

TVCC EMT STUDENT HANDBOOK

Revised 7/1/06

INTRODUCTION

Welcome to the Treasure Valley Community College Emergency Medical Technician Program! The purpose of this document is to provide you with information about the program which you may find useful as you proceed through your EMT studies at TVCC.

GOAL

Our primary goal is to produce the best-trained EMT students at all levels in Treasure Valley. Other goals include providing rigorous training which will prepare students to successfully pass State certifying examinations (both written and practical testing). The communities in the Treasure Valley depend upon us to provide the best pre-hospital care possible. In some cases, the EMT on the scene may be the only medical professional within miles and the health and well being of the patient and their family and friends rests with the EMT. The Treasure Valley Community College EMT program is important in our region and we take our training responsibility very seriously.

AUTHORIZATION

TVCC is authorized and accredited by the Oregon Department of Education, Office of Professional Technical Education and the Oregon Health Division, Emergency Medical Services Section to offer EMT programs from First Responder through Basic, Intermediate and the Emergency Medical Technician One-Year Certificate program. We strictly follow U.S. Department of Transportation curriculum. In some cases we have had students say, "But the people at the station say I don't have to do this procedure this way in the field." Our response is: "We stay strictly by the book." The procedures you hear about where you work or volunteer may be differ from what you learn in the classroom. TVCC adheres strictly to the USDOT nationally recognized standards and guidelines which are reflected in all written and practical exams.

ORGANIZATION ON CAMPUS

The EMT program is coordinated and administered through the TVCC Continuing Education Department located in the Student Services Center. Program administration includes registering students, financial arrangements, instructor selection, calendar development, program evaluation and accreditation. If you have any questions at anytime please call us at 541-881-8822, Ext. 358, 281 or 407. We have voice mail so be sure to leave a message if we are not available and we'll return your call as soon as possible.

We also may occasionally offer these courses off campus at our TVCC Outreach sites in Malheur, Harney or sometimes Lake Counties on a self-support contracted basis.

EXPECTATIONS

This is a demanding program at all levels. We only accept a maximum of 24 people into each class. Therefore, we are dedicated to give the best training possible each time we teach, but we also expect each student to provide a similar level of dedication. Our EMT Basic program is eligible for credit because it is part of the one-year Paramedic transfer program. At this time the EMT Intermediate course does not carry college credit because it is not a part of any degree program and is non-transferable>(*may be subject to change at some point in the future). Regardless of the way you take the course the expectations are the same: you come to class prepared, you do your homework, you take written and practical examinations frequently including course finals. Participants are then either "passed" to take the State EMT certifying examination or they are "not passed" to take the exam. This is the decision of the instructor based on program test scores, homework assignments and attendance. Attached is a document all students must sign before they begin the program. This very specifically outlines performance and behavior expectations, which students must agree to follow.

SCOPE OF PROGRAM (Hours)

The following summarizes the First Responder and EMT Program offerings: Total # Hours and/or Frequency

<u>*Course</u>	<u>*Hours</u>
• First Responder	40 Annually
• EMT Basic	140 1-2x Annually (140 didactic, plus 10 hrs ER time)
• EMT Intermediate	150 Offered every other year. (*revised 2005/2006)
• One Year Certificate	697 Annually (approx. 47 credits)

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***All of these courses are subject to change and dependent on demand, interest, and sufficient enrollment. State updates and national requirements are also subject to change.**

We also periodically offer First Responder and Refresher clourses at all levels. After a student registers for a refresher program, it is the student's responsibility to attend the first orientation session and make arrangements with the instructor to determine when they need to attend class in order to secure the necessary hours for the refresher program. People take the refresher when they are coming from other states and are told to take it by the State Health Division, their EMT certification has lapsed and they have been told by the State to take the refresher course within a specified time period, or they did not pass a program at a high enough level to be "passed" on to take the State examination.

