



Emergency Medical Services Training Online EMT Student Handbook for Georgia

Revised 04/2018



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 Louisiana 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

Brian Hendricks, LP
EMT-Basic Coordinator

Ernie Cantu, LP
Pearland Campus Director

Dr. Lars Thestrup, MD
EMS Academy Medical Director

Mike Lindamood
Pearland Campus Director

Dan Kozjol, LP
Online Director/Regional Campus Director

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

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. We will use numerous, approved learning methods and technology to facilitate a quality education. Our ultimate goal is to produce compassionate, “street ready” EMS Professionals to provide the very best patient care possible. After all, our patients deserve the very best.

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 Georgia Department of Public Health certification. In order to become 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 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 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 National Registry Cognitive Computer Based Examination in order to receive Georgia Certification for the level in which they have completed. The student must also meet all Georgia Department of Public Health and NREMT requirements to become certified.

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.

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/rchealthservices 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 course in the RC Health Services EMS Academy.

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-Basic 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-Basic Cost Estimate

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

- eBook
- JB Learning Online Learning Management 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
- NREMT Psychomotor Skills Testing
- NREMT Psychomotor Skills Practice Sessions

Fees not included

- NREMT Application See www.nremt.org for pricing
- NREMT Psychomotor Skills Testing Varies
- Physical Exams and Vaccinations Varies
- 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
- Georgia Department of Health Application Go to www.dph.georgia.gov/ems
- Georgia FBI Fingerprints. See website above for current pricing.

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.

EMT-Basic Course Description:

- Course Title/Description:** Emergency Medical Technician
- Course Length:** 10-16 weeks (150-180 clock hours). The Online Program is self-paced, however the student will have a maximum of 6 months total to satisfy every requirement.
- ODHS Approval:** GDPH Approval # to be given on the first day of class.
- Required Text:** *“Emergency Care and Transportation of the Sick and Injured, 11th Edition”*
By: Andrew N. Pollak, MD, Leaughey Barnes, Joseph A. Ciotola, and Benjamin Gulli. Published by Jones and Bartlett Learning
- Required Online Program:** *“Emergency Care and Transportation of the Sick and Injured, 11th edition Online Navigation Premier Package.”* 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**
- JB Learning Navigant NREMT Test Preparation
 - www.jonpuryear.com
 - EMT Basic Cram Plan Exam Study Guide
 - Emt-national-training.com Online Preparation
 - EMT National Training by Travis Holycross
 - EMS Field Guide Basic Version by Informed
 - EMT Flashcard Book, 3rd edition by: Jeffrey Lindsey

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.

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.

Exams:	25%	Final Exam:	25%
Quizzes/Homework:	15%	Skills:	10%
Clinical PCRs:	10%		
Clinical Evaluations:	5%		
Interactive Lectures, Group Discussions, etc.	10%		

Course Organization

Both Online EMS Programs are broken down into three sections. Every student must satisfy every requirement from each section. All students must meet the requirements found here:

The office of EMS and Trauma provides services mandated by the Official Code of Georgia Annotated Title 31, Chapter 11, the Georgia Department of Public Health Rules and Regulations Chapter 511-9-2

Please see pages 25-27 for a quick overview.

Didactic Portion

The didactic portion of the course is completed in Jones and Bartlett Navigate Program. Each student must complete the following for all 42 chapters and throughout the course:

- Interactive Lectures
- Skills Drills (when applicable—not all chapters contain Skills Drills)
- Additional assignments assigned by RCHS.
- Chapter Quizzes
- Mandatory onsite orientation, course surveys, and Course Coordinator meetings throughout course.
- Student will establish a facebook account and will request permission to join the “RC Health Services Online EMT Student Forum” in which they will participate in group discussions and forums.

In addition to the above assignments, each student must complete every homework assignment listed in the “Homework” Tab of the RCHS Student Website as well as participate in all live chats, group assignments, case studies, and/or Discussion board assignments. Additional assignments may be administered that the student must complete.

Each student must maintain a minimum score of 70% upon completion of all of the aforementioned assignments as well as maintain an “hours log” with at least 150 hours documented.

Each student must complete a course survey within 10 days of starting the course, prior to starting chapter 23, and at the end. This will be completed via JB Learning Navigate.

