



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title/ Subject: Organizational Structure & Description

#: 1000

Effective Date: 06/01/2020

Previous Revision: 06/01/2011

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PURPOSE

To provide clear description of organizational structure, legal description, and accreditation for the training center.

LEGAL ORGANIZATIONAL DESCRIPTION

Johnson County Ambulance District (JCAD) is a political subdivision of the State of Missouri. JCAD has all governmental powers, and all other powers incidental, necessary, convenient, or desirable to carry out and effectuate the express powers as granted in Missouri Revised Statutes, Chapter 190 Emergency Services, Section 190.060 Powers of District.

JCAD is a governmental educational service and governmental medical service accredited by the State of Missouri, Department of Health and Senior Services, Bureau of Emergency Medical Services to provide initial educational and continuing education programs.

JCAD is licensed as training entity and is certified to conduct:

1. Paramedic (EMT-P) initial certification, refresher, remedial, continuing education, and National Registry bridge programs;
2. Advanced Emergency Medical Technician (EMT-I) initial certification, refresher, remedial, continuing education, and National Registry bridge programs;
3. Emergency Medical Technician (EMT-B) initial certification, refresher, remedial, continuing education; and National Registry bridge programs; and
4. Emergency Medical Responder (EMR) or First Responder initial certification, refresher, remedial, continuing education; and National Registry bridge programs.
5. Emergency Medical Dispatch (EMD) initial certification, refresher, remedial, and continuing education.

ARTICULATION AGREEMENT WITH POST-SECONDARY INSTITUTION

JCAD has entered and shall maintain an articulation agreement(S) with an accredited post-secondary education institution(s) that can provide college credits for specified training programs delivered by JCAD training center.

EDUCATIONAL PROGRAMS

A. Public Education/Public Relations

Instructional courses intended to education and training citizens and laypersons with the necessary knowledge and skills to preserve life, improve health, and promote safety in the community. Courses may include:

1. CPR & AED
2. First Aid and Bleeding Control
3. Illness and Injury Prevention
4. Emergency Preparedness and Citizen Response



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B. Emergency Medical Responder (EMR)

EMRs function as part of a comprehensive EMS response, under medical oversight. EMRs perform basic interventions with minimal equipment.

The primary focus of the EMR is to initiate immediate lifesaving care to critical patients who access the EMS system. The EMR will be educated and trained with the basic knowledge and skills necessary to provide lifesaving interventions while awaiting the arrival of additional EMS responders to assist higher level care providers at the scene and during patient transport.

C. Emergency Medical Technician (EMT)

EMTs function as part of a comprehensive EMS response, under medical oversight. The EMT is a link from the scene to the emergency healthcare system. EMTs perform interventions with basic level equipment typically found on an ambulance or rescue unit.

The primary focus of the EMT is to provide basic emergency medical care and transportation of critical and emergent patients who access the EMS system. The EMT will be educated and trained with the basic knowledge and skills to provide patient care and transportation at the basic life support level.

D. Advanced Emergency Medical Technician (AEMT)

AEMTs function as part of a comprehensive EMS response, under medical oversight. The AEMT is a link from the scene to the emergency healthcare system. AEMTs perform interventions with basic and advanced level equipment typically found on an ambulance or rescue unit.

The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation of critical and emergent patients who access the EMS system. The AEMT will be educated and trained with the basic knowledge and skills to provide patient care and transportation at the basic life support and limited advanced life support level.

E. Paramedic

The Paramedic function as part of a comprehensive EMS response, under medical oversight. The Paramedic is a link from the scene to the emergency healthcare system. Paramedics perform interventions with basic and advanced level equipment typically found on an ambulance or rescue unit.

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the EMS system. The Paramedic will be educated and trained with the complex knowledge and skills necessary to provide patient care and transport at the advanced life support level.



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F. EMS Continuing Education

Instructional courses intended to maintain, develop, or increase the knowledge, skills, and professional performance of EMS providers. These courses may include custom developed curriculum or programs with curriculum developed by a professional association. Professional association programs include:

- American Heart Association (AHA)
- American Safety and Health Institute (ASHI)
- National Association of EMTs (NAEMT)

G. Emergency Medical Dispatcher (EMD)

The Emergency Medical Dispatcher (EMD) has been recognized as an essential component of effective EMS systems. Proper and timely training as well as a sound Medical Protocol allow the EMDs deliver quality care to the calling public with emergency medical needs. The EMD course meets or exceeds all national criteria set by A.S.T.M., U.S. Department of Transportation, National Association of EMS Physicians, and others.

MARKET & SERVICE AREA

JCAD's training center and education program is intended to serve Johnson County and the central Missouri region. JCAD has no residency requirement for admission or participation in any education or training program.

ORGANIZATIONAL OVERSIGHT AND MANAGEMENT

A. Board of Directors: The publicly elected Board of Directors has final authority over the finances, property, and operations of JCAD. The Board of Directors has delegated authority to the EMS Chief to act as the Chief Executive Officer (CEO) of JCAD to ensure that the mission, vision, and objectives are achieved. The EMS Chief reports directly to the Board of Directors.

B. EMS Chief: Is responsible to effectively lead and direct the planning, coordination, provision and improvement of educational services, and financial management of JCAD.

The Board has delegated responsibility and authority to the EMS Chief recruit, select, hire, correct, discipline, and terminate the employment of all personnel. The EMS Chief may appoint command staff, officers, and assistants with delegated authority to achieve their assigned responsibilities.

The EMS Chief is authorized to establish staff policies, operating procedures, make decisions, take action, and develop activities as long as they are consistent with Board Bylaws, Board Policies, and Organizational Policies.

C. Program Director: Is responsible for the management and coordination of all aspects of the EMS training center and education programs. The Program Director reports directly to the EMS Chief and maintains a cooperative involvement with the medical director.



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- D. Medical Director: Is a licensed physician with qualifications meeting the requirements set forth in 19 CFR 30-40.303. The Medical Director is responsible for medical oversight of the education programs and will be responsible for reviews and approval of educational content of the EMS training entity programs.
- E. Faculty: Instructional faculty (instructors) who have been appointed by and report to the Program Director to coordinate, instruct, teach, and assess students in an education program. Faculty must be knowledgeable in course content and qualified in teaching their assigned subjects.



