



# Emergency Medical Services Training Online Student Handbook for Louisiana

Revised 11/2017



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 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

*Karl Shearer, NREMT-P*  
Louisiana EMS Manager

## **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 LABEMS certification. Students enrolling for the Advanced Program who have not graduated from the RC Health Services EMT-Basic Program will be required to successfully pass an EMT-Basic level Exam prior to acceptance into the program. In order to become LA BEMS 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 LABEMS 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 LABEMS 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.

## **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](http://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 to the Clinical Coordinator (if already issued) in order to receive official clearance.

## **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
- Must establish an account with the Louisiana Bureau of EMS portal.  
Go to <http://new.dhh.louisiana.gov/index.cfm/page/759/n/389>  
Click the link under "Apply for a New EMS License"

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, Textbook for EMT-Advanced 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/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 [www.nremt.org](http://www.nremt.org) for pricing
- LA BEMS Application/Skills Testing. Click on link below  
<http://new.dhh.louisiana.gov/index.cfm/page/759/n/389>
- Physical Exams and Vaccinations                      Varies
- FBI 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.

## EMT-Basic Course Description:

**Course Title/Description:** Emergency Medical Technician

**Course Length:** 10-16 weeks. The Online Program is self-paced, however the student will have a maximum of 6 months total to satisfy every requirement.

**LA BEMS Approval:** BEMS Approval # to be given on the first day of class.

**Required Text:** *“Emergency Care and Transportation of the Sick and Injured, 11<sup>th</sup> 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, 11<sup>th</sup> 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](http://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
- Complete Test Preparation EMT Basic Exam By: Learning Express
- EMT Field Guide. By: Informed Publishing
- [www.ems1.com](http://www.ems1.com), [www.jems.com](http://www.jems.com), [www.emsworld.com](http://www.emsworld.com)
- [www.medictests.com](http://www.medictests.com)
- [www.fisdap.net](http://www.fisdap.net) Study Tools

***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

## Grading Criteria

<b>Exams:</b>	25%	<b>Final Exam:</b>	25%
<b>Quizzes/Homework:</b>	15%	<b>Interactive Lectures/E-Workbook</b>	10%
<b>Clinical PCRs:</b>	10%	<b>Skills:</b>	10%
<b>Clinical Evaluations:</b>	5%		

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

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: <http://new.dhh.louisiana.gov/index.cfm/page/759/n/389>

*Please see Program Timelines on Pages 23-25*

### Didactic Portion

The didactic portion of the course is completed in Jones and Bartlett Navigate Program. Each student must complete the following for all 40 chapters:

- Interactive Lectures
- eWorkbook (for EMT-Basic Students Only)
- Skills Drills (when applicable—not all chapters contain Skills Drills)
- Additional assignments assigned by RCHS.
- Chapter Quizzes

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 have their entire skills portfolio complete prior to graduation.

## **EMS Academy Skills Instruction and Verification**

Each student will also complete Skills Instruction and Verification. The EMT-Basic student will complete two (2) practice days and at least one (1) testing verification day. More testing/practice days may be needed depending on the student's competency level. Testing Verification Day may be waived by the Course Director.

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-Basic Students may register for this once you have completed Chapter 21 in the EMT-Basic Program, Advanced EMT 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 30 in the EMT-Basic Program, Advanced EMT 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
- MAST Pants

## EMT-Basic Skills Testing Day:

You may register for this once you have completed both your Medical and Trauma Practice Days. On the Skills Testing Verification 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 not your NREMT Psychomotor Exam. Your NREMT Psychomotor Exam is coordinated through the Louisiana Bureau of EMS.** Students must 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. **ALL SHOTS AND PHYSICALS MUST BE TURNED IN BEFORE THE STUDENT TAKES THE FINAL EXAM. 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, the skills practice and testing, 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.** 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 as well as register for their NREMT Psychomotor Skills Testing through the Louisiana Bureau of EMS.

**RCHS online courses are set up quarterly through the Louisiana Bureau of EMS. Depending on when you complete ALL portions of the EMT course, determines when the Student can become certified through the Louisiana Bureau of EMS. See Timeline towards the end.**

## 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.

### **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.

### **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.

**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.**

## 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](mailto:support@jblearning.com) or 1-800-832-0034, option 5. Hours of operation are Monday-Friday 0830-2000 EST**

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 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.

## **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-Basic 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).

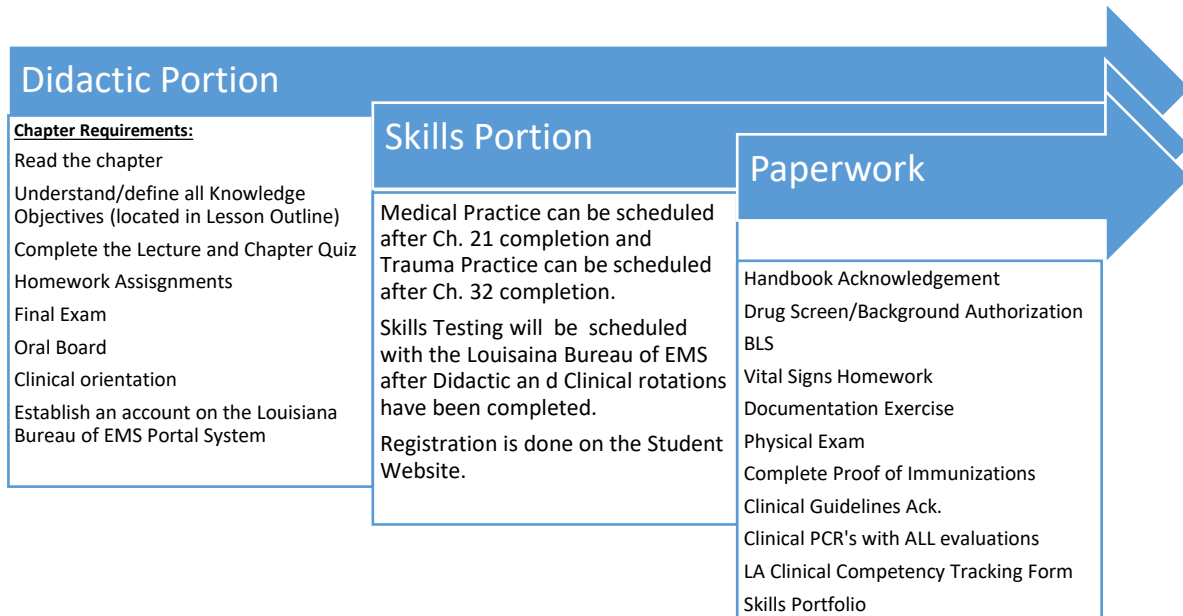
As a professional organization, RC Health Services recognizes that other extenuating circumstances exist and desires to be flexible with their students. Extensions may be administered by the Course Coordinator, Course Director, or assigned Instructor on a case-by-case basis and may request additional 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 questionnaire on page 2 of the course extension form must be filled out in full.
- 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.

