



Emergency Medical Services Training Traditional Student Handbook

Revised 12/2017

Student Name: _____

TDSHS Course Number: _____



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
CEO

Michael Lindamood, LP
Program Coordinator

Dan Koziol, LP
Program Director

Brian J. Hendricks, LP
CE Coordinator

J. Ryne Hatcher, LP
North Texas/San Antonio Campus Director

Ernie Cantu, LP
Advanced Coordinator

Dr. Lars Thestrup, MD
Program Medical Director

Statement of Mission

RC Health Services Emergency Medical Services Training is a private EMT 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 EMT 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. In order to become Texas Department of State Health Services 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 and complete all clinical and ambulance rotations successfully. Attendance and attitude are also considered. The student must also be able to perform as per the TDSHS Functional Description for EMT. The student may be denied a Course Completion Certificate if any of these requirements are 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 NREMT cognitive exam.

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 (consisting of the Medical Director, Course Coordinator, Regional Director, and any party the committee deems necessary) who will have the final decision on the status of the student.

In addition to the above, TDSHS requires the student to have their fingerprints taken and have a background check completed. The results of the background check and the results of the National Registry Exam will determine if the student will receive TDSHS certification.

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 the student will be emailed. 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.

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, check, 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 refunds will be given after five (5) business days prior to the start of the course.

Virtual EMT Students

The Virtual (Video Home-Based) EMT Program is considered an extension of the Traditional Program. All policies and procedures herein are applied to both the Virtual and Traditional Student unless specified otherwise.

Virtual EMT Frequently Asked Questions:

Q: Can a Virtual student attend the physical classroom?

A: A virtual student can attend the physical classroom only if there is space available and with authorization from the Lead EMT Instructor. If any student would like to transfer from the traditional to the virtual or vice versa they must fill out the transfer form and are subject to all fees/transfer policies outlined by the transfer form.

Q: Can a Traditional Student attend the course virtually if they cannot make a designated class session?

A: A Traditional Student may be allowed to attend the course virtually only with approval from the Lead EMT Instructor. The Traditional Student will only be allowed to attend virtually up to two (2) times during a designated course semester. This does not apply to any scheduled skills sessions.

Q: How does a Virtual Student practice/test on their skills?

A: The virtual student will be required to attend at minimum two (2) skills practice days and at least one (1) skills testing day at an RC Health Services campus. The student may watch a skills practice session, however this does not count as their skills practice session.

Q: What are the system requirements for a Virtual Student?

A: See: <https://blackboard.secure.force.com/apex/publickbarticleview?id=kAB700000008P8m>
Additionally, all Virtual Students must have a functioning camera and microphone on the device they are using to access the course.

Q: How is attendance tracked for the Virtual Student?

A: Attendance is tracked by the student's presence in the virtual classroom. Additionally, polls are posted throughout the class session that the student must respond to. Failure to respond to the polls will result in a deduction in the student's attendance.

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.
 - Home schooled students must obtain an equivalency evaluation.
- 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 Advantage Package
- Textbook
- 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:

- Course Textbook
- Online Advantage 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 \$700 to secure the student's seat in the course.

Four (4) payments of \$249.75 made every twenty five (25) days starting on the first day of the course. The payment of \$249.75 is not due at the start of the course, it is due twenty five (25) days after the start of the course. All payments must be completed in order to sit for the final exam.

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.

Course Description/Course Goals:

Course Title:	Emergency Medical Technician
Course Length:	Outlined by course schedule handout.
TDSHS Course #:	Will be given to students on the first day of class.
Required eBook:	<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 Advantage Package"</i> Published by Jones and Bartlett Learning.
Provision of Material:	All materials will be provided to students through RC Health Services as noted in tuition costs.
Supplementary Material:	RCHS Student Website: http://instructor.rchealthservices.com <ul style="list-style-type: none">• Username and password given on the first day of class.
Description:	Emergency Medical Technician
Goals:	<p>To prepare students to become compassionate, competent, entry-level Emergency Medical Technicians that meet state and national expectations within the profession.</p> <p>Upon successful completion of program requirements, the student will demonstrate the following:</p> <ul style="list-style-type: none">• The ability to comprehend, apply, analyze, and evaluate information relative to the role as an Emergency Medical Technician.• Technical proficiency in all of the skills needed to fulfill the role on an entry-level Emergency Medical Technician.• Personal behaviors consistent with professional and employer expectations of an Emergency Medical Technician.
Program Objectives:	Teach the student to comprehend, apply, analyze, and evaluate information relative to the role as an Emergency Medical Technician <ul style="list-style-type: none">• 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 Emergency Medical Technician 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