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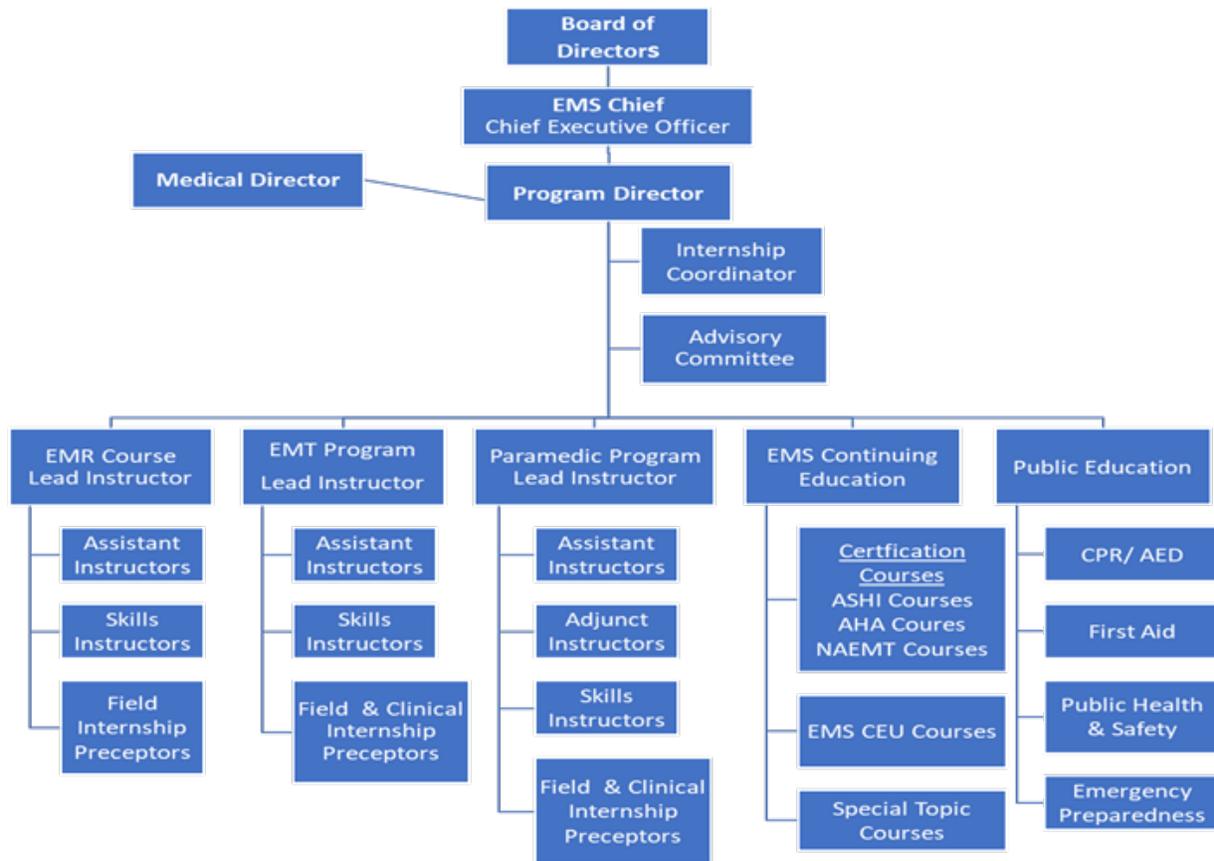
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Organizational Chart

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Johnson County Ambulance District Policy & Procedure Training & Education Center

Title/ Subject: Mission, Vision & Program Goals

#: 1001

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PURPOSE

To outline the Mission, Vision, and Program Goals for Johnson County Ambulance District's (JCAD) training and education programs.

Mission

To serve our community by delivering the highest quality healthcare, ambulance service, and education.

Vision

To preserve life, improve health, promote safety, share knowledge, to prepare others, and equip our students with the knowledge and resources to succeed.

Program Goals

A. Public Education Goals

To preserve life, improve health, and promote safety in the community through effective public education.

B. Education Program Goals

The following goals apply to all education programs and training courses:

1. To provide education programs that prepare EMS professionals to succeed.
2. To enroll qualified individuals who successfully complete our programs, pass certification examinations, secure employment in their chosen profession, and succeed as professionals.
3. To graduate students who demonstrate clinical competence and performance required for entry-level practitioners.
4. To graduate students who think critically, problem-solve, communicate effectively, and engage in professional development and life-long learning.

C. Emergency Medical Responder (EMR) Program Goals

To prepare competent entry-level Emergency Medical Responders in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

D. Emergency Medical Technician (EMT) Program Goals

To prepare competent entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

E. Advanced Emergency Medical Technician (AEMT) Program Goals

To prepare competent entry-level Advanced Emergency Medical Responders in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

F. Paramedic Program Goals

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and or Emergency Medical Responder levels.



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G. EMS Continuing Education

1. To provide educational courses and training the assist EMS professionals to maintain, develop or increase the knowledge, skills, and professional performance.
2. To provide educational courses and training that assists EMS professionals obtain the necessary continuing education units/ hours to maintain state licensure and/or National Registry of EMT certification.



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Title/ Subject: Faculty and Instructional Staff

#: 1002

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PURPOSE

To outline responsibilities and qualifications for faculty and instructional staff of the Johnson County Ambulance District's (JCAD) training and education programs.

POLICY

JCAD will appoint sufficient qualified faculty and instructional staff with the necessary qualifications to achieve the programs goals and outcomes.

In each location where students are assigned for didactic or clinical instruction or supervised practice, there will be instructional faculty designated to coordinate supervision and provide frequent assessments of the students' progress in achieving acceptable program requirements.

STANDARDS

I. Faculty and Instructional Staff

A. Program Director

- a. **Responsibilities:** The Program Director is responsible for the management and coordination of all aspects of the EMS training center and education programs. This shall include:
 - 1) the administration, organization, and supervisor of the educational programs,
 - 2) the continuous quality review and improvement of the educational programs,
 - 3) short- and long-range planning and ongoing development of the programs,
 - 4) cooperative involvement with the medical director,
 - 5) ensuring appropriate orientation, training, and supervision of clinical and field internship preceptors,
 - 6) the supervision of faculty and instructional staff to ensure effectiveness and quality of performance and fulfillment of responsibilities, and
 - 7) may serve as Lead Instructor of an EMS education program or course.
- b. **Qualifications:** The Program Director must:
 - 1) have education, training and experience as a Paramedic, Registered Nurse (RN), or other advanced medical care provider,
 - 2) have field experience in the delivery of out-of-hospital emergency care,
 - 3) be knowledgeable about methods of instruction, testing, and evaluation of students,
 - 4) meet and maintain the qualifications of an EMS Instructor,
 - 5) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice, and
 - 6) possess a minimum of a bachelor's degree from an institution of higher education accredited by an institutional accrediting agency that is recognized by the US Department of Education.