Each student will also meet with the Course Coordinator or his designee at least 3 times during the course.

EMS Academy Skills Instruction and Testing

Each student will also complete Skills Instruction and Verification. The EMT-Basic student will complete at least 16 hours of practice days as well as a skills competency day and an NREMT Psychomotor Skills Testing. The skills testing will be completed after you complete the course at an NREMT testing site. 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). Dress code is casual. Student must wear closed toed shoes.

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-Basic Students may register for this once you have completed Chapter 21 in the EMT-Basic Program. 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 Non-rebreather Mask
- Patient Assessment – Medical
- Bronchodilator Therapy
- Epi Pen Autoinjector
- Vital Signs
- Spike an IV Bag Demonstration
- Blood Glucose Monitoring

Trauma Skills Day:

You may register for this once you complete Chapter 31 in the EMT-Basic Program. 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
- MAST Pants

Skills Competency Day:

- All NREMT psychomotor skills will be verified on this day. **THIS IS NOT YOUR OFFICIAL NREMT skills day.** Think of this as a mock skills day to prepare you for NREMT.

EMT-Basic NREMT Psychomotor Skills Examination Day:

You may register for this once you have completed your didactic and clinical portion of this course. On the NREMT Psychomotor Skills Testing Day, you will be tested on every NREMT skill listed on the student skills website. You will register at an approved NREMT psychomotor skills testing site. Students must also meet all competency objectives stated in the National EMS Education Standards.

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. If the student is not paid in full they are allowed to take their first attempt at the final exam, however they will not be allowed to retest until their tuition is paid in full.

Oral Board

Upon successful completion of the Didactic portion of the course, skills practice, required paperwork turned in, and Final Exam, 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. If the student has successfully completed their final exam but still owe tuition, they will be

allowed to take their first attempt at the oral board. No student can make their second attempt until tuition is paid in full. 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 every step listed above, the student will be able to attend their Clinical Internship. **The student will complete a minimum of 36 hours of ambulance with a minimum of five patient assessments/reports completed per shift and 12 hours in an approved Emergency Department or equivalent if available. If the Emergency Department isn't available, the student will have to complete a minimum of 48 hours on the ambulance. At the end of your rotations, you must have a minimum of 10 patient assessments/contacts.** If you do not, additional rotations may be required. **All clinical competency requirements must be complete on the clinical tracking form which must be signed by your clinical preceptor and Lead Instructor.** Some hours may be waived by the course coordinator, however all objectives must be met.

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 and NREMT Psychomotor Skills Examination once the student establishes an application with NREMT.

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 must meet the below system requirements prior to starting class.

System Requirements

To work successfully with Navigate 2 your computer/mobile device should match one of the supported browser and operating system configurations. Navigate 2 may run on newer (or even slightly older) versions of these browsers, but a version is not considered fully supported until it is specified with an "X" in the matrix below.

Operating System/Platform*	Safari 7.0	Safari 8.0	Firefox 36	Chrome 41	IE11	IE10
MAC 10.7	X	X	X	X		
MAC 10.9	X	X	X	X		
Windows 7			X	X	X	X
Windows 8.1			X	X	X	X
iPad 2 with IOS 8+		X				
iPad 3/Air with IOS 8+		X				
iPad Mini with IOS 8+		X				
iPhone with IOS* 8+		X				
Android tablet with OS 4.3**				X		
Android phone with OS 4.1*				X		
Windows 8 tablet					X	X

"+" Means minimum version, tested to latest current version widely available.

* Applications currently operate correctly, but in an attenuated manner within small screen sizes. Additionally, the Navigate eReader is not compatible with mobile devices with screen sizes smaller than seven inches. Users on smaller screens cannot necessarily access all functionality. Issue will be addressed in future release.

** Excludes Kindle and Nook platforms. Flash player used in offline ebook reader is not supported beyond Android 4.1. Issue will be addressed in future release.

For technical support issues you can contact Jones and Bartlett at support@jblearning.com or 1-800-832-0034, option 5. Hours of operation are Monday-Friday 0830-2000 EST

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. 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 in automobiles on campus parking lots.

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.

