



Emergency Medical Services Training Online Student Handbook

Revised 9/2017



RC Health Services is an emergency services training company that was developed by EMTs and Paramedics for firefighters, fire recruits, and Emergency Medical Service personnel. As professional EMTs working in Texas we understand the difficulty of trying to obtain EMS certification, and professional development training. A group of EMTs and Paramedics with many years of EMS education experience has developed these programs with those problems in mind. We wanted to make an EMS training program that would surpass all others, better equip the students with the facts and knowledge to pass the NREMT Exam.

We hope your time spent here at RC Health Services is one filled with the energy to learn, and absorb all that you can to make yourself a successful professional in EMS.

If you have any questions, do not hesitate to ask. We are all here to serve you.

The faculty, staff, and administration are all excited about the coming program year and we want each of you to be successful.

Sincerely,
Robert Chambers, RN
President/CEO

Hedy Chambers
Vice President

Mike Lindamood, LP
EMT Coordinator

Ernie Cantu, LP
AEMT Coordinator

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EMS Academy Medical Director

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Statement of Mission

RC Health Services Emergency Medical Services Training is a private EMS training program. The program affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and the application of knowledge for the good of society. Its curriculum lays a foundation for lifelong learning, involved citizenship and encourages the pursuit of knowledge, innovation, experimentation, and excellence in human endeavor. It prepares the students for entry-level positions and for advancement in the EMS profession. RC Health Services is an institution that emphasizes personal attention to students, innovation and flexibility in its non-credit offerings, and responsiveness to the diversity of the communities it serves. The program is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the ever-changing values and science in the medical field of study.

Policies and Procedures

Non-Discriminatory Policy to Students

RC Health Services admits students of either sex and of any age, race, color, national/ ethnic origin, sexual orientation or disability and extends to all, without discrimination, the rights, privileges, and activities generally accorded or made available to students enrolled in our program. It does not discriminate on the basis of sex, age, race, color, national/ethnic origin, sexual orientation or disability in administration of its educational policies, admission policies, or other administered programs.

RC Health Services not does “screen” students and allows entrance to all students who wish to take the course. Students must be aware; however, that class attendance does not guarantee TDSHS certification. Students enrolling for the Advanced Program who have not graduated from the RC Health Services EMT Program will be required to successfully pass an EMT level Exam prior to acceptance into the program. In order to become TDSHS certified the student must receive a Course Completion Certificate from RC Health Services. This requires the student to master the course material with a minimum of a 70% average and be able to perform and pass all of the required skills exams, complete all clinical and ambulance rotations successfully, and successfully pass the Oral Board. Attendance and attitude are also considered. The student must also be able to perform as per the TDSHS Functional Description for specific level at which the student is enrolled. The student may be denied a Course Completion Certificate if any of these requirements is not met. Upon successful completion of the course requirements and upon receiving a course completion certificate, the student will then be required to sit for and pass the National Registry Exam in order to receive TDSHS Certification for the level in which they have completed.

Students will also complete a background check/drug screening in order to be eligible to attend Clinical and Ambulance Rotations. RC Health Services does not discriminate based on the background check, however be advised that certain clinical affiliates will not allow students with certain criminal histories to attend rotations at their facility. This may also effect employment and certification in the future.

All student appeals will be directed to the Education Committee who will have the final decision on the status of the student. The Education Committee consists of the Medical Director, Program Coordinator, Program Director, and any other essential personnel deemed necessary by the Education Committee.

After the Course Completion Certificate has been received and the student has successfully completed their NREMT Cognitive Exam, TDSHS requires the student to have their fingerprints taken and have a background check completed **after** you have sent in your TDSHS application. This is specific to TDSHS and has no bearing on the RC Health Services EMS Academy.

Closing and Suspension of Activities

The Program Director is responsible for suspending program activities or closing of any program facility due to weather, transportation, or other emergency conditions. Notice of suspended instruction or the closing of facilities shall be posted on the program's Facebook page: www.facebook.com/rhealthservices and emailed to the student. In the event of cancellation of classes, the classes missed may be made up by holding classes on weekends, evenings, and/or holidays or by extending the calendar ending any session.

Delinquent Accounts and Records

Students are required to complete all admission records, to return all program-owned property, and to make payment of tuition, fees, and fines owed to the program. Failure to do so may result in deduction of grades or the Course Completion Certificate being withheld. No student will be allowed to sit for their Oral Board until their course is paid in full.

Your Financial Responsibility

As a condition of your enrollment, your tuition and fees are due at the time of registration and may be paid with cash, credit card, or company billing. If you become delinquent regarding a returned check, tuition and fees, or other unpaid balances, you may be administratively withdrawn from all classes with no opportunity of reinstatement.