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B. Medical Director

- a. **Responsibilities:** The Medical Director is responsible medical oversight of the education programs and will be responsible for the review and approval of educational content of the EMS training entity programs. This shall include:
- 1) review and approve the educational content of the educational program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed prehospital and emergency care practice,
 - 2) review and approve the required minimum numbers for each of the required patient contacts and procedures listed in the specified program standards,
 - 3) review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship,
 - 4) review the progress of students throughout the program (EMT, Advanced EMT, and Paramedic), and assist in the determination of appropriate corrective measures in cases of adverse outcomes, failing academic performance, and disciplinary action,
 - 5) ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,
 - 6) engage in cooperative involvement with the Program Director and Lead Instructors.
 - 7) ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician serving as an associate medical director or adjunct instructor, and
 - 8) ensure educational interaction and mentorship of physicians with students.
- b. **Qualifications:** The Medical Directors must:
- 1) be a Missouri licensed physician with qualifications meeting the requirements set forth in 19 CFR 30-40.303,
 - 2) be a physician with experience and current knowledge of emergency care of acutely ill and injured patients,
 - 3) have training and experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
 - 4) be an active member of the local medical community participating in professional activities related to out-of-hospital care or be an active EMS service medical director,
 - 5) be knowledgeable about the education of EMS professionals, including professional, legislative, and regulatory issues regarding the education of EMS professionals, and
 - 6) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.



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C. Associate Medical Director

- a. **Responsibilities:** An Associate Medical Director is responsible to fulfill the responsibilities as delegated by the program Medical Director.
- b. **Qualifications:** The Medical Directors must:
 - 1) be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients,
 - 2) have training and experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
 - 3) be knowledgeable about the education of EMS professionals, including professional, legislative, and regulatory issues regarding the education of EMS professionals, and
 - 4) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

D. Lead Instructor

- a. **Responsibilities:** The Lead Instructor is an EMS Instructor approved and assigned by the Program Director to be responsible as the primary faculty member of a specific program or course. Responsibilities include:
 - 1) instruction/ teaching of the EMS program curriculum,
 - 2) oversight of the quality of instruction provided,
 - 3) developing, assessing, and remediating student performance,
 - 4) developing and writing learning objectives and lesson plans,
 - 5) delivery of didactic content,
 - 6) development and administering learning evaluation measures,
 - 7) ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains, and supervisor of instruction staff including assistant instructors, skills instructors, adjunct instructors, and preceptors.
 - 8) Function as clinical coordinator for course they are lead on.
- b. **Qualifications:**
 - 1) be knowledgeable in course content and effective in teaching assigned subjects, and capable through academic preparation, training, and experience to teach the courses or topics assigned,
 - 2) have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/ certification than the EMS course being taught.
 - 3) meet and maintain the qualifications of an EMS Instructor,
 - 4) teaching experience to deliver content, skills instruction, testing, and evaluation of students, and remediation,



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- 5) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice, and
- 6) if serving as Lead Instructor for an initial Paramedic course; possess a minimum of an associate degree from an institution of higher education accredited by an institutional accrediting agency that is recognized by the US Department of Education.

E. Assistant Instructor

a. **Responsibilities:** An Assistant Instructor is an EMS Instructor approved and assigned by the Program Director to assist the Lead Instructor in the instruction and supervision of a specific program or course. Responsibilities include:

- 1) instruction/ teaching of the EMS program curriculum,
- 2) developing, assessing, and remediating student performance,
- 3) assisting in the development and writing of learning objectives and lesson plans,
- 4) delivery of didactic content,
- 5) assisting in the administering of learning evaluation measures, and
- 6) assisting to ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.

b. **Qualifications:**

- 1) be knowledgeable in course content and effective in teaching assigned subjects, and capable through academic preparation, training, and experience to teach the courses or topics assigned,
- 2) have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/ certification than the EMS course being taught.
- 3) meet and maintain the qualifications of an EMS Instructor,
- 4) teaching experience to deliver content, skills instruction, testing, and evaluation of students, and remediation, and
- 5) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

F. Skills Instructor

a. **Responsibilities:** A Skills Instructor is a Basic, Advanced, or EMS Instructor approved and assigned by the Program Director to assist the Lead Instructor in the instruction of procedures and skills. Responsibilities include:

- 1) instruction/ teaching of the specific skills and procedures,
- 2) developing, assessing, and remediating student performance,
- 3) assisting in the administering of learning evaluation measures, and
- 4) assisting to ensure the competence of each graduate of the program in the cognitive and psychomotor domains.

b. **Qualifications:**



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- 1) be knowledgeable in skills performance and effective in teaching assigned skills and procedures, and capable through academic preparation, training, and experience instructor the skills and procedures assigned,
- 2) have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/ certification than the EMS course being taught,
 - For EMR program at least education, training, and experience as an EMT
 - For EMT program at least education, training, and experience as an EMT, Advanced EMT, or Paramedic.
 - For Advanced EMT program at least education, training, and experience as an Advanced EMT, Paramedic, or RN
 - For Paramedic program at least education, training and experience as a Paramedic, RN, or physician.
- 3) meet and maintain the qualifications of a Basic Instructor, Advanced Instructor, or EMS Instructor,
- 4) teaching experience to deliver content, skills instruction, testing, and evaluation of students, and remediation, and
- 5) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

G. Adjunct Instructor

- a. **Responsibilities:** An Adjunct Instructor is a professional or instructor with expertise on a specific topic or subject matter. approved and assigned by the Program Director to assist the Lead Instructor in the instruction and supervision of a specific program or course. Responsibilities include:
 - 1) instruction/ teaching of the specified curriculum or subject,
 - 2) developing, assessing, and remediating student performance,
 - 3) development and writing of learning objectives and lesson plans,
 - 4) delivery of didactic content,
- b. **Qualifications:**
 - 1) be knowledgeable in course content and effective in teaching assigned subjects matter,
 - 2) have education, training, and experience in the assigned subject matter, and
 - 3) teaching experience to deliver subject matter content.

Documentation supporting the adjunct instructor's qualifications to instruct the specified topic must be preapproved by the Program Director or Medical Director.

