

The Medical Center  
Department of Emergency Medical Services  
Emergency Medical Technician-Basic Certification Course  
Student Policies

1. The course Lead Instructor, or his designee, shall be in charge of the class at all times. Students are expected to listen to and abide by any direction given by the person in charge of the course.
2. EMS is a field that is constantly “in the spotlight” and under scrutiny. Students are expected to behave in a professional manner and present a professional image at all times, especially when in class and at field internship sites.
3. For field internship sites, the accepted dress code includes:
  - a. Course-provided shirt, along with plain black crew-neck T-shirt (no writing/advertising),
  - b. Khaki Tactical Pants,
  - c. Black shoes/boots with dark colored socks,
  - d. Dark belt,
  - e. Underwear (as appropriate to gender).

The student’s Department/Agency Uniform (not Logo T-Shirts) may also be worn upon approval of the Lead Instructor.

4. For field internship sites, the following restrictions on dress/appearance apply:
  - a. Cologne/aftershave use in moderation.
  - b. No more than two rings (wedding band counts as one). Rings with large settings are discouraged.
  - c. No large, dangling earrings. Stud earrings are acceptable. Earrings/blanks are discouraged in males.
  - d. Makeup is acceptable in moderation.
  - e. Firearms or other concealed weapons are not allowed, unless you are a sworn law enforcement officer.
5. Transportation to and from the field internship site is the responsibility of the student. Loitering at the field internship site is not allowed. Students should arrive 15 minutes before their scheduled start time and report to the person-in-charge at each site.
6. For the EMT course, the field internship requires a minimum of 24 hours total time AND at least 10 patient contacts. If the 10-patient contact requirement is not met by the end of 24 hours the student will be required to schedule more ride time until this requirement is met. Assessments in addition to the required 10 may be assigned by the Lead Instructor.
7. All rules that are in place at the class meeting site are to be observed by all students. Students are limited to those areas open to the general public and as explained by the Lead Instructor. Students may be required to attend a rider orientation class and sign a liability release for the service they ride with.

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8. Attire for class sessions is the designated course uniform. Those students arriving just before class session start times may be allowed to attend class wearing their work uniform or business casual until the first break, at which time they are expected to change into the class uniform.

9. Students are required to be in attendance for each entire class session. Students are not permitted to leave until the class has been officially dismissed. Students may arrive 15 minutes before class and must leave the class site within 15 minutes after dismissal, unless otherwise approved by the instructor.

10. Students are responsible for signing themselves in on the class roll for each session. Students are prohibited from signing others in. Those not signed in will be considered absent. Only one absence is allowed per student. This must be excused and the session and its materials made up by the student. Whether an absence is excused or not will be left up to the discretion of the lead instructor. Students should note that the class schedule does not allow much opportunity for makeup sessions.

11. In the event class must be cancelled due to weather, announcements will be made through local mass media outlets and social media. Administrative needs that force an alteration in the schedule will be publicized ahead of time whenever possible. Also, if possible, attempts will be made to contact students by phone.

12. Harassment of any type on the part of a student will not be tolerated.

13. Tobacco use of any type is not allowed inside any building while participating in classroom or clinical activities. Use outside of buildings will be governed by the particular building's policies. Use of alcohol, or of medications which are not prescribed by a physician, are expressly forbidden before (to the point it would affect the student) or during any class or class-related activity.

14. Students are not allowed to be on call during classroom or clinical activities.

15. Students are not allowed to use radios or audible pagers while in class. Pagers and phones on "silent" are allowed in the room but may not be used unless on break. The staff retains the right to require the removal of all of these and similar devices on a case-by-case basis as needed. Video and audio recording of class sessions or during ride time is prohibited without express prior consent and approval of the lead instructor.

16. In general, visitors are not allowed in the class. Occasional exceptions may be made by the instructor with prior notice (this usually relates to previously certified personnel auditing the course for continuing education). Significant others and sick children must have other arrangements made for them. This also applies to students at observation sites.

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17. Patient confidentiality is an utmost concern. Discovery of a student that has disregarded a patient's confidentiality will lead to expulsion from the course. Students caught cheating are guilty of academic dishonesty and may also be expelled from the course, and banned from all future Medical Center EMS courses.

18. Equipment abuse will not be tolerated and will result in the dismissal of the student from the course. At the end of class sessions students will be responsible for packing and replacing equipment and policing the classroom areas before dismissal.