instructor.

If it is determined by the lead instructor that a student is too ill to attend class, the student will be excused and given all homework and tests to be made up at a date determined by the Lead Instructor.

If a student has a chronic medical condition limiting their ability to complete any aspect of the course of instruction, the student must notify the Community Ambulance HSC Director prior to the beginning of class for accommodations to be made.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Standard of Academic Progress

Grading Scale

1. Minimum overall score immediately following the midterm must be 70%, which is based upon Homework, Chapter Tests, Quizzes, and Midterm. Any student below this will be removed from the class.
2. Minimal overall passing score for the course following the Final Exam is 80%, which is based upon Homework, Chapter Tests, Quizzes, Midterm and Final Exam. Students not meeting this requirement will not receive a Course Completion and are not eligible to sit for the NREMT Practical Skills Exam.
3. At minimum, students will receive progress reports following each Quiz and will receive counseling as the need arises.

Letter grading will be based upon the following:

Grade	Standing	Percentage
A	Excellent	94-100%
B	Good	85-93%
C	Average	80-84%
F	Failing	79.9-0%

The weighted grading scale for each course is as follows. This is the student's overall grade broken down individually.

<u>EMT Course</u>		<u>AEMT Course</u>	
Chapter Tests	20%	Chapter Tests	20%
Homework	15%	Homework	15%
Quizzes	25%	Quizzes	25%
Midterm	20%	Midterm	20%
Final Exam	20%	Final Exam	20%

1. **MAKE-UP EXAMS:** If a student must miss class on a test day, arrangements should be made to take the test prior to their absence. If an emergency absence occurs, the test will be made up at instructor's discretion.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

2. MID TERM AND FINAL EXAM: All final exams consist of a multiple-choice exam and practical stations.
3. Students will be required to perform all skills outlined by the Southern Nevada Health District EMS Office and the National Registry of Emergency Medical Technicians (NREMT). This includes but is not limited to, patient assessment, airway adjunct use, spinal immobilization, traction splinting, venipunctures, fluid calculations, insertion of esophageal airways, etc. Failure to complete these skills as part of the EMT class will result in the student failing the course.
4. Online assignments are scheduled with dates to be completed by.

Course Summaries

Emergency Medical Technician

The Emergency Medical Technician Program (EMT) trains students to become eligible to test for EMT certification through the National Registry of Emergency Medical Technicians. Students will be trained to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system.

Upon completion of this program an award of Emergency Medical Technician Certificate of Completion is given and graduates are prepared for the National Registry of Emergency Medical Technicians Certification examination.

Program Requirement:

180 Hours Lecture and Practical training

Prerequisite: Current CPR Certification

Emergency Medical Technician Course Subject Descriptions

Preparatory

Textbook and Online Assignments (Chapters 2-4)

16 Hours

Objective: The student will be introduced to the Emergency Services field. The student will gain knowledge in the well-being of the EMT, Lifting and Moving Patients, and Medical, Legal and Ethical Issues the EMT may be faced with.

Anatomy and Physiology

Textbook and Online Assignments (Chapter 6)

6 Hours

Objective: The student will obtain a general knowledge of the Human Body Systems. This will include Cardiovascular, Endocrine, Nervous and Respiratory Systems.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Medical Terminology

Textbook and Online Assignments (Chapter 5)

2 Hours

Objective: The student will demonstrate communication in the language of medicine and apply terms of position to describe a location on the human body. This will include common acronyms, mnemonics, and abbreviations.

Pathophysiology

Textbook and Online Assignments (Chapter 6-7)

3 Hours

Objective: The student will understand fundamental knowledge of pathophysiology of respiration and perfusion for patient assessment and management.

Life Span Development

Textbook and Online Assignments (Chapter 8)

1 Hour

Objective: The student will understand the physiologic and psychosocial characteristics of different age groups from infancy through late adulthood.

Public Health

Textbook and Online Assignments (Chapter 1)

1 Hour

Objective: The student will have a knowledge in the role EMT's play as it relates to Public Health through injury prevention, public vaccination programs & disease surveillance.

Pharmacology

Textbook and Online Assignments (Chapter 18)

3 Hours

Objective: The student will gain the fundamental knowledge of the medications that the EMT may assist with/administer to a patient during an emergency and the administration of these medications.

Airway Management, Respiration and Artificial Ventilation

Textbook and Online Assignments (Chapters 9-10, 19, 23)

8 Hours

Objective: The student will apply fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely ill patient experiencing some form of respiratory distress. The student will be able to identify common respiratory issues, along with being able to properly treat or provide supportive care to the patient.