H. Internship Coordinator

- a. **Responsibilities:** An Internship Coordinator assist the Program Director and Lead Instructor in the administrative tasks of scheduling and coordinating student internships in clinical and field settings. Responsibilities include:
 - 1) facilitate student learning by assisting students to secure appropriate internships to enhance overall academic and clinical experience and learn essential clinical skills,



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- 2) support and maintain partnerships with EMS agencies and hospitals to support student opportunities for field and clinical internships,
 - 3) provide oversight to ensure the academic and clinical quality and integrity of field and clinical internships,
 - 4) conduct site visits to evaluate quality, safety, and effectiveness of field and clinical internships,
 - 5) supervise student activity and behavior while engaged in field and clinical internships, and
 - 6) assisting to ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
- b. **Qualifications:**
- 1) demonstrate the ability to organize and work independently as a leader and as part of a team,
 - 2) exhibit excellent communications skills and possess strong problem-solving skills,
 - 3) have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/ certification than the EMS course being taught,
 - For EMR program at least education, training, and experience as an EMT
 - For EMT program at least education, training, and experience as an EMT, Advanced EMT, or Paramedic.
 - For Advanced EMT program at least education, training, and experience as an Advanced EMT, Paramedic, or RN
 - For Paramedic program at least education, training and experience as a Paramedic, RN, or physician.
 - 4) meet and maintain the qualifications of an EMS Instructor,
 - 5) teaching experience to deliver content, skills instruction, testing, and evaluation of students, and remediation, and
 - 6) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

II. Instructor Qualification and Levels

A. EMS Instructor

- a. **Responsibilities:** An EMS Instructor is knowledgeable and competent in the methods and techniques for providing initial and continuing EMS education.

The EMS Instructor is knowledgeable in:

- EMS course content and practical skills;
- EMS course planning, coordination, and delivery;
- effective teaching strategies specific to assigned topics or course; and
- methods of student evaluation and counseling.

The EMS Instructor is capable of:

- teaching at the EMS provider level being taught;
- meeting the learning needs of the students;



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- meeting the learning objectives for the course content material; and
- developing, assessing, and remediating student performance.

b. Qualifications:

- 1) be state licensed and have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/certification than the EMS course being taught,
 - For EMR program at least education, training, and experience as an EMT
 - For EMT program at least education, training, and experience as an EMT, Advanced EMT, or Paramedic.
 - For Advanced EMT program at least education, training, and experience as an Advanced EMT, Paramedic, or RN
 - For Paramedic program at least education, training and experience as a Paramedic, RN, or physician.
- 2) Completed a qualified EMS Instructor course. Recognized qualified EMS Instructor courses include:
 - (1) A 40-hour EMS educator course based upon the 2002 U.S. Department of Transportation curriculum for EMS Instructors taught by a state licensed training entity or higher educational institution (college or university); or
 - (2) National Association of EMS Educators – EMS Instructor Course 1; or
 - (3) Fire Instructor I & II.

B. Advanced Instructor

- a. **Responsibilities:** An Advanced Instructor is knowledgeable and competent in the methods and techniques for providing instruction of a certification course content and skills.

The Advanced Instructor is knowledgeable in:

- course content and practical skills;
- course planning, coordination, and delivery;
- effective teaching strategies specific to assigned topics or course; and
- methods of student evaluation and counseling.

The Advanced Instructor is capable of:

- teaching at the student or provider level being taught;
- meeting the learning needs of the students;
- meeting the learning objectives for the course content material; and
- developing, assessing, and remediating student performance.

b. Qualifications:

Completed and maintain active certification as an instructor for the specified course(s). This includes:

- (1) American Heart Association (AHA) Instructor for at least one of the following:
 - Advanced Cardiac Life Support (ACLS)
 - Pediatric Advanced Life Support (PALS)



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and/or

(2) National Association of EMT (NAEMT) Instructor for at least one of the following:

- Prehospital Trauma Life Support (PHTLS) Advanced Medical Life Support (AMLS)
- Emergency Pediatric Care (EPC)
- Geriatric Education for EMS (GEMS)
- Tactical Emergency Casualty Care (TECC)
- Tactical Emergency Casualty Care for Law Enforcement Officers (TECC-LEO)
- Tactical Combat Casualty Care (TCCC)?
- Emergency Vehicle Operator Safety (EVOS)

C. Basic Instructor

a. **Responsibilities:** A Basic Instructor is knowledgeable and competent in the methods and techniques for providing instruction of the certification course content and skills.

The Basic Instructor is knowledgeable in:

- course content and practical skills;
- course planning, coordination, and delivery;
- effective teaching strategies specific to assigned topics or course; and
- methods of student evaluation and counseling.

The Basic Instructor is capable of:

- teaching at the student or provider level being taught;
- meeting the and needs of the students;
- meeting the learning objectives for the course content material; and
- developing, assessing, and remediating student performance.

b. **Qualifications:**

Completed and maintain active certification as an instructor for the specified course(s). This includes:

- (1) American Heart Association (AHA) Instructor for at least one of the following:
- CPR, Heartsaver, and Basic Life Support (BLS)
 - First Aid
 - Bloodborne Pathogens

and/or

(2) National Association of EMT (NAEMT) Instructor for at least one of the following:

- Bleeding Control Course (BCON)
- EMS Safety?
- EMS Vehicle Operator Safety (EVOS)
- All Hazards Disaster Response (AHDR)?



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- Principles of Ethics and Personal Leadership? (PEPL)
- Psychological Trauma in EMS Patients (PTEP)

and/or

(3) American Health & Safety Institute (ASHI) Instructor for at least one of the following:

- Advanced Bleeding Control
- Basic and/or Advanced First Aid
- Wilderness First Aid
- CPR & AED and Basic Life Support (BLS)
- Bloodborne Pathogens
- Emergency Medical Response (EMR)

and/or

(4) American College of Surgeons

- Stop the Bleed / B-Con

III. Internship Preceptors

A. Clinical Internship Preceptor

a. **Role and Responsibilities:** A Clinical Internship Preceptor is a qualified healthcare provider working for an approved Clinical Internship Affiliate Hospital and assigned to an EMS student to provide preceptorship. The Clinical Internship Preceptor is responsible for the direct supervision and evaluation of the student during the clinical internship. At all times, the Clinical Internship Preceptor will directly supervise the actions and activities of the intern during patient care. Responsibilities include:

- 1) supervise student activity and behavior while engaged in clinical internship to ensure the safety of the student and patients,
- 2) mentorship, coaching, and instruction of the student to enhance overall academic and clinical experience and learn essential clinical skills, and
- 3) developing, assessing, and remediating student clinical performance.

b. **Qualifications:**

Have education, training, and experience as a healthcare provider for the clinical area of the internship.

- For the emergency department and trauma center at least a Paramedic, Registered Nurse (RN), Physician's Assistant (PA), Nurse Practitioner (NP), or physician.
- For Intensive Care Unit (ICU), Surgical ICU, Cardiac Care Unit (CCU), Labor & Delivery (L&D), Pediatric Care Units, Cath Lab, and/or Burn Unit internship at least a Registered Nurse (RN), Physician's Assistant (PA), Nurse Practitioner (NP), or physician.
- For surgical and operating room internship at least a Registered Nurse (RN), nurse anesthetist (CRNA), Physician's Assistant (PA), Nurse Practitioner (NP), or physician.