Credit Card Account Verification—Authorization

An individual who uses a credit card to pay tuition or fees authorizes the RC Health Services to communicate with the credit card issuer and/or financial institution for the limited purpose of verifying information related to use of the credit card at the program, such as verification of account number, verification of a transaction, or verification of a student's signature.

RC Health Services will not be responsible for multiple holds being placed on your credit card or debit card by your bank or the card issuer.

Withdrawal from the Program

If a student chooses to withdraw from the program before the completion of the session for which he or she is enrolled, the student is required to fill out an official withdrawal form. All financial obligations to the program must be met, and the student's ID card must be returned (if already issued) in order to be officially withdrawn. Failure to submit a withdrawal form may result in the inability to be certified as an EMT in Texas in the future.

If a student fails to meet their obligations as outlined by this document, RC Health Services will send a drop letter by email to the student's email address on file. The student must notify RCHS of any changes to their email address. If RCHS receives no response the issued drop letter, it will assume that the letter was received and understood.

Refund Policy

No refund will be given for any online course in the RC Health Services EMS Academy.

EMT vs AEMT

All policies are equal for both levels unless specified otherwise.

Course Information

Course Pre-Requisites

Our program requires the following prerequisites:

- Student must be 18 years or older
- Completed Online Program Application
- Color copy of driver's license or government-issued photo ID
- Verification of high school graduation or GED completion
 - Non-domestic students will be required to obtain an equivalency diploma/GED.
- Ability to read, write, and comprehend English

Our program provides the student with:

- RC Health Services Uniform Shirt
- Drug Screening/Background Check
- Jones and Bartlett Premiere Package
- eBook for EMT Students, Textbook for AEMT Students
- Liability Insurance
- Clinical ID Badge
- BLS for Healthcare Provider (AHA) certification

Our program requires the student to have the following items:

- Black or navy blue BDU or uniform style pants, all black belt, and all black boots with a heel
- A wristwatch for taking vital signs
- Three ring binder
- General supplies for note taking
- Stethoscope
- Penlight
- Trauma shears

EMT Cost Estimate

\$1299 Online (\$1399 if using payment plan) all-inclusive tuition package includes:

- eBook/eWorkbook
- Online Premiere Package
- AHA BLS/CPR Course
- Required Clinical Polo Shirt
- Photo Clinical ID Badge
- Drug Screen/Criminal Background Check
- Liability Malpractice Insurance
- Course fees
- Clinical Orientation
- Skills Proficiency Verification

Fees not included

- | | |
|--|----------------------|
| ● National Registry Application | See NREMT website |
| ● TDSHS Application | See TDSHS website |
| ● Physical Exams and Vaccinations | Varies |
| ● IndentoGO Fingerprint Check | \$48 |
| ● Additional RC Health Services clinical polo shirts | \$40 |
| ● Uniforms/Equipment (See Uniform Policy) | \$70-\$150 (approx.) |
| ● Misc. notebooks, pens, clinical forms, etc. | Varies |
| ● Additional skills practice and testing verifications | \$45/hr |
| ● Food during clinical rotations | Varies |

Payment Plan

RC Health Services EMS Training offers a convenient and flexible payment plan for students who do not wish to pay for their tuition in full. The payment plan consists of the following:

Down payment of \$600 to secure the student's seat in the course. Four (4) payments of \$199.75 made every month starting on the first day of the course.

If the student is dropped from the course by RC Health Services EMS Training or withdraw from the course themselves, **they are still responsible for paying their tuition in full.**

AEMT Cost Estimate

\$2850 if paying in full (\$3150 if using either payment plan) all-inclusive tuition package includes:

- Textbook
- Online Premiere Package
- AHA BLS/CPR Course
- Required Clinical Polo Shirt
- Photo Clinical ID Badge
- Drug Screen
- Criminal Background Check
- Liability Malpractice Insurance
- Course Materials
- Course fees
- Clinical Orientation
- Skills Proficiency Verification

Fees not included

- | | |
|--|----------------------|
| ● National Registry Application | See NREMT website |
| ● National Registry AEMT Skills Testing | See NREMT website |
| ● Texas DSHS Application | See TDSHS website |
| ● Physical Exams and Vaccinations | Varies |
| ● IdentoGO Fingerprint Check | \$48 |
| ● Additional RC Health Services clinical polo shirts | \$40 |
| ● Uniforms/Equipment (See Uniform Policy) | \$70-\$150 (approx.) |
| ● Misc. notebooks, pens, clinical forms, etc. | Varies |
| ● Additional skills practice and testing verifications | \$45/hr |
| ● Food during clinical rotations | Varies |

EMT Course Description:

Course Title/Description:	Emergency Medical Technician
Course Length:	The Online Program is self-paced, however the student will have a maximum of 6 months total to satisfy every requirement.
TDSHS Approval:	Refer to the Navigate Program for the most current TDSHS Approval Numbers. RC Health Services EMS Academy is authorized by the Texas Department of State Health Services (DSHS) to offer EMS Education Programs including the Emergency Medical Technician Basic Course and Continuing Education Courses.
Required Text:	<i>“Emergency Care and Transportation of the Sick and Injured, 11th Edition”</i> By: Andrew N. Pollak, MD, Leaughey Barnes, Joseph A. Ciotola, and Benjamin Gulli. Published by Jones and Bartlett Learning
Required Online Program:	<i>“Emergency Care and Transportation of the Sick and Injured, 11th edition Online Navigation Premier Package.”</i> Published by Jones and Bartlett Learning.
Provision of Material:	eBooks and online program will be provided to students through RC Health Services as noted in tuition costs.
Supplementary Material:	RCHS Student Website: http://instructor.rchealthservices.com Username: onlineemt Password: emt123

All RC Health Services Online EMT students have six (6) months to complete all aspects of the Program as outlined by this document. Extensions may be granted, but they are at the discretion of the Education Committee and will only be for an additional 90 days. The official Student Extension Request Form located on the RC Health Services Student Website must be filled out completely in order for an extension to be applied.

AEMT Course Description

Course Title/Description:	Advanced Emergency Medical Technician
Course Length:	The Online Program is self-paced, however the student will have a maximum of 10 months total to satisfy every requirement.
TDSHS Approval:	Please refer to the Navigate Program for the most up to date TDSHS Approval Number. RC Health Services EMS Academy is authorized by the Texas Department of State Health Services (DSHS) to offer EMS Education Programs including the Emergency Medical Technician Basic Course, Advanced Emergency Medical Technician, and Continuing Education Courses.
Required Text:	<i>“Advanced Emergency Care and Transportation of the Sick and Injured, 2nd Edition”</i> By: Andrew N. Pollak, MD, Published by Jones and Bartlett Learning
Required Online Program:	<i>“Advanced Emergency Care and Transportation of the Sick and Injured, Online Navigation Premier Package.”</i> Published by Jones and Bartlett Learning.
Provision of Material:	Textbooks and online program will be provided to students through RC Health Services as noted in tuition costs.
Supplementary Material:	RCCHS Student Website: http://instructor.rchealthservices.com Username: onlineemt Password: emt123

All RC Health Services AEMT students have ten (10) months to complete all aspects of the Program as outlined by this document. Extensions may be granted, but they are at the discretion of the Education Committee and only for an additional 90 days. The official Student Extension Request Form located on the RC Health Services Student Website must be filled out completely in order for an extension to be applied.

EMS Academy Goals, Objectives, and Grading

Goals: To prepare students to become compassionate, competent, EMS professionals that meet state and national expectations within the profession.

Upon successful completion of program requirements, the student will demonstrate the following:

- The ability to comprehend, apply, analyze, and evaluate information relative to the role as an EMS Professional at the scope in which they are learning
- Technical proficiency in all of the skills needed to fulfill the role on an entry-level an EMS Professional at the scope in which they are learning
- Personal behaviors consistent with professional and employer expectations of an EMS Professional at the scope in which they are learning

Program Objectives: Teach the student to comprehend, apply, analyze, and evaluate information relative to the role as an EMS Professional at the scope in which they are learning

- Utilization of classroom/online portal (didactic learning), laboratory (psychomotor learning), and clinical/field experience (psychomotor and affective learning) to allow the student to progressively learn and apply care to patients in the pre-hospital care setting.
- Establish technical proficiency of the skills needed to fulfill the role of an EMS Professional at the scope in which they are learning and preparation for National Registry skills testing at the culmination of the course.
- Promote behavior that is supportive of the EMS profession and encourages the student to demonstrate a caring, empathetic attitude towards patients, families, and other healthcare partners

Grade Breakdown

Students must have a cumulative score of 70% once all didactic materials are completed. Students must also pass their oral boards. Additional assignments may be added at the discretion of the Lead Instructor and Course Coordinator. All grades are recorded in the Navigate Program.

Course Organization

Please see pages 23-25 for a course timeline.

Didactic Portion

The didactic portion of the course is completed in Jones and Bartlett Navigate Program. Each student must complete the following for all 41 chapters:

- Interactive Lectures
- Skills Drills (when applicable—not all chapters contain Skills Drills)
- Additional assignments assigned by RCHS.
- Chapter Quizzes
- Jurisprudence Exam

In addition to the above assignments, each student must complete every homework assignment listed in the “Homework” Tab of the RCHS Student Website. Additional assignments may be administered that the student must complete.

Each student must maintain a minimum score of 70% upon completion of all the aforementioned assignments.