Assessment

Textbook and Online Assignments (Chapters 11-17)

30 Hours

Objective: The student will understand all components that make up a thorough patient assessment. This includes scene size up, the primary assessment, vital signs and monitoring

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

devices used during the assessment, principles of assessment, secondary assessment, reassessments and communication and documentation required of assessments.

Medicine

Textbook and Online Assignments (Chapters 18-22, 24-28)

35 Hours

Objective: The student will have a knowledge in the signs and symptoms of common medical emergencies along with the treatments for each individual emergency. This includes Diabetic Emergencies and Altered Mental Status, Infectious Diseases and Sepsis, Poisoning and Overdose Emergencies, Abdominal Emergencies, Behavioral and Psychiatric Emergencies and Suicide, and Hematologic and Renal Emergencies.

Shock and Resuscitation

Textbook and Online Assignments (Chapters 20-21, 29)

5 Hours

Objective: The student will be able to recognize signs and symptoms of shock and the importance of early intervention. The student will also learn the resuscitation response to patients experiencing severe Cardiac and Respiratory Emergencies.

Trauma

Textbook and Online Assignments (Chapters 30-35)

35 Hours

Objective: The student will have a knowledge in signs and symptoms of common trauma related emergencies along with the treatments for each individual emergency. This includes Bleeding, Soft Tissue Trauma, Chest and Abdominal Trauma, Musculoskeletal Trauma, Trauma to the Head, Neck and Spine, Multisystem Trauma and Environmental Emergencies.

Special Patient Populations

Textbook and Online Assignments (Chapters 36-37)

15 Hours

Objective: The student will gain knowledge regarding patients which require specialized considerations. These include Emergencies for patients with Special Challenges and Obstetric and Gynecologic Emergencies. The student will understand how these patients may have signs and symptoms which may differ from those of the general population, special communication challenges, and the need to treat these patients with respect and concern for their emotional as well as physical needs.

EMS Operations

Textbook and Online Assignments (Chapters 38-41)

20 Hours

Objective: The student will apply knowledge of operational roles and responsibilities to ensure patient, public and personnel safety. The student will also understand available resources, and

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

appropriate responses to Hazardous Materials, Multiple Casualty Incidents, vehicular incidents to include vehicle extrication, and EMS Response to Terrorism.

Advanced Emergency Medical Technician

The Advanced Emergency Medical Technician Program (AEMT) trains students to become eligible to test for AEMT certification through the National Registry of Emergency Medical Technicians. Students will review and build upon the foundation learned in the EMT Course to include an expanded scope of practice available to the AEMT. This includes procedures to initiate and maintain intravenous lines, advanced airway techniques, and the preparation and administration of specific medications under specific written protocols.

Upon completion of this program an award of Advanced Emergency Medical Technician Certificate of Completion is given and graduates are prepared for the National Registry of Emergency Medical Technicians Certification examination.

Program Requirement:

150 Hours Lecture and Practical training

Prerequisite: Current CPR Certification, Current EMT Certification

Emergency Medical Technician Course Subject Descriptions

Preparatory

Textbook and Online Assignments (Chapters 1, 3-6)

5 Hours

Objective: The student will be introduced to the expanded scope of practice available to the AEMT. The student will also review the importance of well-being of the AEMT, Lifting and Moving Patients, and Medical, Legal and Ethical Issues the AEMT may be faced with.

Anatomy and Physiology

Textbook and Online Assignments (Chapter 8)

3 Hours

Objective: The student will review general knowledge of the Human Body Systems to include Cardiovascular, Endocrine, Nervous and Respiratory systems. The student will have a more in depth understanding of how the body systems work.

Medical Terminology

Textbook and Online Assignments (Chapter 7)

1 Hours

Objective: The student will demonstrate communication in the language of medicine and apply terms of position to describe a location on the human body through a thorough review of common acronyms, mnemonics, and abbreviations.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Pathophysiology

Textbook and Online Assignments (Chapter 10)

5 Hours

Objective: The student will understand selected impairments of Homeostasis and the causes of these impairments. The student will also be introduced to the tools available to help the body return to a state of Homeostasis.

Life Span Development

Textbook and Online Assignments (Chapter 9)

1 Hour

Objective: The student will review the physiologic and psychosocial characteristics of different age groups from infancy through late adulthood.