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- For respiratory therapy internship at least a Registered Nurse (RN), respiratory therapist, Physician's Assistant (PA), Nurse Practitioner (NP), or physician.
- For laboratory or phlebotomy internship at least Paramedic, Registered Nurse (RN), laboratory technician, or phlebotomist.
- For radiology internship at least a Registered Nurse (RN), radiology technician, or physician.
- For psychiatric or behavioral health internship at least a Registered Nurse (RN), clinical counselor, psychologist, or physician.

B. Field Internship Preceptor

- b. **Role and Responsibilities:** A Field Internship Preceptor is a qualified EMS provider working for an approved Field Internship Affiliate EMS Agency and assigned to an EMS student to provide preceptorship. The Field Internship Preceptor is responsible for the direct supervision and evaluation of the student during the field internship. At all times, the Field Internship Preceptor will directly supervise the actions and activities of the intern during operational response and patient care. Responsibilities include:
- 1) supervise student activity and behavior while engaged in field internship to ensure the safety of the student and patients,
 - 2) mentorship, coaching, and instruction of the student to enhance overall academic and clinical experience and learn essential clinical skills, and
 - 3) developing, assessing, and remediating student performance.
- b. **Qualifications:**
- 1) be state licensed and have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/certification than the EMS student training level.
 - 2) completed preceptor training as approved by the Program Director and Medical Director, and
 - 3) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.



Johnson County Ambulance District Policy & Procedure

Training & Education Center

Title/ Subject: Faculty and Instructional Staff

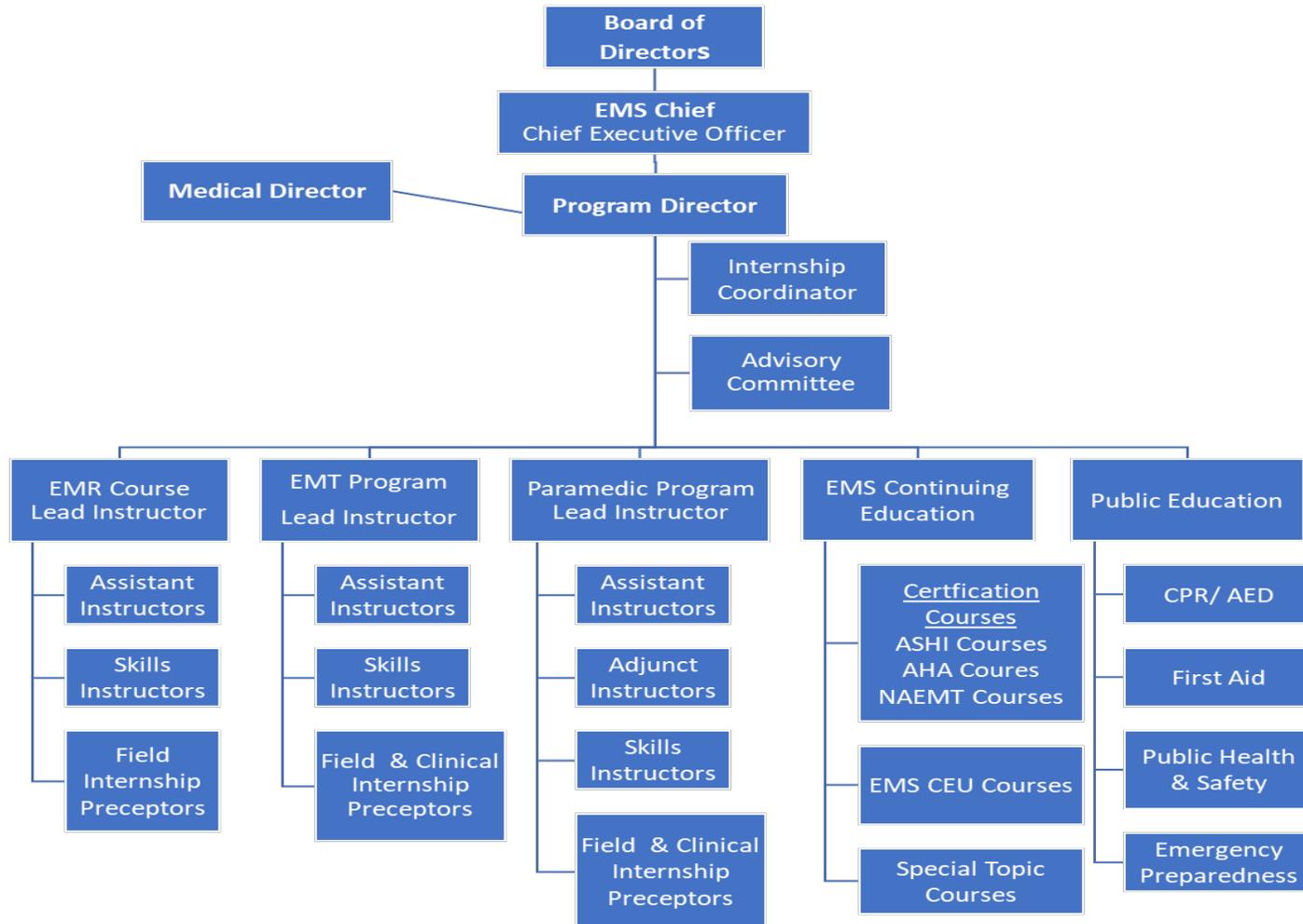
#: 1002

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Training Center Organizational Chart





Johnson County Ambulance District Policy & Procedure Training & Education Center

Title/ Subject: Facility and Resources

#: 1003

Effective Date: 06/02/2020

Previous Revision:

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PURPOSE

To outline policy and standards for the facilities and resources of the Johnson County Ambulance District's (JCAD) training and education programs.

POLICY

JCAD will commit sufficient resources to ensure the achievement of the program's goals and outcomes.

STANDARDS

I. Facilities

JCAD will ensure appropriate instructional classroom space and skills performance space at locations with capable of accommodating the maximum number of students. Facilities shall be environmentally conducive to providing a quality learning environment.

A. Main Campus

JCAD's training center is located within the Headquarters facility located at 500 E. Young Ave, Warrensburg, MO 64093. The training center facilities consists of the follow:

- a) Classroom 1
 - Lecture seating: 40 students at table or up to 60 with chairs only
 - Projectors or display monitors positioned to allow all student proximity to audio/ visual content.
- b) Classroom 2
 - Lecture seating: 24 students at table or up to 35 with chairs only
 - Projector or display monitor positioned to allow all student proximity to audio/ visual content.
- c) Classroom 3
 - Lecture seating: 8 students at a table or up to 16 with chairs only
 - Projector or display monitors positioned to allow all student proximity to audio/visual content
 - Functions as student resource/testing center for students
- d) Skills Stations (Laboratory stations)
 - Five EMS skills and/or scenario station rooms
- e) Restrooms and Breakroom
 - Men and women's public restrooms
 - Open common break area with seating and kitchenet

B. Satellite Locations

JCAD may establish satellite training sites at other facilities. Such facilities will be inspected prior to the start of a course to ensure there is adequate space for training and that the space is environmentally conducive for an appropriate learning environment. All restroom facilities, emergency egress, safety, and required ADA accessibility standards are available before any satellite facility is approved.