REGISTRATION

The Emergency Medical Training Program at TVCC operates much like the EMT profession. We strive to be professional, accurate, follow certain guidelines carefully, and treat each of our students as fairly as possible. The following are guidelines you must be aware of and follow in order to successfully enter the TVCC EMT Program:

1.0. BEFORE YOU CAN REGISTER:

The State Health Division (EMS Section) and/or the Department of Education/Professional Technical Division, and OSHA now require the following. We will need copies of each for our files:

- 1.1 You must show us proof of either immunization for Hepatitis B or proof that you are in process of completing the vaccination series.
- 1.2 You must show us proof of immunization for measles if you were born after December 31, 1956.
- 1.3 You must show us proof that you have tested negative for Tuberculosis (current).
- 1.4.1 Placement testing is required. Testing does not necessarily disqualify individuals but rather used as a tool to qualify individuals as to the degree of success or failure they may achieve. Students should test in reading and math at the 11th grade level. (see the test schedule below). COMPASS testing is required for all students enrolling in the one-year certificate for transfer to paramedic degree.
- 1.5 You will need a current Healthcare Provider CPR Card. TVCC offers this course periodically during the term. Please present a copy of your card with application.

2.0. HOW TO REGISTER:

- 2.1. Bring the required documents to the TVCC Division of Extended Learning located in the Student Service Center located on the TVCC Campus or a TVCC Outreach Center if located in your local community. Contracted sites will work with campus for registration. Contact 541-881-8822, Ext. 358 or 407 for details.
- 2.2. Complete an Application for Admission and fill out a quarterly registration form
- 2.3. Pay tuition, fees and any lab fees applicable. (checks, cash, credit card, purchase authorization, etc.). Financial Aid may be available for the One-Year Certificate. EMT Basic (paramedic transfer certificate).

NOTE: the EMT Basic and Intermediate courses run over a two-term period. All tuition and fees are paid up front in the first term. There is no refund applicable if course is dropped at the end of the first term.

3.0. HOW TO GET INFORMATION:

Call or write the TVCC Continuing Education Department at 541-881-8822, x358, x281 or x407; 650 College Blvd., Ontario, OR 97914

4.0. INFORMATION ABOUT THE TVCC PLACEMENT TESTS:

Placement exams are schedule both in the evenings and the daytime through the Treasure Valley Community College Testing Center located in Student Services. Call them for their current schedule at 541-881-8822 x 417.

5.0. We are an industry driven program. Employment affiliation receives a higher priority. Classes are dependent upon enrollment and no students are rejected unless otherwise unqualified.

6.0. In all cases, the registration is not complete until we have payment or purchase order in hand which in all cases is by the second class session. Students, who have not completed the process with payment or purchase order, will be dropped from the class and replaced by the first person off the waiting list.

Hepatitis B: Prior to registering, students must have either concluded or started the Hepatitis. B vaccination series. Proof (letter or note from a doctor, physician, nurse, clinic administrator, etc. with their certifying signature) must be provided to the staff of the Treasure Valley Community College Continuing Education Department and put on file. The Hepatitis B vaccine is available through physician's offices, medical clinics, county health clinics, etc. The cost varies. It is the potential students' responsibility to secure this vaccination and show us proof. A waiver is available, but this may not be signed until after the student attends the orientation given at the first class session. This orientation includes an OSHA approved training session on the Hepatitis B virus. Before signing a waiver, the potential student must know what it is they are signing away, as the Hepatitis B virus is deadly. A person considering a waiver of the Hepatitis B vaccine will not be officially registered until after the orientation, which includes a Hepatitis B orientation.

Measles: Proof of measles immunization is also required for all students born after December 31, 1956. If proof cannot be provided, students will need to be re-immunized and bring a copy of the immunization record to the Continuing Education Department.

Tuberculosis: You must have a current tuberculosis test (less than one year before the time of clinical in the courses you are enrolled. Test results must be negative. If results are positive, you must get a note to show us that you are clear of tuberculosis.

ORDER OF REGISTRATION

Because this is an industry driven program, the following priority is used to register students into the EMT program:

Level I: Individuals, either paid or volunteer, with an agency, organization, or business that requires the EMT certification. Also, TVCC Fire Science students are included at this level.

Level II: All other individuals who are interested in the EMT program regardless of agency, organization, or business affiliation.

Treasure Valley Community College is an equal opportunity educator and employer. The TVCC Continuing Education Department and the EMT Program does not discriminate as defined in ORS 659.150 with respect to race, religion, sex, marital status, age, disabling condition, or national origin.