Public Health

Textbook and Online Assignments (Chapter 2)

1 Hour

Objective: The student will have a knowledge in the role AEMT's play as it relates to Public Health through injury prevention, public vaccination programs & disease surveillance.

Pharmacology

Textbook and Online Assignments (Chapter 18)

6 Hours

Objective: The student will gain the fundamental knowledge of the medications that the AEMT may assist with/administer to a patient during an emergency and the administration of these medications. This includes an expanded scope of practice to include procedures to initiate and maintain intravenous lines, advanced airway techniques, and the preparation and administration of specific medications under specific written protocols.

Airway Management, Respiration and Artificial Ventilation

Textbook and Online Assignments (Chapters 16 & 20)

10 Hours

Objective: The student will review fundamental knowledge to provide Airway Management, Ventilation and Oxygenation of an acutely ill patient experiencing some form of respiratory distress. The student will be able to identify common respiratory issues, along with being able to properly treat or provide supportive care to the patient up to the Advanced Emergency Medical Technician Scope of Practice.

Assessment

Textbook and Online Assignments (Chapters 14-15 & 18-19)

20 Hours

Objective: The student will review and understand all components that make up a thorough patient assessment. This includes scene size up, the primary assessment, vital signs and monitoring devices used during the assessment, principles of assessment, secondary assessment, reassessments and communication and documentation required of assessments.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Medicine

Textbook and Online Assignments (Chapters 21-32)

35 Hours

Objective: The student will have a knowledge in the signs and symptoms of common medical emergencies along with the treatments for each individual emergency. This includes, Cardiovascular Disorders, Neurologic Disorders, Abdominal Pain and Gastrointestinal Disorders, Renal, Genitourinary, and Gynecologic Disorders, Hematologic Disorders, Immunologic Disorders, Infectious Diseases, Nontraumatic Musculoskeletal and Soft-Tissue Disorders, Disorders of the Eye, Ear, Nose, Throat, and Oral Cavity, Mental Illness and Behavioral Emergencies, and Toxicologic Emergencies.

Shock and Resuscitation

Textbook and Online Assignments (Chapter 17)

5 Hours

Objective: The student will review signs and symptoms of shock. The student will also learn the resuscitation response to patients experiencing Cardiac Arrest.

Trauma

Textbook and Online Assignments (Chapters 33-42)

33 Hours

Objective: The student will review signs and symptoms of common trauma related emergencies along with the treatments for each individual emergency along with an understanding of the overall Trauma System. This includes Mechanisms of Injury, Trauma Assessment, and Trauma Triage Criteria, Soft-Tissue Injuries and Burns, Musculoskeletal Injuries, Trauma to the Head, Brain, Face and Neck, Thoracic Trauma, Abdominal Trauma, Spine Injuries, Environment Emergencies, Multisystem Trauma and Trauma Resuscitation.

Special Patient Populations

Textbook and Online Assignments (Chapters 43-46)

15 Hours

Objective: The student will review knowledge regarding patients which require specialized considerations. These include Obstetrics and Care of the Newborn, Pediatric Emergencies, Geriatrics and Patients with Special Challenges. The student will understand how these patients may have signs and symptoms which may differ from those of the general population, special communication challenges, and the need to treat these patients with respect and concern for their emotional as well as physical needs.

EMS Operations

Textbook and Online Assignments (Chapters 47-49)

10 Hours

Objective: The student will review knowledge of operational roles and responsibilities to ensure patient, public and personnel safety. The student will also understand Rescue Operations and Special Operations, Rescue Operations and Vehicle Extrication, Hazardous Materials, and Response to Terrorism and Disaster.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Mandatory Equipment

EMT and AEMT Class Shirt

Recommended Equipment

(OPTIONAL)

EMT and AEMT Stethoscope/Blood Pressure Kit

Schedule of Courses

As dates for the beginning of the Emergency Medical Technician-Basic and Advanced Emergency Medical Technician courses vary; all start and end dates are posted at www.communityambulance.com **after** they are approved by the Southern Nevada Health District.

The following are anticipated Course dates.

EMT Course		AEMT Course	
Start	End	Start	End
11/8/2020	4/25/2021	1/26/2021	5/20/2021
March 2021	August 2021	3/6/2021	7/17/2021
May 2021	October 2021	September 2021	December 2021
June 2021	November 2021	December 2021	March 2022
November 2021	April 2022		

Textbooks

Online MyBrady Lab is an adjunct to the materials and lectures presented in the courses. All students must purchase the required online access within 7-days of the start of the course. It is expected that students will read each assigned section prior to class. Test and quizzes are based on the material presented either in lectures, textbooks, or handouts.

