

The logo is a Maltese cross with a circular center. Inside the circle is a fire hydrant at the top, a fire engine in the middle with 'S.A.F.D.' on its front, and a fire hose nozzle at the bottom. The words 'SABLE ALTURA' are on the left and 'FIRE RESCUE' are on the right. At the bottom of the cross is a banner that says 'EST. 1963'.

Sable Altura Fire Rescue

EMS Training Group

Policy Manual

August 2007

Sable Altura Fire Rescue
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INTRODUCTION

This manual is created for use by all instructional and administrative staff. Inclusive in the manual is the student policy manual for reference by program staff. The student policy manual will be reproduced and distributed at the first training meeting attended by each enrolled student.

Faculty and staff of the program are expected to have a thorough knowledge of the contents of this manual and to both enforce and follow all policies as written without exception.

Any problems arising from the application and/or enforcement of any policy contained herein must be documented on a program incident report form and submitted to the program director.

Annual review and revision of these policies will be conducted by the program administration in consultation with the program's quality improvement committee.

MISSION STATEMENT

The purpose of this training group is to provide quality training for the EMT-Basic through EMT-Paramedic level to all qualified individuals regardless of the affiliations or motivations. This program will provide training through the following formats:

- Continuing Education Classes
- IV Approval

The target for this program will be any qualified individuals wishing to enroll and attend the training. For any student who is a Colorado Certified EMT-Basic, or one recently expired, this program will advise and counsel each as to the intended purpose of this training to ensure that the student enters the training with a clear understanding as to the use, limitation, and application of such training received.

This program will fully adhere to the requirements of recognition as set forth in Rules, Regulations, and Policies established by the Colorado Department of Public Health and Environment.

PROGRAM STATEMENT OF NON-DISCRIMINATION

This program shall not discriminate on the basis of race, creed, religion, gender, mental or physical ability, affiliation; nor need in the selection of program faculty, staff, nor on the enrollment of students.

DESCRIPTION OF PROGRAMS

The CE program will be structured to provide the enrolled EMT-B, EMT-I, and EMT-P students with needed information and opportunities to achieve the cognitive and psychomotor requirements for continuing education requirements for both National Registry as well as the State of Colorado.

The IV Approval program will be structured to provide enrolled EMT-B students with the information and skills required to be certified to perform IV skills as defined by the CDPHE, and Colorado BME Rule 500. The curriculum for the course will meet or exceed that of the required IV Curricula for the State of Colorado.

The program will use case-based instruction and skills instruction. There shall be a student to instructor ratio not to exceed 6:1 for skills instruction.

For all scheduled course/program sessions, current lesson plans shall be kept on file with the Training files.

CLASSROOMS AND EQUIPMENT

Currently facilities exist that are adequate for classes to be held at the fire department. There is a maximum comfortable occupancy of up to 40 students. It is well heated and air conditioned and has audio and video services in place.

Equipment and supplies:

The department currently has video, and PowerPoint presentation capability suitable for most EMS related classes. We also own several AEDs, manikins, IV arms, splinting and spinal immobilization devices and other miscellaneous equipment which are suitable for practice and training.

The department has a library of books, magazines articles, and videos that will be made available to any student wishing to borrow them. These materials will be made available to the students during regular business hours and during class times. This aspect of the training is currently under negotiation for expansion as the program develops.

REQUIREMENTS/PREREQUISITES

All students shall be Colorado State certified EMT-Basic for at least one year or need assistance with recertification or continuing education.

The Training group will inform students of the educational offerings and will endeavor to meet their individual educational needs.

All applicants shall receive and sign a form attesting to a written functional description for an Emergency Medical Technician.

All students shall sign a form attesting to receiving training group policies.

STUDENTS RECEIVE A DESCRIPTION OF THE PROGRAM

Students shall be provided with a clear description of the program and its content, including learning goals, course objectives, course policy manual and competencies required.

APPLICATION PROCEDURES

- The minimum age for a student enrolling in a CE or IV Approval Course will be 18 years of age.
- Each student will complete an application and have it signed by a Colorado Licensed Medical Physician as necessary.
- Current CPR Certification
- Current Colorado EMT-Basic Certificate or higher
- Current ACLS (if applicable)

Health/Immunization Requirements:

Each student shall have proof of the following:

1. Proof of TB (tuberculosis) test in the past six months
2. Proof of Hepatitis vaccination or a signed Waiver of Hepatitis vaccination (Waiver may be found in Appendix C)

CARDIAC LIFE SUPPORT CERTIFICATION

Photocopies of the student's current BLS certification will be kept on file and required to attend the course.