ADVERTISING / PROGRAM PROMOTION:

The TVCC Continuing Education Department determines annual industry training needs with the assistance from the EMT Advisory Committee. Classes are marketed and promoted through the newspaper, television station, flyers, tabloids, catalog, etc. People who have expressed interest in the program and who are not associated with an agency, organization, or business are mailed information (flyers) with details of upcoming programs when available.

PROGRAM DESCRIPTIONS AND OUTLINES:

These are provided by your instructor at the first class or available upon request from the Continuing Education Department.

REFUND POLICY

Students who drop a class or need to withdraw totally, **must do so in writing through a formal process which begins the TVCC Student Service Center.** You can obtain the correct forms and if necessary, meet with an advisor in the center for assistance. Withdrawal from classes is a student's responsibility.

EMT-Basic and EMT-Intermediate Refunds

Prior to First Class: 100% (Books not included)*

First Two Weeks: 100% less a \$100 withdraw assessment and any expended specialized materials & books*

After 2nd week: No refund applicable

*Bookstore will take back books that are unused with no marks during the first two weeks of school only. Must have receipt.

- The refund policies adopted by TVCC have been developed to comply with all federal regulations, and you must acknowledge the costs that the college has incurred regarding your enrollment. Every effort has been made to provide our students with flexibility while meeting all legal requirements. The policies we follow in any transaction regarding refund are:
- Refunds issued to EMT students resulting from written Add-Drop or Withdrawal form will be issued at the rate of 100% up to the first day of class (less any special materials costs, books or shirts). After that student may withdraw LESS a \$100 withdrawal assessment during the first two weeks of the first quarter.* Withdrawal can be made after the first two weeks, but NO REFUND is available. *NOTE: Grants and scholarships do not cover the \$100 withdrawal fee.
- Books may be returned to the TVCC Bookstore (with paid receipt) within first two weeks of the first term, if there is no damage or writing or markings present.
- Federal law governs the return of Title IV funds (financial aid) disbursed for a student who completely withdraws or stops attending classes. Please refer to the TVCC Student Financial Aid department for further clarification.
- Grant Funds. TVCC will register students with special grants or scholarships, with proof of such awards and written authorizations. If a student withdraws, all of the above policies for refunds still apply regardless of grant stipulations. Any monies owed to the college prior to the receipt of grant funding, will remain the student's obligation. **A written formal withdrawal request must be completed.**
- Students who do not formally withdraw from class, who merely stop attending or who are registered by never attend classes will receive the grades assigned by their instructors and will **not** receive a refund of tuition or fees. Failure to officially withdraw may also cause you to be deemed ineligible for future financial aid or enrollment. Students may be administratively removed from the class roster for non-attendance, but this does not release them from the financial obligation.

EXAMINATIONS

There are two broad categories of testing: Those created and administered by the EMT instructor and those created and administered by either the State Health Division/EMS Section and/or the National Registry of Emergency Medical Technicians. Further, there are three categories of exams: written tests, on-line computer testing and practical tests. Students must be prepared for all testing categories. The purpose of the tests prepared by

the instructor is to insure that you are understanding the material as the course progresses. It creates a foundation for grading if the course is offered for credit, and allows you the chance to preview the kinds of tests given by the State for certification. The purpose of the State exam is to certify you at a certain EMT Level. Some students choose not to take the State exam. Most do, however. Further, students are not allowed to take the State exam if they do not pass the EMT class with an average minimum passing grade of 75% as well as take and pass the final written and practical exam with a score of 80%. NOTE: There may also be circumstances where a student may pass the initial course, but is not recommended by the instructor for state practical testing.

If the class is available for credit, it is possible to "pass" the class with a "C" grade at TVCC, but not be "passed" on to the State to take the State certifying written and practical exams if you have not met the minimum passing grade of 75% (midterms, etc.) as well as take and pass the final written and practical exam with a score of 80%. This can be confusing. If you have any questions please ask us. Our desire is that all students do well in the program and go on to become successful Emergency Medical Technicians, volunteer or paid employee.