Policy for Firearms Control on Program Property

Students, visitors, and employees of the program are prohibited from carrying firearms on property.

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.

TECHINICAL STANDARDS

As an EMT Professional, I must be able to perform the following without restrictions:

- Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
- Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath and/or inside a vehicle, and in vehicles with electrical hazards.
- Walk, stand, lift, carry, pull, push, and balance in excess of 125 pounds without assistance, (250 pounds with assistance).
- Stoop, kneel, bend, crouch, and crawl on uneven terrain to gain access to a patient.
- Communicate verbally in person, via telephone, and radio equipment.
- Work in chaotic environments with loud noises and flashing lights.
- Perform patient assessments, implement treatment, calculate weight and volume ratios under threatening time constraints.
- Work effectively in low light, confined spaces, extreme environmental conditions, and other dangerous environments while ensuring patient safety and remaining calm.
- Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
- Perform fine motor movements within the EMT Scope of Practice while in stressful situations and under threatening time constraints.
- Perform major motor movements as required to operate ambulance stretcher, long spine board, KED Extrication, scoop stretcher, traction splint, MAST trousers, and long bone immobilization devices as well as all of the requirements stated in the National EMS Scope of Practice Model.

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.



Georgia Online EMT Program Timeline 1

Didactic Portion

Chapter Requirements:

- Read the chapter
- Understand/define all Knowledge Objectives (located in Lesson Outline)
- Complete the Lecture and Chapter Quiz
- Homework Assignments
- Final Exam
- Clinical Orientation
- Oral Board

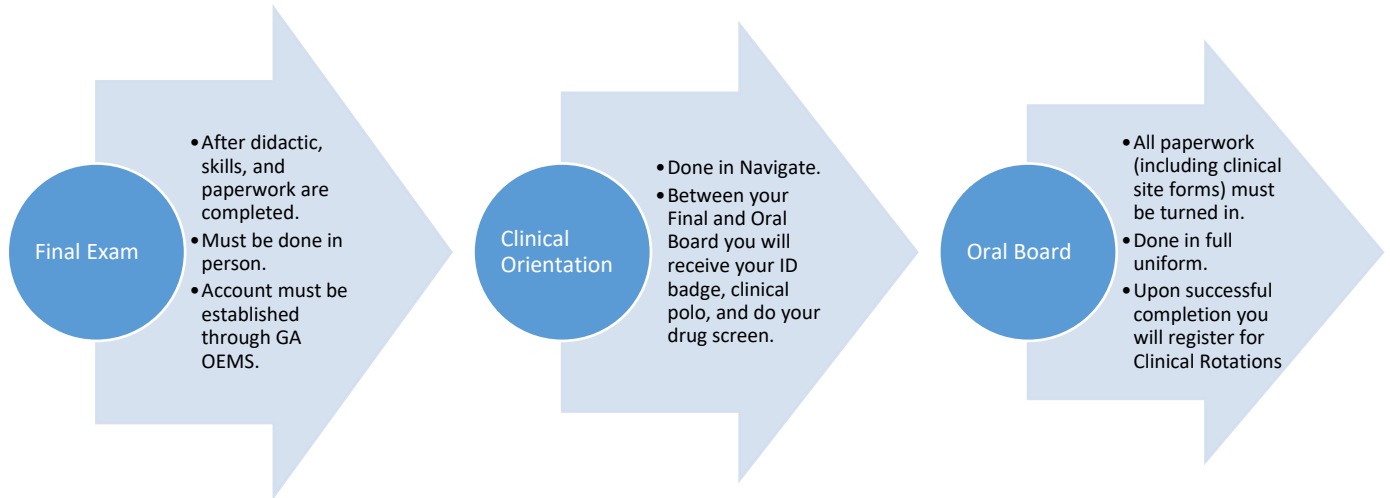
Skills Portion

- Medical Practice: after Chapter 23
- Trauma Practice: after Chapter 31
- Skills Competency after both skills practice.
- Skills Testing is done after Clinical Rotations.