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#: 1003

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C. Off-Site Locations

JCAD may be invited to provide training and educational courses at other agency or company facilities. JCAD will verify appropriate space and resources are available before the course begins. All restroom facilities, emergency egress, safety, and required ADA accessibility standards must be available at the off-site location.

II. Training Equipment & Supplies

JCAD will ensure appropriate instructional resources are available to all instructional staff and students. This will include but is not limited to the following resources: computer/IT, media, training manikins, simulations equipment, training equipment, and reference materials.

JCAD will maintain a sufficient supply of educational and training equipment to ensure adequate resources for continued operation of all education programs. Equipment and supplies used in the provision of instruction will be available and consistent with the requirements of the curriculum and adequate for the number of students enrolled. Equipment will be maintained in clean, sanitary, and working condition, or equipment will be replaced as deemed necessary.

A. Media & Instructor Aids

Appropriate audio and visual equipment will be utilized to deliver the required education program media and content. This includes:

- Computer and media equipment
- Overhead projectors or TV/ monitor displays
- Audio/ video project for presentations and video content
- Whiteboard / marker boards

B. EMS Skills Training Equipment

Relevant, clean, and functional training manikins and patient care simulators will be available to deliver the required educational program skills and procedural demonstration and student practice. This may include:

- CPR manikins (adult, child, and infant)
- Airway training manikins and simulators (adult and pediatric)
- IO insertion trainers
- Chest needle decompression trainers
- AED trainers
- Cardiac monitor, defibrillator, and vital sign simulators
- Patient care manikins and simulators (adult and pediatric)

C. Training Supplies

Relevant and functional training and medical supplies will be available to deliver the required educational program skills and procedural demonstration and student practice. This may include:

- Airway and breathing management equipment (ALS and BLS)
- Oxygen administration equipment
- Patient packaging and moving equipment
- Splinting and injury immobilization equipment



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- Bleeding control supplies
- BLS and ALS supplies for skills station practice

Other equipment and supplies as deemed necessary.

D. Reference Materials and Textbooks

Students shall have access to or will be provided an appropriate student manuals or textbooks for initial provider course including EMR, EMT, AEMT, Paramedic and as required for specific certification courses. Such manuals or textbooks may be paper version or online version.

Instructors will have access to appropriate instructor manuals and textbooks for the course and curriculum they are teaching. Such manuals or textbooks may be paper version or online version.

III. Finances

JCAD will designate sufficient funds and resources within the budget to ensure adequate resources for continued operation of all approved education programs.

A. Revenue and Income

JCAD may establish and charge a fee for student attendance in a JCAD training or education program in order to generate revenue to offset costs.

B. Expense Budget

JCAD will establish an annual training expenses budget as part of the planning for the training and education program offering within the next planned year.

IV. Resource Assessment

At least annually JCAD will assess the appropriateness and effectiveness of the resources described in these standards. These assessments shall include results of resource assessment from 1) students, 2) faculty, and 3) medical director, using the CoAEMSP resource assessment tools.

The completed resource assessment will be presented to the Advisory Committee as part of the annual evaluation system.

The results of the resource assessment will be used in the ongoing planning and to make decisions for appropriate changes. If deficiencies are identified in the resource assessment, an action plan will be developed. Implementation of the action plan must be documented, and results measured by follow up resource assessments.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title/ Subject: Curriculum

#: 1004

Effective Date: 06/02/2020

Previous Revision:

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PURPOSE

To outline policy and standards for the curriculum of the Johnson County Ambulance District's (JCAD) training and education programs.

POLICY

JCAD will develop and deliver the appropriate curriculum to ensure the achievement of the program's goals and outcomes.

STANDARDS – Association Produced Courses

These standards apply to course curriculum developed and produced by recognized professional EMS and healthcare association such as the American Heart Association, American Health & Safety Institute, and the National Association of EMTs.

- A. Instruction will be based on the established course curriculum and written course syllabi that include course description, course learning objectives, methods of evaluation, topic outline, and competencies required for successful course completion.
 - Course materials must be utilized as directed by the specified program. This includes instructor guides, audio-visual media, student handbooks (or online versions), and exams.
 - Supplemental materials may be used if approved by the Program Director and Medical Director.
- B. All curriculum must ensure the achievement of program goals and learning domains. The curriculum will direct the instruction in an appropriate sequence of classroom, laboratory (skills), and scenario-based patient care management.
- C. All curriculum must be reviewed and approved by the Program Director and Medical Director.
- D. Courses must be led by an instructor who is authorized to instruct and certify students of that program.
- E. At least annually evaluate and document that the established program curriculum and content are adequate to achieve competency.

STANDARDS – Faculty Course Development and Lesson Plans

These standards apply to course curriculum developed and produced by JCAD faculty.

- A. All courses developed for instruction outline the course description(overview), course learning objectives, course materials, references, methods of evaluation, topic outline, hours of instruction, and competencies required for successful course. Course development will include the following considerations:
 1. Determine target audience and scope of practice
 2. Develop goals and objectives for student learning
 3. Develop an instructional strategy or method
 4. Develop a method of assessment of student learning (testing method)
- B. All courses developed for instruction require review and approval by the Program Director and/or Medical Director.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Curriculum

#: 1004

Effective Date: 06/02/2020

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STANDARDS - Initial provider programs for EMR, EMT, AEMT, and Paramedic

These standards apply to course curriculum developed to meet or exceed the content and competency of the latest edition of the National EMS Education Standards for entry into the EMS professional as an EMR, EMT, , or Paramedic.

I. Curriculum

- A. All curriculum must ensure the achievement of program goals and learning domains. The curriculum will direct the instruction in an appropriate sequence of classroom, laboratory (skills), clinical/ field experience, and field internship activities.
- B. Instruction must be based on clearly written course syllabi that include course description, course learning objectives, methods of evaluation, topic outline, and competencies required for successful course completion or graduation.
- C. For initial provider programs for EMT, AEMT, and Paramedic:
 - 1) programs must demonstrate by comparison that the curriculum offered meets or exceeds that content and competency of the latest edition of the National EMS Education Standards;
 - 2) progression of learning must be didactic/ laboratory integrated with or followed by clinical/ field experience followed by the capstone field internship, which occur after all core didactic, laboratory, and clinical experience; and
 - 3) curriculum and clinical/ field Internships must ensure exposure to, and assessment and management of the following patients and conditions to the scope of practice for the program:
 - assessment and management of trauma and medical emergencies of adult, pediatric, and geriatric patients;
 - airway management including endotracheal intubation for paramedic programs; and
 - obstetrics to include labor and delivery with neonatal assessment and care.
- D. Pre-requisites and/or co-requisites may be required to address competencies in basic health sciences (anatomy and physiology) and in basic academic skills (English and mathematics).
- E. All curriculum must be reviewed and approved by the Program Director and Medical Director.