EMS Academy Skills Instruction and Verification

Each student will also complete Skills Instruction and Verification. The EMT student will have completed two (2) practice days and at least one (1) testing day. The AEMT Student will complete the Medical and Trauma Skills Day with the EMT Student, and attend at least one (1) Advanced Skills Day. An additional Advanced Skills Day may be required at the discretion of the Course Coordinator. More testing/practice days may be needed depending on the student’s competency level. Each student must enter each skills day with baseline knowledge of every skill. The RCHS Student Website contains the skills sheets utilized for testing as well as videos demonstrating each skill. If the student arrives at a skills day unprepared, they will feel left behind and will not gain the full benefit of the education provided. You must be prepared to arrive at each skills day with your supplementary equipment (see “Course Pre-Requisites” above).

If you register for a skills day and need to cancel, you must do so no later than 72 hours prior to the course date. If you cancel within 72 hours of the course date, then you are subject to a \$50 rescheduling fee and immediate suspension from the program until the fee is paid. If you do this a second time, you will be charged a \$100 rescheduling fee and be immediately suspended from the program until the fee is paid. If you do this a third time, you will be immediately dismissed from the EMS Academy. When you register for a skills day you are taking up a spot that someone else could be using. No call no showing or cancelling within 72 hours prevents other willing students from completing their skills training in a timely manner.

See below for a breakdown of the skills days:

Medical Skills Day:

EMT Students may register for this once you have completed Chapter 23 in the EMT Program, AEMT Students may register after completion of chapter 5. The Medical Skills Day covers all of the medical-related skills. You will practice or test on the following skills:

- BVM of an Apneic Patient
- Cardiac Arrest Management
- Oxygen Administration by Nonrebreather Mask
- Patient Assessment – Medical
- Bronchodilator Therapy
- Epi Pen Autoinjector
- Vital Signs
- Spike an IV Bag Demonstration (there is no skills test for this skill)

Trauma Skills Day:

You may register for this once you complete Chapter 31 in the EMT Program, AEMT Students may register after completion of chapter 10. The Trauma Skills Day covers all of the trauma-related skills. You will practice or test on the following skills:

- Bleeding Control and Shock Management
- Joint Immobilization
- Long Bone Immobilization
- Patient Assessment – Trauma
- Seated Spinal Immobilization
- Supine Spinal Immobilization
- Traction Splint

Advanced Skills Practice Day

Advanced Students may register for this once they complete Chapter 20 in the Advanced Program. The Advanced Skills Day will cover all Advanced skills within the scope of practice of an AEMT

- Endotracheal Intubation
- Supraglottic Airways
- Advanced Airway Management
- IV/IO cannulation
- Chest Needle Decompression
- Intranasal Medications

EMT Skills Testing Day:

You may register for this once you have completed both your Medical and Trauma Practice Days. On the Skills Testing Day, you will be tested on every skill listed above by RC Health Services Faculty. Each student will have three (3) attempts to successfully test for every skill listed above. Remediation may be provided, but this is on a case-by-case basis and may be at the student's financial expense. This is considered the EMT's NREMT Skills Testing.

AEMT Skills Testing Day

This skills testing day is in place to verify the skills competency of the AEMT student to prepare for NREMT Skills Testing. This does not count for the AEMT Student's NREMT Skills Testing. This day is in place to maintain the RC Health Services Skills Standard.

Final Exam

Upon completion of the aforementioned assignments, the students must take their Final Exam. The Final Exam must be completed at one of the RC Health Services campus locations. The student must score a minimum of a 70% on the Final Exam. In the event that a student scores less than a 70% on the Final Exam, the student must wait at least seven (7) days to retake the Final Exam. On the second attempt at the Final Exam, the student must score a minimum of an 80%. If the student fails to score a minimum of an 80% on the second attempt of the Final Exam, the student will be removed from the RC Health Services EMS Academy. All tuition must be paid in full prior to the initial attempt at the Final Exam.

Oral Board

Upon successful completion of **all** aspects of the course prior to clinical rotations, the student must complete an Oral Board exam with the RCHS Medical Director or his designee. This will be done in one of the RC Health Services campus locations. The student is only allowed two attempts at the oral board. If the student does not successfully pass their second attempt, then the student will be removed from the RC Health Services EMS Academy.

Clinical Internship

Upon successful completion of all aspects of the course, the student will be authorized to submit their clinical availability via the RCHS Student Website by their Lead Instructor.

Course Completion Certificate

Upon successful completion of the aforementioned requirements, the student will be issued a Course Completion Certificate and be cleared to register for the National Registry Computer Based Examination.

Course Extensions

All RC Health Services Online EMT students have a total of six (6) months to complete all aspects of the Online EMT Program as outlined by the Online Student Handbook. There are four (4) reasons that RC Health Services will officially grant extensions to the student:

1. Worker's Compensation Claim (must present documentation to assigned Instructor).
2. Active Duty in the Armed Forces.
3. Service on a Jury (Bailiff Receipt required).
4. Family Medical Leave Act (FMLA – documentation required).