INSTRUCTORS

All medical lessons will be instructed by a Colorado licensed physician, nurse or Colorado certified EMT-Basic, EMT-Intermediate, or EMT-Paramedic. Instructors shall

be a minimum of 21 years old, and experienced in the given topic. Individuals with experience and knowledge in the emergency service area given will instruct all practical sessions. Primary instructor for cardiopulmonary resuscitation must be currently certified as a BLS (Basic Life Support) Instructor with the American Heart Association (AHA). All instructors will submit curricula vitae, which will be kept in their file with the Training Group.

TRAINING GROUP ADVISORY COMMITTEE

The Advisory Committee will consist of the Group Director, Course Coordinator, Instructors, a Physician Advisor, and the Fire Chief of Sable Altura Fire Rescue. The Committee shall meet at least annually (or more as the need arises) to address issues including (but not limited to) quality improvement, course materials, curriculum changes, administrative needs, student issues, and budget needs. Minutes of all meetings shall be kept in the Training Center/Group file.

As of 8/01/2007:

Group Director/Course Coordinator –Rich Solomon

Physician Advisor –Gilbert Pineda

Fire Chief – Mark Campagnola

Instructors- Current Field Instructors of the Sable Altura Fire Department

TRAINING GROUP QUALITY IMPROVEMENT

The Training Group Advisory Committee will meet annually. Meetings will also be scheduled as the needs and problems arise. The Committee will seek to find ways to rectify problems and improve the design and materials involving the course. Minutes will be kept and remain on file for the duration of the program.

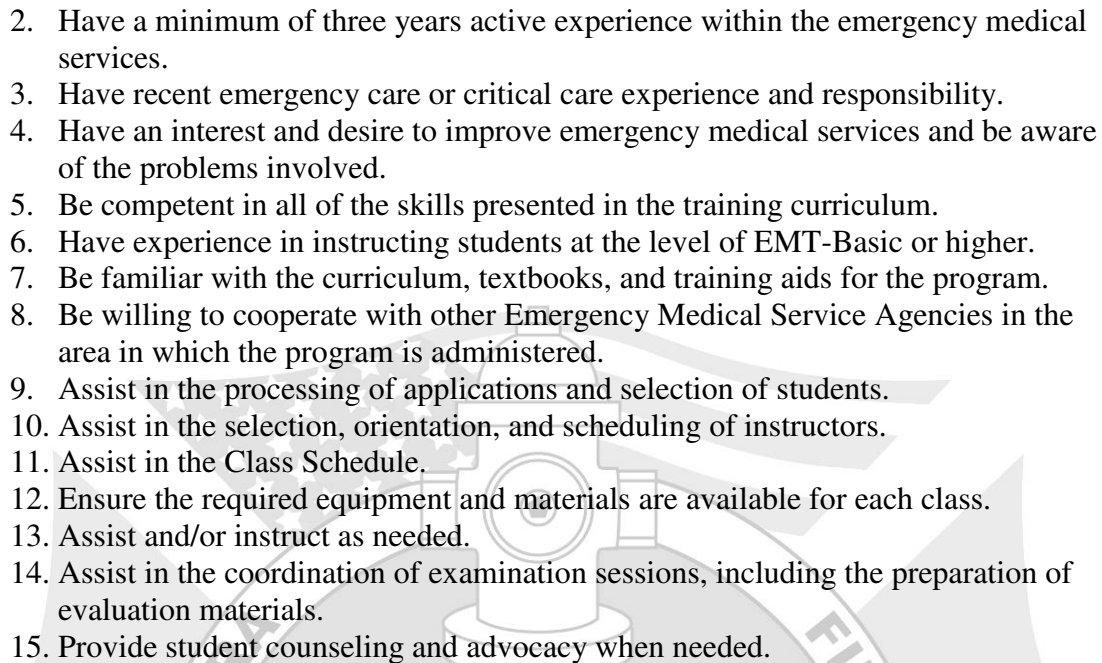
TRAINING GROUP DIRECTORS

The Training Group Directors shall possess administrative skills, good verbal and written communication skills, and act as liaison between the Medical Director and Course Coordinator. The Directors shall ensure (to the best of their ability) that all rules governing the Training Group Program are adhered to.