Textbooks are based on the National EMS Education Standards

The following are the textbooks that are utilized during the courses:

Emergency Medical Technician

Emergency Care 14th Edition. Pearson. For classes beginning October 1, 2020.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Advanced Emergency Medical Technician

Advanced EMT, A Clinical-Reasoning Approach. 2nd Edition. ISBN: 978-013-4120127.

Uniform Policy

The registration fee includes one class shirt. Additional shirts are available for a fee. School shirts must be worn during all didactic, lab and clinical portions of the class. Navy blue sweatshirts/jacket may be worn above the shirt. Sweatshirts cannot have any type of logo/writing on it.

Pants must be navy blue business type pants. Dickies or cargo (pocket pants) are acceptable.

Students are expected to be properly in uniform throughout the duration of each class session. Uniforms must be clean, pressed, and worn as directed. Shoes or boots must be black and shined and maintained in similar fashion.

It is the policy of Community Ambulance that students, instructors, staff and faculty conduct themselves with the utmost professionalism, especially in the public view, while in uniform. No person should ever engage in conduct unbecoming of a professional member of the Emergency Medical Services while in uniform.

The public perceives any uniformed personnel (fire, police or EMS) to be on-duty at any time they are in uniform. Students are expected to be ever mindful of how they are being perceived in the public view, regardless of their actual activities or the intent thereof. The purchase, transport, possession and consumption of alcoholic beverages in any form is at all times prohibited while in uniform. While students may be in restaurants before, during (such as meal breaks) or after class while in uniform, they are not allowed to be in bars, taverns, or the section of restaurants dedicated primarily to the service of alcoholic beverages (such as restaurant or hotel bars, lounges, etc.)

Uniformed students found to have engaged in conduct unbecoming of an EMS professional will be disciplined, up to and including suspension and/or termination from the program.

Students that fail to report in uniform or not meeting the above criteria will be asked to leave and marked as an unexcused absence. Repeat failure to comply by the above Uniform Policy will result in progressive disciplinary action up to and including suspension and/or termination from the program.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Tutoring

The student may ask for an appointment to meet with instructor privately before or after class for additional tutoring in the area(s) of weakness.

Any meetings scheduled with instructors will be arranged to meet at Community Ambulance HSC ONLY. Any meeting made outside the physical premises of Community Ambulance HSC will be considered unprofessional conduct on the part of the course instructor and the student. The student will be expelled immediately and the course instructor will fall into the Community Ambulance HSC progressive discipline process.

Student Conduct

Classroom Rules

1. **SMOKING:** No Smoking in the building, smoking is only allowed in designated areas outside of the building.
2. **FOOD:** No food allowed in the classroom.
DRINKS: Drinks are allowed in the classroom. All drinks must be covered with a lid.
3. Students will not be permitted to attend class or participate in the 3rd rides if under the influence of drugs or alcohol. If this is identified he/she will be **EXPELLED** from the course.
4. Please make an effort to keep the classroom clean. Help put equipment away after skills.
5. Students are expected to behave in a professional and courteous manner at all times.
6. While we will strive to keep our courses in order with the preprinted schedule, please be understanding if conflicts and changes do occur. Scheduling of guest instructors may cause sudden changes or cancellations.
7. Classes will begin promptly on time as scheduled. Please be in the classroom prior to that time. If a student arrives late, they will be sent home with an unexcused absence, this is subject to the instructor's discretion. **Please make sure you sign in on the "Sign In" form or you will be considered absent in the class.**
8. Students are expected to perform all duties and skills in a safe manner. Any behavior that puts himself or herself, another student, instructor, or patient in danger of harm will be **EXPELLED** from the course.
9. Leaving class early must be arranged with the instructor prior to the start of that class.

No cellular phones or pagers are allowed to be on during class. If there is a need for you to receive an emergency phone call or text messaging during class, please inform the instructor.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Student Conduct

Any student who feels troubled by an action of the instructor or fellow students which affects his/her conditions of learning is encouraged to call that action to the attention of the instructor first, and then to the Community Ambulance HSC Coordinator.