TDSHS Certification:

All course criteria/objectives must be met before the student is allowed to take the National Registry Exam for Emergency Medical Technicians. It is the Course Coordinator's decision to allow any student to take the national registry exam. The process for certification is as follows:

1. Successfully meet all course requirements for the EMT Course and receive a course completion certificate.
2. Register on the nremt.com website. Set up profile and complete online application. The Coordinator will approve you for testing and National Registry will advise you that you are eligible to schedule a test
3. Call or go to the Pearson Vue website and schedule a test on the date and time that is convenient. Attend testing on the date scheduled at the chosen test center.
4. Upon successful completion of the National Registry exam, the student will then complete a TDSHS application either on paper or on the Texas On-Line website. TDSHS will send certification to the student pending TDSHS approval.

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 calculated in the Navigate Program.

Course Organization

Attendance at Classes

Regular attendance is conducive to optimum educational achievement. Therefore, the student is expected to attend all meetings of those classes in which he or she is enrolled. Absences caused by the student's illness, or by certain emergencies may be excused by the instructor, in which case the student may be permitted to make up the work missed. Also remember that a certain number of class room hours is mandatory by the state. Absences which are class related must be authorized in advance by the Education Committee. Whenever a student acquires more than three (3) absences the student will be dropped from the course. Students who have been dropped from the course may appeal to the Education Committee. A student must provide make up work for any and all absences that they have. In the event that the education committee approves a student to continue in the program, they must complete all make up work assigned within seven calendar (7) days of the assigned work. If the work is not completed within seven (7) calendar days, the student will be removed from the course.

Tardiness will not be tolerated. Students who walk in late cause a distraction to the other students and disrupt the general learning environment. Being late three times will result in the student receiving an absence. A tardy is defined as arriving 15 minutes or later to class. For example: if the course starts at 1800, and the student arrives at 1815 or later, that student will receive a tardy.

Students will also be expected to participate in class discussions and class functions and will be evaluated and graded on their participation.

Didactic Portion

The student will complete all 41 chapters using lecture/case scenarios in an instructor-led classroom setting. The student will be tested using quizzes online in the Jones and Bartlett Advantage Package.

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 given that the student must complete.

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

Skills Instruction and Verification

Each student will also complete Skills Instruction and Verification. The student will complete two (2) practice days and at least one (1) testing day. These will be held during the regular course schedule. More testing/practice days may be needed depending on the student's competency level. If needed, the student may sign up for additional skills days as needed. 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:

You may register for this day immediately. The Medical Skills Day covers all of the medical-related skills. You will practice 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
- Bleeding Control and Shock Management
- Spike an IV Bag Demonstration (there is no skills test for this skill)

Trauma Skills Day:

You may register for this day immediately. The Trauma Skills Day covers all of the trauma-related skills. You will practice on the following skills:

- Joint Immobilization
- Long Bone Immobilization
- Patient Assessment – Trauma
- Seated Spinal Immobilization
- Supine Spinal Immobilization
- Traction Splint

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.

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 scheduled date on the course syllabus. Virtual/Hybrid students: the final exam must be scheduled in line with the course schedule.

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 Traditional EMT students have a total of six weeks from the last scheduled day of class to complete their clinical rotations. This includes the 2-week scheduling period for clinical rotations. 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).

RC Health Services will not authorize any extensions outside of the aforementioned reasons. Appeals may be made to the education committee.

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.

Due Dates

All due dates for required documents will be set by the Lead Instructor at the beginning of the course period. In the event that a student does not turn in the required documents by the set due date, the student will not be allowed to attend any course session until those requirements have been satisfied. This will count as an unexcused absence and count towards the student's overall absences. If this creates a delay in course completion, ***no extensions will be granted.***

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 will have access to RC Health Services' Chromebooks. 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.

Any student who violates this policy is subject to discipline by RC Health Services up to and including immediate dismissal from the course.