If you have questions about your readiness to be a part of this program, give us a call. Confidentially we can discuss learning problems and possible courses which might help shore up certain areas you may be deficient in.

CONTINUING EDUCATION:

Often overlooked is the need for continuing education at all EMT levels. Each EMT level has different continuing education requirements. The EMT Basic, for example, requires that every two years you must accumulate 25* approved continuing education hours (minimum) in specified areas outlined by the State Health Division, EMS Section. TVCC offers many of these as do fire and ambulance agencies and hospitals. It is the responsibility of the EMT to stay current and know what they need.

*subject to change

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain rights and responsibilities at Treasure Valley Community College. These apply to all students regardless of whether the student is taking classes part-time or full time, for non-credit or credit. These are included in the college catalog and are available at the TVCC Student Service Center.

SUMMARY

This may seem long and complicated. The EMT program is a commitment not to be taken lightly. It is rigorous and yet rewarding. We are pleased to be associated with this profession and we recognize the importance of this program to the lives of people living and visiting in the Treasure Valley. Thank you for your interest in becoming an EMT. We will do our very best to prepare you with the knowledge and skills necessary to meet the requirements to become the very best EMT possible.

QUESTIONS OR NEED INFORMATION

Once again, please feel free to contact us anytime at 541-881-8822 x 358, x281 or x407 or visit us in the Continuing Education office located in the Student Services Center on campus or write us at: Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914.

2006-7 EMT BASIC & EMT INTERMEDIATE ESTIMATED COSTS*

The EMT Basic course qualifies for 10 credits. There is no credit available for the EMT-Intermediate. Classes are normally held over two terms, Fall and Winter. The entire cost is charged out at the beginning of first of the two terms. The following graph indicates projected costs for both Oregon and non-Oregon residents. Costs are estimates only and are subject to change! * Costs subject to change

10 Credits (Pro-Tech)	Costs	Non-Resident 10 Credits	Costs
Residency: Oregon	\$66.00 per credit	Residency: Non-Oregon (International – to be determined)*	\$76.00 credit (Intern'l TBA)
Tuition	\$ 660.00	Tuition	\$760.00
Universal Student Fees	\$ 100.00	Universal Student Fees	\$ 100.00
Lab Fee, uniform shirt and Miscellaneous costs	\$ 70.00	Lab Fee, uniform shirt and Miscellaneous costs	\$ 70.00
Sub-Total	\$ 830.00	Sub-Total	\$ 930.00
Text / Workbook Set (approximate costs)	\$130.00	Text / Workbook Set (approximate costs)	\$130.00
Insurance & finger prints	unknown	Insurance & fingerprints	unknown
State Testing Fee (Estimate)	\$70.00	State Testing Fee (Estimate)	\$75.00
TOTAL	\$1,030.00	TOTAL	\$1,135.00

*International Rate to be determined

PAYMENT PLAN: Only by pre-arrangement and promissory note with Business Office. 50% down by 9/15 + \$25 Administrative Fee. Entire balance due by Dec. 10. All costs charged out in first term.

Refund policies only applicable first two weeks of Fall Term, less a \$100 non-refundable fee once school begins. If students have grants or agency purchase orders applicable, must have proof at time of registration. Any unpaid portion must be paid at time of registration. Order books direct from the TVCC bookstore. NOTE: all withdrawals must be done in writing.

Intermediate EMT Program

The EMT Intermediate program is usually offered every other year and is not presently scheduled until the Fall or Winter of 2007. Pre-requisites: Student must be a registered **Oregon** Basic EMT with current standing and meet all other college admission and academic placement standards. Contact director of TVCC Continuing Education for details. NOTE: Must pass pre-exam that will be given the first night of class.

One Year Certificate EMT Program

The paramedic program is not available at Treasure Valley Community College. We currently offer a One-Year Emergency Medical Technician Certificate which is designed to provide the first year of a two-year Associate of Applied Science Emergency Medical Technician degree (requires transfer). Financial Aid may be available. Interested participants must meet with a TVCC advisor before registering. Call the TVCC Student Services Center, (541) 881-8822, Ext. 200 or Ext. 239 for an appointment, or contact the Continuing Education Department at (541) 881-8822, Ext 358 or Ext. 281 for information.

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