II. Curriculum – Tracking & Assessment

- A. For initial provider programs including EMT, AEMT, and Paramedic, the program must set and require minimum numbers of patient/ skills contacts for each of the required patient s and conditions listed in the curriculum; and
- B. At least annually evaluate and document that the established program minimums are adequate to achieve entry-level competency.

III. Curriculum – Internship and Team Leads

- A. For initial provider programs for EMT, AEMT, and Paramedic the field internship must provide the student with the opportunity to serve as team leader in a variety of prehospital emergency medical situations appropriate to the level of EMS profession for which training is being offered.



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- B. Students must have access to an adequate number of patients, proportionally distributed by age-range, chief complaint, and interventions to the delivery of emergency care appropriate to the level of EMS profession for which training is being offered; and
- C. The capstone field internship must allow students to assess and manage patient in the pre-hospital environment where the student will progress to the role of Team Leader. Capstone field internship team leads cannot be accomplished with simulation.
- D. The Objective of Team Leadership: The student will have successfully led the pre-hospital team if the student has conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been the leader in charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This includes the student:
 - 1) formulating a field impression and determining patient acuity,
 - 2) directing the treatment,
 - 3) directing the disposition and packaging/ moving of the patient for transport (if applicable) or termination of care in the field,
 - 4) participate in the care and transport of the patient to a medical facility (if applicable), and transfer of care to a higher level of medical authority (if applicable).

For the capstone field internship to meet the breath of the EMS profession, team leads must include transport to a medical facility and the occasional call involving transfer of care to an equal or higher level of medical authority, termination of care in the field, or patient refusal of care.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title/ Subject: Clinical & Field Internship Affiliations

#: 1005

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline policy and standards clinical and field internship affiliations for the Johnson County Ambulance District's (JCAD) training and education programs.

POLICY

For EMS professional certification and licensure training programs, JCAD will make available clinical and field internships for students through hospital/ clinical affiliations and field internship affiliations. Hospital/ clinical affiliations and field internship affiliation resources will be established by written agreement or contract.

For all internship affiliations, students must have access to adequate numbers of patients, proportionally distributed by age-range, chief complaint, and interventions to the delivery of emergency care appropriate to the level of the EMS professional for which training is being offered.

STANDARDS

A. EMT Basic and Advanced EMT Programs – Initial Course

The clinical & field internship resources must ensure exposure to, and assessment and management of the following patients and conditions:

- adult trauma and medical emergencies including STEMI and stroke management;
- airway management
- pediatric trauma and medical emergencies; and
- geriatric trauma medical emergencies.

Hospital/ clinical internships will provide student with clinical experiences within emergency department.

Field internships will provide students with EMS field experience on ambulance calls involving the care of ill or injured patients.

B. Paramedic Program – Initial Course

The clinical & field internship resources must ensure exposure to, and assessment and management of the following patients and conditions:

- adult trauma and medical emergencies including STEMI and stroke management;
- airway management to included endotracheal intubation;
- obstetrics to include obstetric patients with delivery and neonatal assessment and care;
- pediatric trauma and medical emergencies; and
- geriatric trauma medical emergencies.

Hospital/ clinical internships will provide student with clinical experiences within:

- Emergency department
- Trauma Center
- STEMI Center/ Cath Lab
- Intensive Care Unit (ICU)/ Coronary Care Unit
- Labor & Delivery Department
- Surgical Center & Recovery Room
- Behavioral Health Unit/ Counseling Center



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Field internships will provide students with EMS field experience on ALS staffed ambulance calls involving the care of ill or injured patients

C. Preceptor/ Mentor

- During hospital/ clinical internships student will gain clinical experience in the assessment and care of patients under the oversight of a qualified healthcare professional for the specified clinical environment. This usually will be a registered nurse (RN), paramedic, physician, nurse practitioner, physician assistant, or CRNA.
- During field internships students will gain field experience in the assessment and care of patients under the oversight of an EMS professional that is equal or higher than the student and met the qualifications of an EMS preceptor.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Methodology to Evaluate Training Needs

#: 1006

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline the standards for the methodology to evaluate training to be provided by the Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS

- A. Courses and educational topics will be selected in order to provide continuing education units/ hours to assist EMS personnel in the area to maintain their National Registry Certification and Missouri State EMS re-licensure requirements.
- B. Continuing education courses may be selected in order to assist personnel in maintaining certification levels and re-certification requirements.
 - CPR & AED - Professional Level
 - Advanced Cardiac Life Support (ACLS)
 - Pediatric Advanced Life Support (PALS)
 - Pre-hospital Trauma Life Support (PHTLS)
 - Advanced Medical Life Support (AMLS)
 - Emergency Pediatric Care (EPC)
 - Other NAEMT courses
- C. Need for training and the selection of specific course topics will be determined based on Quality Assessment and Improvement outcomes of JCAD.
 - Patient Care Report QA/ QI data
 - Changes or revisions to field treatment protocols
 - Training and in-services on new equipment
 - Staff competency assessments and evaluations
- D. Need for training and the selection of specific course subjects may be determined based on:
 - EMS staff requests
 - Medical director suggestion or requirement
 - Survey of training needs
- E. An advisory committee will meet at least annually to formulate and periodically revise training goals and objectives.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Program Evaluation

#: 1007

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline standards for evaluation of the quality and effectiveness of the Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS

I. Student Evaluation of Program or Course

Each student completing a training course at the JCAD will be provided a course evaluation allowing the student to rate the training course and instructor. Students will be encouraged to provide feedback.

Student feedback will be used to gather data and opinions on the strengths and weaknesses of the instructors and the training course. The purpose of this evaluation process is to improve the quality and effectiveness of future training courses.

II. Evaluation of Student

Evaluation of students will be conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the student's progress toward and achievement of the competencies and learning domains stated in the curriculum.

Evaluation of students may be achieved through a number of methods and means including testing, competency assessment, direct observation, interviews, and surveys.

A. Terminal Competency

CoAEMSP has developed a Terminal Competency form for paramedic programs that may be used to provide consistent verification of each student's accomplishment of program competencies. The form documents successful completion of didactic, laboratory, clinical, and field internship components of the curriculum as well as affective learning domain evaluations.