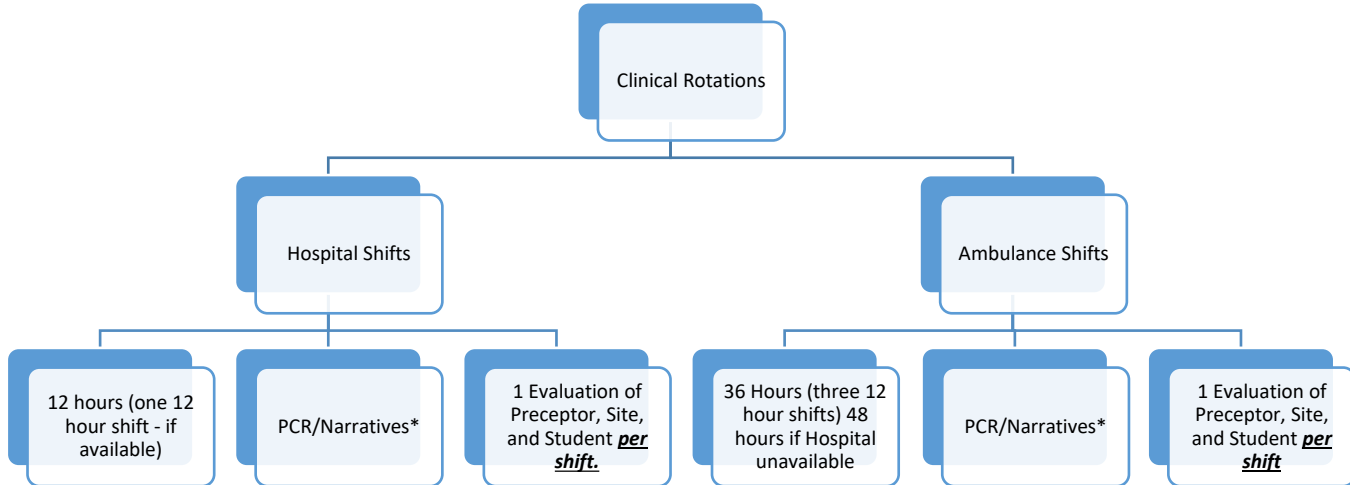
Paperwork

- Handbook Acknowledgement
- Drug Screen/Background Authorization
- BLS
- Vital Signs Homework
- Documentation Exercise
- Physical Exam
- Complete Proof of Immunizations

Georgia Online EMT Program Timeline 2



Georgia Online EMT Program Timeline 3



Total Clinical Paperwork to turn in:

- 10 total PCR/Narratives. Can be combined between Hospital/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).
- Clinical Competency Tracking Form.
- 1 Clinical ID Badge (don't forget this).

INSTRUCTOR CONTACT INFORMATION.

Calls are answered within normal business hours. Emails will be returned within 3 business days.

EMS Education Program Coordinator for TX, OK, LA, and GA/Chief Program Officer:

Name: Brian J. Hendricks, A.A.S., NRP
Office Location: 18351 Kuykendahl Rd Spring, TX 77379
Office/Phone: 281-724-4928
Email Address: brian@rhealthservices.com

Chief Operating Officer/Online and Regional Course Director

Name: Dan Koziol, A.A.S., LP
Office Location: 111 West Anderson Lane, #D-217, Austin, TX 78752
Office Phone: 281-416-5939 ex. 1005
Email Address: dan@rhealthservices.com

Clinical Coordinator:

Name: Robert Chambers, Jr.
Office Location: 18351 Kuykendahl Road, Spring, TX 77379
Office Phone: 281-456-4258
Email Address: robertc@rhealthservices.com

AHA/EMT Instructor:

Name: Kevin Checkwood
Office Location: 3185 Cherokee, Suite 500, Kennesaw, GA 30144
Office Phone: 281-416-5939 x 1018
Email Address: mikki@rhealthservices.com

Chief Academic Officer

Name: Michael Lindamood, BS, LP
Office Location: 1801 Country Place Parkway, #109, Pearland, TX 77584
Office Phone: 281-416-5939
Email Address: mikelindamood@comcast.net

Georgia Operations Adjunct Instructor:

Name: Becky Tyler
Office Location: 3185 Cherokee, Suite 500, Kenneshaw, GA 30144
Office Phone: 770-715-6743
Email Address: etcsolutionsinc@gmail.com