TRAINING GROUP COURSE COORDINATOR (S)

The Training Group Course Coordinator will possess the following qualifications:

1. Current Colorado certification as EMT-Basic or higher, licensed Registered Nurse, or licensed Physician.

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2. Have a minimum of three years active experience within the emergency medical services.
 3. Have recent emergency care or critical care experience and responsibility.
 4. Have an interest and desire to improve emergency medical services and be aware of the problems involved.
 5. Be competent in all of the skills presented in the training curriculum.
 6. Have experience in instructing students at the level of EMT-Basic or higher.
 7. Be familiar with the curriculum, textbooks, and training aids for the program.
 8. Be willing to cooperate with other Emergency Medical Service Agencies in the area in which the program is administered.
 9. Assist in the processing of applications and selection of students.
 10. Assist in the selection, orientation, and scheduling of instructors.
 11. Assist in the Class Schedule.
 12. Ensure the required equipment and materials are available for each class.
 13. Assist and/or instruct as needed.
 14. Assist in the coordination of examination sessions, including the preparation of evaluation materials.
 15. Provide student counseling and advocacy when needed.

MEDICAL DIRECTOR

The Medical Director shall possess a current license to practice medicine in the State of Colorado. He/She should be well versed in the provision of emergency medical services. He/She will be responsible for ensuring the content of the class follows accurate and thorough medical "Standard of Care", and that the roles, functions, responsibilities and constraints of the EMT-Basic or higher are clearly enumerated during the program.

REQUIREMENTS FOR SUCCESSFUL COURSE COMPLETION

Course Hours:

Course hours will vary depending on the course. Attendance is considered mandatory for successful completion of the course.

Grading:

All students must pass final written and skills evaluation depending on the course. Failure of skill evaluation will also occur when critical criteria is not performed. A score of 80% or above is required on written and practical evaluations. Students who do not pass written and skills evaluation will be offered individually based remediation followed by repeat evaluation one time in an attempt to complete the course. Failure to pass repeat evaluation will result in course failure.

Clinical Hours:

Clinical hours and objectives are required for IV Approval and is outlined in more detail under Clinical Policies.

TUITION REFUNDS

Any student canceling within 3 days of the beginning of the class will forfeit 50% of his/her tuition. Any student unable to complete the course for any reason after the first day of class will not be eligible for any tuition refund.

ATTENDANCE

The student is required to attend all classes. Students that accrue any absences for any reason may be dropped from the course.

Failure to attend a clinical rotation may be grounds for immediate dismissal from the course.

CURRICULUM

The Sable Altura Fire Department will utilize current DOT requirements for training and will maintain current and pertinent textbooks and other training aids.

Student skills will be demonstrated and documented on standardized approved skill sheets and maintained in the students file.

Any deviation from the DOT curriculum will be to enhance those training objectives, and will be documented for its purpose.

The Training Group will provide a state skills examination as it pertains to the course. This will be done in accordance with the current state guidelines.

Skill lab instructor ratio in the classroom will not exceed 6:1

All of the course requirements must be completed and a passing grade must be accomplished prior to the student participating in the practical skills examination.

At the time of enrollment the student will be given a course syllabus with detailed objectives and length of time for each class session. This will be kept on file in the records office.

Lesson plans and other didactic training aids for the course will be kept on file at the records office.

CERTIFICATION OF SKILLS

The Training Center will attest to the students skills through standardized departmental means.

PASS/FAIL CRITERIA, SKILL EVALUATION

Skill evaluation guidelines will be utilized for evaluations and participants will be retested if needed according to National Registry guidelines.

The examination process will be detailed to the student at the time of admission. The examination process will be in accordance with the current National Registry guidelines.

At the time of application students will receive a description of state certification and certificate renewal process according to current guidelines.

DISCIPLINE, COUNSELING, DISMISSAL

The Course Coordinator will counsel students if grade points, practical skills, or observation experience falls below expected criteria. Counseling will also occur for any incident of noncompliance with the training group policies.

Termination of a student from the course may occur based on noncompliance with the policies and standards in this manual. The decision to terminate will be made by the training group advisory board.

GRIEVANCES

The Sable Altura Fire Department Training Group Advisory Board has been established which will handle student grievances, course and policy changes, and a final determination of controversial issues.

If a problem does arise, please speak to the course coordinator first. If you feel an issue has not been handled to your satisfaction, an Advisory Board meeting will be scheduled to address your concerns.