As a professional organization, RC Health Services recognizes that other extenuating circumstances exist and desires to be flexible with their students. Extensions may be administered by the Course Coordinator, Course Director, or assigned Instructor on a case-by-case basis and may request additional documentation. In order for an extension to happen, the following conditions must be met:

- Tuition must be paid in full. If tuition is not paid in full, the student must pay the remainder of their balance in order to apply for an extension.
- The Extension Request Form must be filled out in detail and submitted before the student's course expiration date.
- The student must have completed up to and including the Trauma Exam.
- Weekly contact with the student's assigned instructor must be made. This contact will be in the form of an email to the assigned instructor detailing the progress that has been made and what the student's action plan is for the following week.
- Submit an established timeline of how and when the student anticipates completing the program.

All extensions granted by RC Health Services will be for 90 days and 90 days only. ***No student will have their course extended greater than 90 days after their six-month expiration.*** In the event the student does not meet the new timeline, the student will be withdrawn from the course. They will be eligible for re-enrollment pending education committee approval, however they must start the course over as a new student.

The student must fill out the extension form on the First Day Handouts section of the Student Website and return it to their assigned instructor for approval.

Student Responsibilities

RC Health Services EMS Training is committed to maintaining an excellent teaching and learning community. As its central purpose, this community promotes intellectual investigation through vigorous discussion. Essential values that support this purpose include civility, dignity, diversity, education. As a student of the Program, an individual assumes the responsibility of observing a proper standard of conduct at all times. This general behavior includes respect for order, morality, and personal honor.

Pursuit of a higher education represents a significant investment of financial and human resources. The benefits students derive from their investment depend heavily upon their and their fellow students' attitude toward learning and adherence to high standards of behavior. When students voluntarily enroll in the program, they accept the duty and responsibility of abiding by the regulations and accepted practices of the Program. Each member of the Program community is expected to exercise responsibility and to govern his or her conduct by standards of good taste and ethical judgment even when others disregard those standards.

This course should be considered on the same level as a college course. Students must devote considerable time and effort to this course as they would any college-level course.

Activity

All students must submit their full First Day Handouts to their assigned instructor within 7 days of receiving access to the course.

All students must be active in the course. Activity is defined as communication with your instructor and access to the Navigate Program. ***If the student is inactive for 30 days, they will be dropped immediately with no opportunity for reinstatement.*** The student will be allowed to re-enroll as a new student and pay the returning student fee.

Physical Demands

RC Health Services EMS Training students will be learning both the didactic and psychomotor aspects of being in EMS. This will include, but not limited to, lifting, bending, kneeling, pushing, and pulling. It is important that the student use good technique and know their own limits to reduce their chances of injuring themselves, the patient, and others. The student may be expected to lift fifty (50) pounds of equipment and a minimum of 150 pounds during a team movement of a patient. RC Health Services will make every reasonable effort to accommodate those students with a temporary or permanent disability, but the student must understand that a certain physical demand requirement exists in the EMS profession and during course activities.

Language Proficiency

All RC Health Services EMS Training courses are conducted in English. There is currently no accommodation for oral or written instruction/testing for students that speak English as a second language.

Computer Usage

All students are required to have a valid email address for email communication to/from the instructor. It is the student's responsibility to update the instructor with any email address change as class communication is routinely conducted via email. The student should provide an email account that is checked regularly throughout the week.

Students may have access to RC Health Services' Chromebooks. It is required that students have their own computer for access for the program. Students are not permitted to use the Chromebook during classroom instruction unless granted permission by the instructor. RC Health Services' Chromebooks will be available during normal business hours at the discretion of the Lead Instructor. All students that utilize the Chromebooks to complete assignments must plan and coordinate this time with the demands of other users. Students using RCHS equipment and networks must follow RCHS policies and procedures. The following actions are strictly prohibited:

- Knowingly using an account, identification number, or password of another student or staff member for something other than its intended purpose.
- Misusing RC Health Services' computer equipment by falsifying or changing records or documents, damaging programs, sending harassing or threatening material, or duplicating copyrighted software.
- Intentionally using RCHS computer resources to store, download, upload, display, print or email computer images that are "obscene materials" and that are not directly related to, or required for, a specific educational course or research project.
- Showing or sending messages, images, or cartoons that are sexually explicit or that demean a person on the basis of race, ethnicity, gender, national origin, disability, sexual orientation, or religion
- Use of RC Health Services' equipment or computer resources for commercial purposes or personal financial gain.

Identification as a Student

The purpose of this policy is to regulate the distribution of information concerning RC Health Services, its students, members, and patients. Protecting RC Health Services' reputation and ensuring that a member's communication outside the organization reflect positively on the member as an individual, but also on RC Health Services.