# Louisiana EMT Program Timeline 1



## VERY IMPORTANT:

Louisiana courses are set up quarterly (Jan 1 – Mar 31), (Apr 1 – Jun 30), (Jul 1 – Sep 30), and (Oct 1 – Dec 31). Depending on when you turn in your paperwork, determines on when you can become certified in the State of Louisiana.

Ex 1: Student completes ALL aspects of course and turns in clinical paperwork on March 29<sup>th</sup>. Student can become certified after March 31<sup>st</sup>.

Ex 2: Student completes ALL aspects of course and turns in clinical paperwork on April 3<sup>rd</sup>. Student cannot become certified until after June 30<sup>th</sup>.

**PLEASE KEEP THIS IN MIND AS YOU ARE PROGRESSING THROUGH THE COURSE.**

## Louisiana 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.

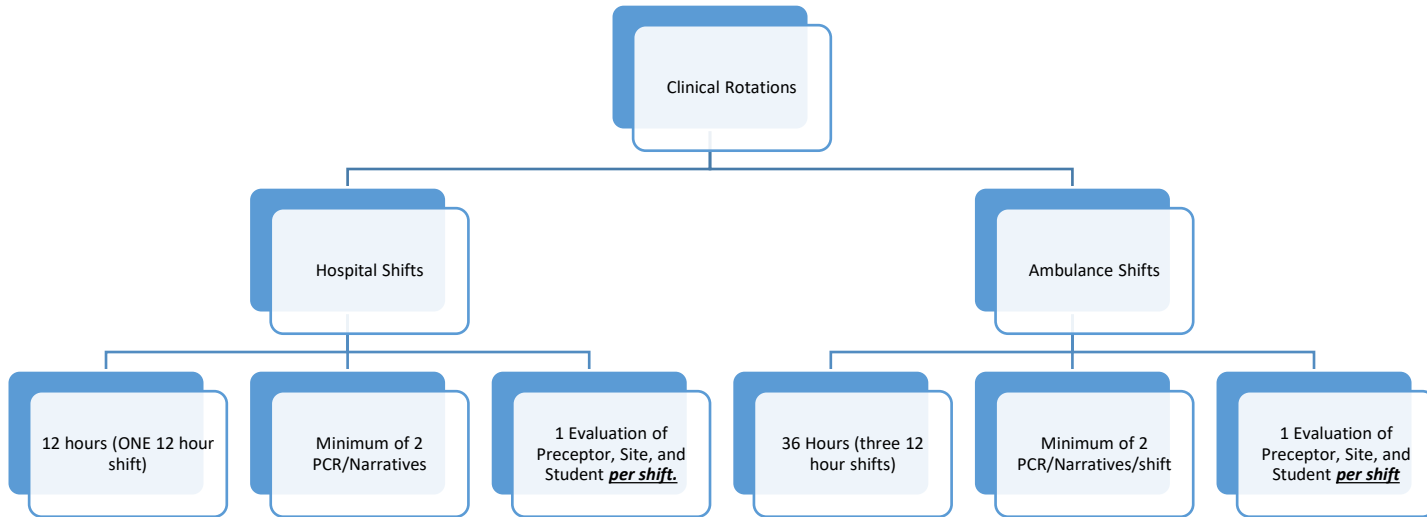
Once the student has successfully passed their drug screen, successfully completed clinical orientation, and been successfully cleared by their assigned instructor, the student may sit for their oral board examination. This must be done in full uniform. After successful completion of the oral board,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





### Louisiana EMT Program Timeline 3

(Pay attention to your clinical start dates. See the bottom of Timeline 1)



**Total Clinical Paperwork to turn in:**

10 Minimum PCR/Narratives combined from your hospital and ambulance rotation. If a hospital isn't available, student will complete a minimum of 48 hours on an RCHS approved Ambulance Clinical Site instead of 36 hours.

- 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).
- Completed clinical competency tracking form.
- Green Acadian reflective vest.

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**

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

### **New Orleans Campus Director**

Name: Karl Shearer

Office Location: 201 Evans Road, #325, New Orleans, LA 70123

Office Phone: 281-416-5939 x 1012

Email Address: [karl@rhealthservices.com](mailto:karl@rhealthservices.com)

### **EMT-Basic Program Coordinator/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](mailto:brian@rhealthservices.com)

### **Chief Operating Officer/Online and Regional Campus 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](mailto:dan@rhealthservices.com)