CLINICAL POLICIES

Clinical agreements are currently in place at The Medical Center of Aurora.

Clinical student to instructor ratio shall be no more than 2:1

Dress Code

Student Name Tag
Dark Blue Slacks (no jeans)

White or Light Grey button down shirt or Polo shirt
Black shoes
Appropriate outer wear (when necessary)

Attendance Requirements

Sable Altura Fire provides all clinical experiences required to complete this curriculum through several different clinical environments including the Emergency Department. Each student is required to accrue 8 hours of clinical time within the designated clinics. All clinical time must be arranged through the Sable Altura Fire Department EMS Coordinator in concert with the EMS Liaison from TMCA.

Each student will be required to successfully perform at least 10 IV sticks on live subjects, under the supervision of an EMT-Basic-IV or higher. A minimum of four (4) of these must be made on real patients in the clinical environment. Students will be allowed three months to complete these sticks.

Body Substance Isolation and Exposure Policy

Universal Body Substance Precautions should be practiced when coming in contact with any patient. Personal protective equipment should be utilized based on procedures or tasks performed. Any student exposure will be managed according to the fire department exposure protocol.

Clinical Learning Objectives

See clinical packet.

Competencies For Each Learning Objective

Competencies will be detailed in the students clinical packet for each corresponding clinical area.

INSURANCE

Members of Sable Altura Fire Department are covered for injury or incident under the Sable Altura Fire Department General Liability Insurance and Workman's Compensation. Any student outside of SAFD must provide proof of their own liability and health insurance.

RECORD KEEPING

Files will be maintained on all students and instructors of the Training Group. Files shall contain the following information (at a minimum):

1. **STUDENTS:** course application form, receipt of student manual form, skills sign off sheets, any correspondence between student, class instructors, and /or course coordinators, documentation of any disciplinary action, test scores, and final course disposition.
2. **INSTRUCTORS:** copy of current certifications, copy of curricula vitae, any correspondence between instructor and student, course coordinator, and/or medical director, roster of dates and topics taught.
3. **TRAINING GROUP:** copy of application with Colorado Department of Public Health for recognition as a Training Group, copy of procedure manual, copy of student manual, roster of all class attendants, dates of courses taught, copy of course syllabus, and copies of all minutes of the Training Group Advisory Committee meetings.

All files will be stored, secured, and maintained for a period of no less than three years.

INDIVIDUAL STUDENT FILE SECURITY AND ACCESS

An individual file is maintained on each student. Contents of each file include:

- Application
- Receipt of policy acknowledgement form
- Skills sign-off
- Documentation of any disciplinary actions
- Any correspondence between the student and the Course Coordinator, or instructors.
- Copy of current CPR certification
- Copy of Hepatitis B Vaccination Record or Waiver.
- Current State Certification

The contents of each student's files are confidential. The Course Coordinator may grant access to a student file on an as-needed basis. Any other person or persons desiring access to a student's file must be granted written permission after completion of a Records Release Form, and the student will be notified of the access request. If any student desires to view the contents of his/her file, an appointment must be scheduled with the Course Coordinator. Student will agree not to remove or alter file contents without the knowledge and approval of the program faculty or staff.

Copies of file contents will be made available to the student, or other authorized person, at the cost of 30 cents per page. The cost will be the burden of the authorized person receiving the file copies and shall be payable upon receipt of the requested copies.

APPENDIX A – Faculty/Staff Signature Sheet

As an instructor for this Training Program, I have fully read and understand the contents of the program policy manual, including the student policy manual section and do hereby agree to both enforce and follow the policies set forth therein.

(Printed name of faculty/staff member)

(Signature of faculty/staff member)

(Date)

(Signature of program administrator receiving this form)

APPENDIX B – Applicant Health Disclosure Form

I, _____ state that, to the best of my knowledge:
(printed student name)

(Check one line)

- _____ I have no physical or health conditions, which might interfere with my performance of course/program requirements.
- _____ I have the following physical and /or mental conditions which might interfere with my performance of course/program requirements:

(Student signature)

(Date)

APPENDIX C – Hepatitis B Vaccine Declination Signature Sheet

I, _____,
(Printed Student Name)