Cheating, plagiarism and other acts of academic dishonesty are held as serious offenses. Instructors have the right to temporarily remove a student upon suspicion of academic dishonesty or if they deem the student is disruptive or counterproductive to the goals of the class. If a student is temporarily removed from a course of instruction, the instructor which removed said student would complete an incident report and forward it to the Community Ambulance HSC Coordinator or HSC Director for review and investigation.

STEPS IN DISCIPLINARY ACTION INCLUDE:

Step 1: Investigation

Investigation conducted by the Program Coordinator or HSC Director.

- (a) If any student behaves in any unprofessional manner; or any unsafe manner that may put him/herself, a fellow student, a patient, or Community Ambulance HSC employee at risk in the classroom or on a ride-along, the student will be removed from the course or ride-along and expelled. Note: Unprofessional manner/behavior can be (but not limited to) defined as intimidation or bullying, sexual harassment, rude and loud comments, offensive and abusive language.
- (b) If any student is found performing in any unprofessional behavior that would reflect poorly on Community Ambulance HSC and its' Training Facility, the student will move into Step 2 below.

Step 2: Follow Up

As soon as possible after the incident, the student and instructor(s) shall meet to discuss the incident in detail to determine if any disciplinary action will be necessary.

Potential outcomes include:

- (a) Immediate removal from the course (expulsion);
- (b) Elimination of further ride-a longs, resulting in possible failure of the course;
- (c) Counseling to remind the student of future ramifications that may occur if another or similar incident occurs (i.e., removal from the course).
- (d) If a student is seen or reported as cheating on exams or assignments by any instructor employed by Community Ambulance HSC, the student shall receive a "zero" score for the exam/assignment.

If another or similar incident occurs during the course, the student will meet with the instructor of the course along with the Community Ambulance HSC Director and final determination will be made if the student will be permitted to return to the course.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

Appeal and Course of Action

Students may appeal to the HSC Director with written notice. Depending on the situation, the HSC Director may consult with the Community Ambulance VP of Administration, HSC Coordinator or Community Ambulance Medical Director.

Final determination will be made by the HSC Director to uphold the discipline, reverse the discipline, or modify the discipline.

Clinical Rotation and 3rd Ride Guidelines

You must be at least 18 years old to participate in the field internship. In order to make all field internships safe and educational, the following guidelines will be followed at all times. Failure to do so may result in termination from the course.

1. Each student is expected to be on time.
2. If the student is going to be late or is unable to attend his/her scheduled 3rd ride rotation, the Field Supervisor must notify through Dispatch 702-222-9111. (Use this number for the above purpose only).
3. Dress: All students will present themselves appropriately dressed and exhibit professionalism while in the field or clinical setting.

3rd ride appropriate dress includes:

- Dark blue slacks (no jeans or corduroys).
 - Training center shirt.
 - Black work shoes or work boots.
 - Jackets should be either navy blue or black (not leather).
 - Hair should be clean, combed and neatly arranged above the collar.
 - All jewelry (with the exception of 1 pair of post earrings and 1 wedding band) is limited to avoid interfering with safety.
 - Cologne perfumes and scented lotions are discouraged.
4. Any breach of confidentiality is grounds for immediate dismissal from the course. Prior to conducting as internship ALL students must complete the federally mandated HIPAA training.
 5. In order to prevent transmission of unknown infectious disease, students will follow all universal precautions during the care of all patients when contact with blood or other fluids are anticipated.
 6. The Paramedic, AEMT or RN must sign your clinical forms. These forms must be returned to your instructor to receive credit for participating; otherwise a zero will be entered.

**COMMUNITY AMBULANCE
HEALTH SCIENCE CENTER
CATALOG
(EMT & AEMT)**

ACKNOWLEDGEMENT STATEMENT

I, _____ (print your name) have received, read and understood everything in this handbook. I also understand that Community Ambulance HSC DOES NOT require health insurance and that I should carry my own policy if I should have an occupational health problem while attending this course of instruction at the Community Ambulance HSC.

By signing below, I acknowledge, understand and will abide by what is stated within this policy manual.

_____ (Your Signature)

Please remove this form after signing and turn in to your instructor. A copy can be obtained from the Community Ambulance HSC Coordinator and a copy will be retained in the student file.

_____ LEAD INSTRUCTOR USE ONLY _____

I, _____ (Instructor's Name) have reviewed this student handbook in its entirety and have answered any questions that may have arisen. I also advised the students that if they have any further questions and/or need clarification on anything with this manual they could ask me as the lead instructor and/or the Community Ambulance HSC Clinical Director.

_____ (Instructor Signature)