If the student posts any content online (written, vocal, or visual) which identifies them as a student and/or member of RC Health Services EMS Training, and/or discusses anything related to RC Health Services EMS Training, RC Health Services expects the student, at all times, to conduct themselves appropriately and professionally and in a manner which is consistent with your student/membership and with RC Health Services policies and procedures. Simply revealing the student name or visual image of the student in uniform is sufficient to identify the student as an individual associated with RC Health Services.

The following matters will be treated as gross misconduct capable of disciplinary action:

- Revealing confidential information about RC Health Services, its patients or students and/or members in a personal online posting. This might include, revealing information relating to RC Health Services' patients that is protected by HIPAA, business clients, plans, members, or internal discussions. Posting any RCHS photograph, digital image or video/audio recording is strictly prohibited. Consult your Instructor, Course Director, or Course Coordinator if you are unclear about what might be confidential.
- Disclosing any student's and/or member's home addresses or personal information that has not been previously made public through legal means without the written consent of the member.
- The use of a blog to harass, threaten, libel or slander, malign, defame or disparage, or discriminate against RC Health Services, its students and/or members, management, patients, vendors or suppliers, any organizations associated with or doing business with RC Health Services or any members of the public, including website visitors who post comments about blog contents.
- The use of the RCHS logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate on any personal blogs or other online sites without prior authorization.
- Accessing or updating a personal blog from RCHS computers during working hours.

The student should remember that any messages or information sent to one or more individuals via an electronic network – for example, but not limited to, internet mailing lists, websites, Facebook or Twitter – that identifies the student as a student and/or member of RC Health Services are statements that can taint the organization's reputation or services. The student should include the following disclaimer in all of the student's postings to public forums that may either identify you as a student and/or member of RCHS or can identify the organization:

"The views, opinion, and judgments expressed in this message are solely those of the author and do not reflect the views, policies, or goals of RC Health Services."

If the student already has a personal blog or website which indicates in any manner that the student is affiliated with RC Health Services, the student must include the disclaimer on the student's personal blog or website.

Misconduct

Any violation of program policies or regulations may result in the students being placed on disciplinary warning, disciplinary probation, or suspension (dismissal) and/or being subject to legal prosecution. Misconduct for which students are subject to discipline includes but is not limited to the following:

Dishonesty

Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the program. (Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help during a test; copying tests, assignments, reports, or term papers, or being in unauthorized places, such as offices or buildings after hours, or an instructor's office without permission).

Obstruction or Disruption

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other program activities, including its public services functions, or of other authorized activities on program premises.

Physical and Verbal Abuse

Physical or verbal abuse of any person on program-owned or controlled property, or at program sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.

Cheating and Plagiarism

The following policies and procedures concerning cheating and plagiarism are printed in this form for the information of all students. The gaining of knowledge and the practice of honesty go hand-in-hand. The importance of knowledge, properly gained, is emphasized by the grading system. The importance of honesty, fully practiced, is emphasized by rules against cheating and plagiarism. Any act of cheating or plagiarism subjects a student to disciplinary procedures listed below.

If, in the judgment of the instructor, cheating or plagiarism has occurred, the following penalties may be assessed: Zero on paper/assignment/test or automatic grade of F in the course regardless of other grades earned.

The instructor will notify the student of his/her decision concerning the student's grade and whether further disciplinary action, including suspension, has been recommended before filing the report as indicated below. Should the instructor recommend suspension of the student, the Program Director has the responsibility and authority to determine whether the student will be suspended.

Collusion

Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Drugs and Alcohol

Use, possession, or distribution of alcohol, narcotics, or dangerous drugs on program-owned or controlled property or program sponsored or supervised functions.

Bad Conduct

Disorderly conduct or lewd, indecent, or obscene conduct or expression on program-owned or controlled property or at program-sponsored or supervised functions.

Weapons

Use or possession of firearms, explosives (including fireworks), swords, daggers, straight razors, or illegal knives is not permitted on campus or in automobiles on campus parking lots.

Policy for Firearms Control on Program Property

Students, visitors, and employees of the program are prohibited from carrying firearms on property. On-duty commissioned police/peace officers and other officers of the court specified in Texas law, whether in uniform or civilian clothes, which are on program property in an official capacity or as students or as visitors are exempt from this policy.

Gambling

Gambling of any form is strictly prohibited.

Improper Dress

In consideration of sanitation, distraction or offensiveness to other students and faculty, students are expected to wear appropriate clothing.

Unauthorized Visitors

Individuals, including children, who are not enrolled as students, employed by the program, or invited as guests of the program, are not permitted to attend classes without prior approval of the instructor and the Program Director. Individuals in violation of this policy are subject to prosecution for trespassing.