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 students 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 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, 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:

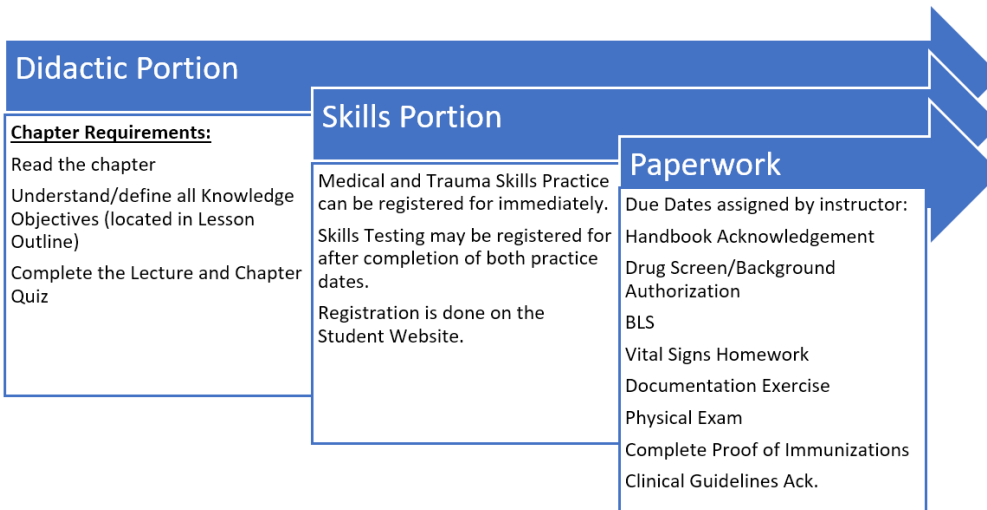
- Students should direct all didactic/logistical questions to their assigned instructor. Email is the preferred form of communication.

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.



EMT Program Timeline 1



The didactic portion of the course is to be completed as outlined by your course schedule. Traditional/Virtual students should keep pace with the assigned Navigate coursework as outlined by your course schedule.

Traditional/Virtual students may register for their skills practice and testing immediately after day one of the course. RC Health Services recommends completing this early. No extensions will be given due to a student's failure to register for skills days in a timely manner.

Traditional/Virtual students will receive a checklist of due dates as assigned by their lead instructor. The paperwork outlined above must be turned in to their lead instructor only.



EMT Program Timeline 2



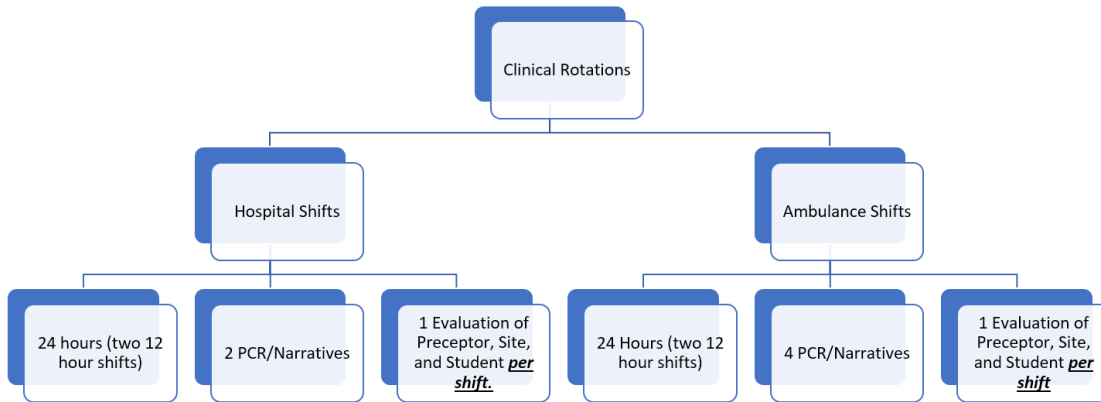
After the student completes all 41 chapters, all skills practice and testing, and has turned in all appropriate paperwork, they are eligible to schedule their final exam. The final exam must be taken at an RC Health Services Campus. The student may schedule with their assigned instructor.

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.



EMT Program Timeline 3



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

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