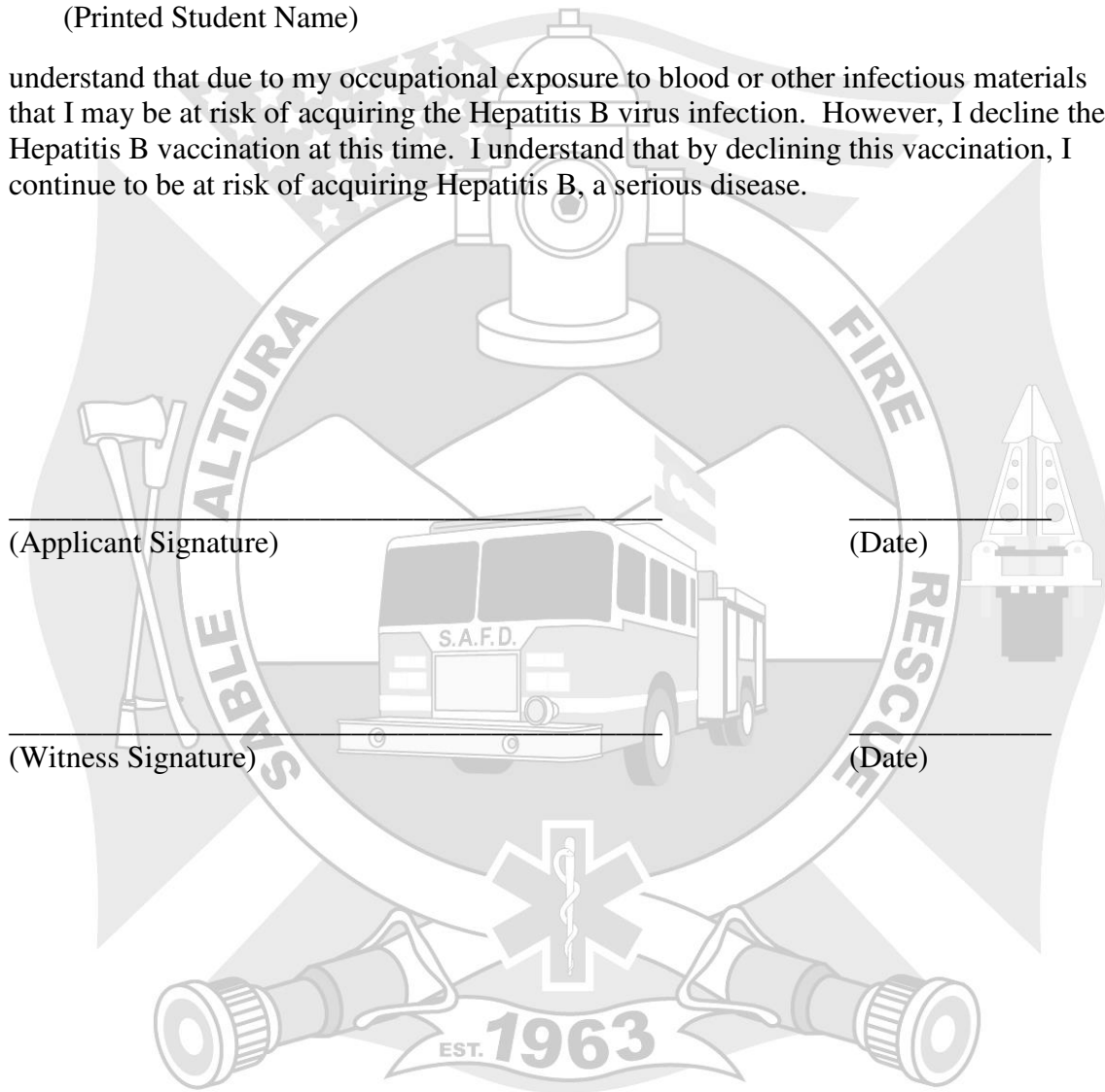
understand that due to my occupational exposure to blood or other infectious materials that I may be at risk of acquiring the Hepatitis B virus infection. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccination, I continue to be at risk of acquiring Hepatitis B, a serious disease.

(Applicant Signature)

(Date)

(Witness Signature)

(Date)



APPENDIX D - Functional Job Description for All Emergency Medical Technicians

Please read this carefully before continuing further with your EMS education

The following job description and responsibilities is a list of minimum requirements considered to be necessary to be certified in the State of Colorado as an EMT at any level. Individual employers may add upon these requirements but they may not waive any of them for any individual.