Forgery

Forgery, alteration, or misuse of college documents, records or identification.

Theft

Theft of property while on program-owned or controlled property.

Failure to Show Student ID

Students are required to show an official student identification card at the request of a program staff, faculty, clinical faculty, administration or security personnel.

Hazing

Hazing with or without the consent of the student is a violation for both the person inflicting the hazing and the person submitting to the hazing.

Smoking

Smoking or the use of electronic cigarettes is only allowed outside in designated smoking areas.

Immediate Dismissal

The following situations (not limited to) are grounds for immediate dismissal from the program.

1. Illegal use or possession of controlled substances (alcohol, drugs) anywhere on program, property or at a program event or program-sponsored activity.
2. Destruction of property, damage to buildings or furnishings, or defacing program property.
3. Physical assault or threat of physical assault toward anyone on program property or at a program event or program-sponsored activity.
4. "Hate messages" including, but not limited to, racial epithets or derogatory remarks attacking or belittling someone's religious beliefs, whether delivered orally or in writing.

Students committing any of the above infractions may be dismissed from the program unless, in the sole judgment of the program, extenuating circumstances exist that mitigate the offense.

Sexual Harassment

Sexual harassment is illegal and will not be tolerated in any form. This includes sexual harassment from an employee of the program or by another student.

Sexual harassment is any unwanted verbal or physical sexual attention which is repetitive and one-sided. Some examples include (but are not limited to):

- Sexual comments or jokes;
- Unwelcome touching direct;
- Indirect requests or hints for sexual favors in return for grades, promotions, or special favors;
- Demeaning or slang names or labels;
- Creating a hostile environment, or sexually suggestive looks or gestures.

If you believe that you are being harassed, seek help from any RCHS staff immediately.

General Complaint Procedure

Students who wish to file a general complaint:

1. Students should consult first with their classroom instructor. If a resolution cannot be obtained then go to step 2.
2. The classroom instructor will direct the student to make an appointment with the Program Director or Program Coordinator to review the complaint. The complaint will be presented to the Education Committee for review and a plan of action will be instituted and given to the student.

General Communication Procedure

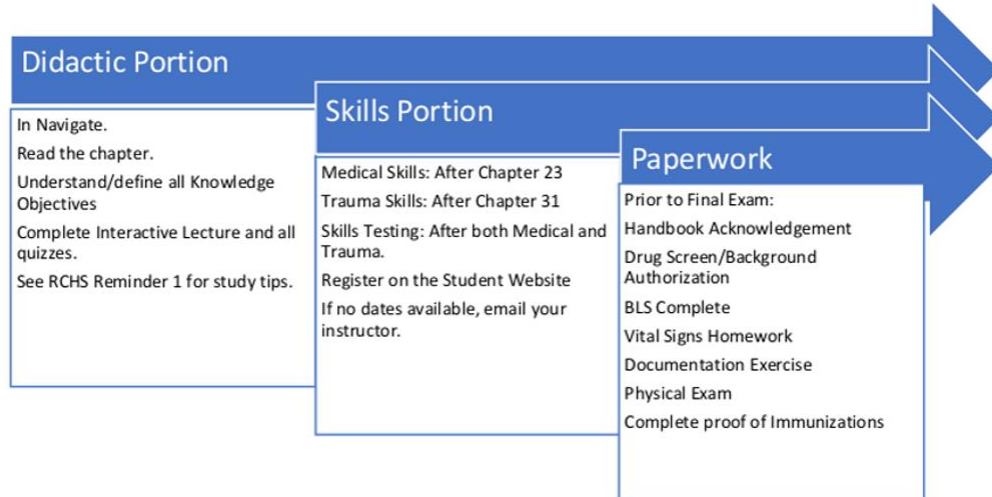
Students should follow this procedure for general communication regarding any course subjects or objectives:

- Students should direct all didactic/logistical questions to their assigned instructor. Email is the preferred form of communication.

RC Health Services strives for all students to receive replies within 24 hours. Sometimes circumstances dictate a slower response time. Should the student feel the need to reach out to someone outside of their assigned instructor, the student should reach out to the EMT Program Director or EMT Program Coordinator.



Online EMT Program Timeline



Be sure to read the RCHS Reminders in Navigate for more logistical details as you progress.

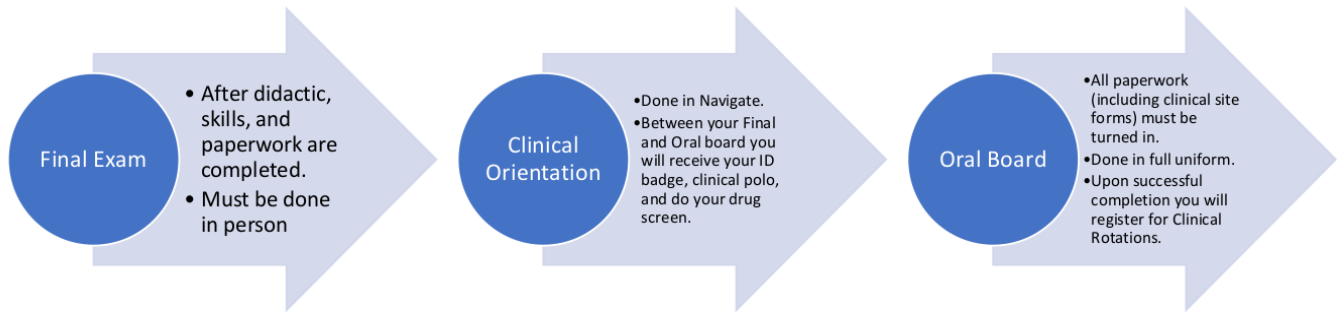
This is the initial timeline for the RC Health Services Online EMT Program. Students should start at the beginning of the Navigate Program and work through each chapter. RC Health Services recommends the student use the Knowledge Objectives in the Lesson Outline for the student as a framework for each chapter. The requirements for each chapter: read the chapter, complete the lecture, and complete the quiz. Additional assignments are noted in Navigate. The student should reach out to their assigned instructor for general questions about any didactic material.

The student is eligible for skills days as noted above. Students may register on the Student Website.

Each student is responsible for turning in their documents in an expeditious manner. All documents listed above must be turned in to their assigned instructor prior to the student sitting for the final exam. All documents must be scanned (not photographed) and turned in as a PDF document. All other documents will be rejected.



Online EMT Program Timeline



See specific RCHS Reminders in Navigate for more details on each of these sections.

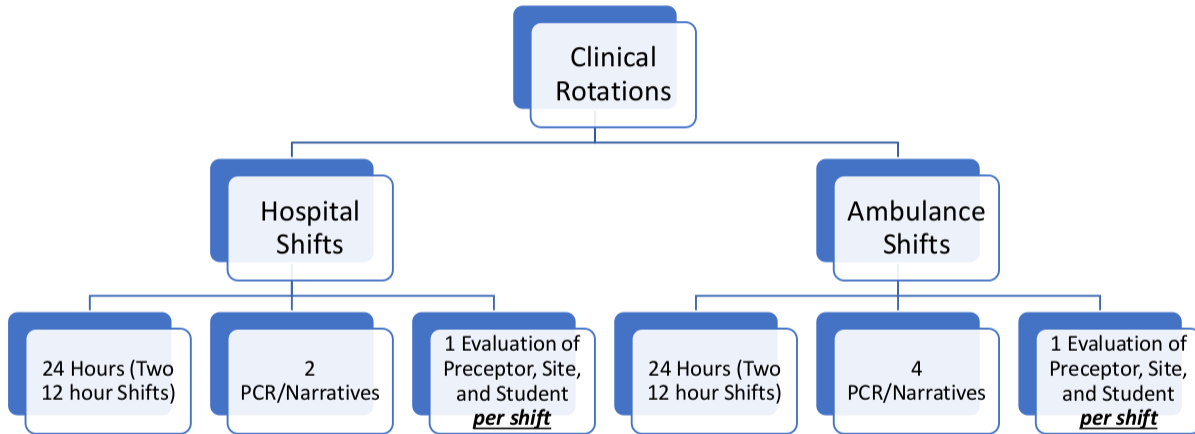
After the student completes all 41 chapters, all skills practice and testing, and has turned in all appropriate paperwork, they are eligible to schedule their final exam. The final exam must be taken at an RC Health Services Campus. The student may schedule with their assigned instructor.

Upon successful completion of the final exam, the student will be issued their uniform shirt, the ID badge photo will be taken, and will be sent for the drug screen. During this time, the student will complete their clinical orientation in the Navigate Program.

Once the student has successfully passed their drug screen, successfully completed clinical orientation, and been successfully cleared by their assigned instructor, the student may sit for their oral board examination. This must be done in full uniform. After successful completion of the oral board, the student will be eligible to submit clinical availability.



Online EMT Program Timeline



Total Clinical Paperwork to turn in:

- 2 PCR/Narratives from your Hospital Shifts.
- 4 PCR/Narratives from your Ambulance Shifts.
- 4 Evaluations of your preceptors (1 from each shift).
- 4 Evaluations of the clinical site (1 from each shift).
- 4 Evaluations of you (done by your preceptor for each shift).
- 1 Clinical ID Badge (don't forget this).

The timeline above provides a brief overview of the clinical rotation requirements. This is not all inclusive. Students must refer to their Clinical Guidelines Manual and Clinical Orientation for full details. This is designed to provide a brief look at the expectations for clinical rotations

Instructor Contact Information

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