Qualifications:

- Successfully complete an EMS Division approved course.
- Achievement of a passing score on written and practical certification examinations.
- Must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent.
- Ability to communicate verbally, via telephone and radio equipment.
- Ability to lift, carry and balance up to 125 pounds (250 with assistance).
- Ability to interpret written, oral, and diagnostic form instructions.
- Ability to use good judgment and remain calm in high-stress situations.
- Ability to work effectively in an environment with loud noises and flashing lights
- Ability to function efficiently throughout an entire work shift.
- Ability to calculate weight and volume ratios and read small print, both under threatening time constraints.
- Ability to read and understand English language manuals and road maps.
- Accurately discern street signs and address numbers.
- Ability to interview patient, family members, and bystanders.
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.
- Ability to converse in English with co-workers and hospital staff as to status of patient.
- Good manual dexterity, with ability to perform all tasks relegated to highest quality patient care.
- Ability to bend, stoop, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold and moisture.
- Ability to work in low light, confined spaces, and other dangerous environments.

Competency Areas

EMT-Basic

Must be able to demonstrate competency handling emergencies using all Basic Life Support (BLS) equipment and skills in accordance with all behavioral objectives in the DOT/EMT-Basic curriculum.

- Automated external defibrillation and intravenous access are optional skills and curriculum.

EMT-Intermediate

Must be able to demonstrate competency handling emergencies using all Basic Life Support (BLS) and Advanced Life Support (ALS) equipment and skills in accordance with all behavioral objectives in the DOT/EMT-Basic curriculum.

EMT-Paramedic

Must be able to demonstrate competency handling emergencies using all Basic Life Support (BLS) and Advanced Life Support (ALS) equipment and skills in accordance with all behavioral objectives in the DOT/EMT-Basic curriculum.

- The EMT-Paramedic has reached the highest level of certification.

Description of Tasks

- Receives call from dispatcher, responds verbally to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious routes, and observes traffic ordinances and regulations.
- Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by a physician.
- May use equipment (based on competency level) such as, but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airways and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation.
- Assists in lifting, carrying, and transporting patient to ambulance and into a medical facility.
- Reassures patients and bystanders, avoids mishandling patient and undue haste, searches for medical identification emblem to aid in care.
- Extricates patient from entrapment, assess extent of injury, uses prescribed techniques and appliances, radio dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
- Complies with regulations in handling deceased, notified authorities, arranges for protection of property and evidence at scene.
- Determines appropriate facility to which patient will be transported, report nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
- Observes patient en route and administers care as directed by physician or emergency department or according to published protocol.
- Identifies diagnostic signs that require communication with facility.
- Report verbally and in writing observations about and care of patient at the scene and en route to facility, provides assistance to emergency staff as required.
- Replaces supplies, send used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle

interior, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

Copied from the State of Colorado
Curriculum Outline for EMT Basic
Functional Position Description Emergency
Medical Technician.

Inherent Risks To your EMT Education and Career

EMT Students must have an understanding of the risks they face during the EMT education program (Primarily during clinical) and know how to mitigate them. The following are the most significant risks to which EMT students may be exposed:

- Hepatitis (from infected body fluids)
- Tuberculosis (TB-airborne droplets)
- Other infectious diseases
- Accidents involving the ambulance
- Hazards at accident scenes (i.e., being struck by an approaching vehicle, broken glass, sharp metal edges...)
- Hazards at any scene (uncooperative or combative patients or bystanders...)
- Back injuries due to inappropriate lifting techniques

EMT's can mitigate the above risks by taking the proper precautions:

- Wear gloves whenever exposure to bodily fluids is possible.
- Complete the first two hepatitis inoculations before the first clinical experience.
- Wear a tight fitting facemask whenever exposure to airborne infection is probable.
- Wash hands thoroughly after every patient contact.
- Wear seat belts whenever sitting in a moving ambulance.
- Be extremely cautious at traffic accident scenes
- Be extremely cautious at any scene
- Prevent back injuries by reading the EMT injury free booklet, practicing proper lifting techniques, knowing your limitation, knowing when to say NO to lifting in your clinicals.

**APPENDIX E – Functional Job Description/Student Policy Manual Receipt
Acknowledgement**

I, _____,
(Printed Student Name)

have received, read, and understand the Functional Job Description for Emergency Medical Technicians, as well as the Student Policy Manual. I understand that this acknowledgement will be kept within my student file.

(Applicant Signature)

(Date)