B. Medical Director Review

Initial licensure courses for EMT, AEMT, and paramedic require that the program's Medical Director "review the progress of each student throughout the program, and assist in the determination of appropriate corrective measures, when necessary. The Medical Director must demonstrate review during each phase (didactic/lab, clinical, field internship) for each student. The Medical Director must review terminal progress and sign and certify competency using a *Terminal Competency Form* based on the CoAEMSP form.

III. Course Outcomes & Student Success

A. Course Outcomes

JCAD will monitor and evaluate course outcomes, successful course completion rates, pass/fail rates, and successful certification results. Areas of weakness or area in need for improvement will be identified and corrective action plans developed.



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#: 1007

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B. Graduate Surveys & Employer Surveys

For each group of graduating students from an initial paramedic licensure course, JCAD will conduct surveys of those graduates and the employers of those graduates within 6-12 months after graduation using the CoAEMSP required graduate survey and employer survey items.

The CoAEMSP survey may be used as presented or may be converted into an electronic format correlating to the CoAEMSP items. JCAD may elect add items to a program-developed survey but cannot delete any CoAEMSP required items.

IV. Resource Assessment

Assessment of program resources will be performed at least annually using the CoAEMSP Program Resource Survey – Students instrument and the Program Resource Survey – Program Personnel instrument as well as any other program assessment activities. JCAD will use the Resource Assessment Matrix format to define the assessment system, collate the assessment results, and develop action plans to address identified deficiencies.

V. Advisory Committee

The Advisory Committee will meet at least once annually to review goals and outcomes from all course of the past year. The Advisory Committee will review all minimum competency requirements, achievement of goals, analysis of the goals, action plans, and results where appropriate. The Advisory Committee review will include a review of the annual training report and other objective data that support program evaluation for quality and effectiveness.



Johnson County Ambulance District Policy & Procedure

Training & Education Center

Title/ Subject: Quality Training & Education Guidelines

#: 1008

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline guidelines for providing high standards of quality in the administration and delivery of all training & education through Johnson County Ambulance District's (JCAD) training and education center.

POLICY GOAL

JCAD's Training & Education Center will continually strive to maintain high standards of quality in the administration and delivery of all training & education.

QUALITY GUIDELINES

1. Instructors should review class materials in preparation for teaching the subject matter.
2. Check training equipment and supplies before the beginning of a class to ensure that nothing is missing, inoperable, or out of date. If any piece of equipment needs to be replaced or repaired, instructors will communicate with the Program Director to ensure readiness for class.
3. Instructors will review class registrations and rosters to evaluate class size and address any special accommodation needs.
4. All courses will be conducted according to appropriate published standards. Normal class parameters for programs with respect to class length, student-to-instructor ratio, student-to-equipment ratio, classroom characteristics, audio-visual materials will be followed as defined in in the Program Standards.
 - ASHI standards / American Heart Association standards
 - NAEMT Course standards
 - DOT National Standard Curriculum
 - CoAEMSP standards
5. The Program Director will monitor the instructors to ensure they comply with all training program standards and requirements.

If an instructor is noncompliant with a requirement, JCAD will institute appropriate corrective measures. If an instructor consistently fails to comply with requirements, JCAD will dissolve its affiliation with the instructor.

JCAD will inform the instructor certifying program of any instance of its termination of relationship with an affiliated instructor and the reason for doing so.

EDUCATIONAL STRATEGIES OF SUCCESSFUL PROGRAMS

- Accept students who are highly motivated to succeed
- Ensure institutional support
- Administer multiple assessments
- Develop standardized lesson plans
- Establish a passing standard that is above the minimum competency level
- Hire qualified instructors
- Maintain effective communications between didactic, practical, and field instructors
- Maintain instructional consistency
- Provide clearly defined objectives
- Teach test-taking skills



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Publications & Disclosures

#: 1009

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline the fair practices standards for publication & disclosures in the Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS

1. Announcements, catalogs, publications, and advertising must accurately reflect training and education programs offered. Any material found to be outdated or no longer accurate will be revised and replaced.
2. For all initial licensure EMT, AEMT, and paramedic courses, the following must be made known to all applicants and students:
 - JCAD's institutional and programmatic accreditation status including the name, address, website, and contact phone number of the accrediting agencies
 - Admissions policies and criteria
 - Policies on advanced placement, transfer credit, and credit for experiential learning
 - Course completion and graduation standards
 - Tuition and fees
 - Withdrawal and refund policies
3. For all initial licensure EMT, AEMT, and paramedic courses, the following must be made known to all student:
 - Academic calendar
 - Student grievance procedures
 - Criteria for successful completion of each segment of the curriculum and for graduation
 - Policies and procedures by which students may perform clinical work while enrolled in the program.
4. JCAD will maintain, and make available to the public, current and consistent summary information about student/ graduate achievement that includes the results of one or more of the outcomes assessments.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title/ Subject: Lawful & Non-discriminatory Practices

#: 1010

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline the fair practices standards for lawful and non-discriminatory practices in the Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS

1. Non-discrimination:

All activities associated with any JCAD program, including student and faculty requirement, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state laws, rules, and regulations.

JCAD will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

JCAD does not exclude, deny admission, deny access, or otherwise discriminate against any person on the ground of race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, pregnancy, health conditions, political belief or activity, or status as a veteran.

2. Harassment Prohibited

All students, faculty, and staff shall respect the rights, opinions, and beliefs of others. Harassment of, or discrimination against, any person by anyone (regardless of their position) because of a person's race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, status as a veteran, or any other protected class, is strictly prohibited, whether directed at a student, faculty, or staff. Forms of harassment may include verbal, physical, or other means of communication.

JCAD will investigate incidents of harassment promptly and will take corrective action to prevent its recurrence and correct its discriminatory effects.

3. Sexual Harassment Prohibited

Sexual harassment is unwelcome conduct of a sexual nature. It can include sexual advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature when this conduct is unwelcome. When sexual harassment is sufficiently severe or pervasive that it denies, limits, or adversely affects a student's ability to participate in or benefit from the JCAD's educational experience or the employment of faculty or staff, then the sexual harassment creates a hostile environment.

JCAD will investigate incidents of sexual harassment promptly and will take corrective action to prevent its recurrence and correct its discriminatory effects.

4. Grievances and Non-retaliation

Grievance and complaint procedures will be made known to all students and faculty. No one (employee, student, or other person) will be intimidated, harassed, threatened, or suffer any penalty because you file a complaint. Any penalty or reprisal against such person or any other involved persons is prohibited by law.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: ADA & Other Accommodations

#: 1011

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline the fair practices standards for lawful and non-discriminatory practices in the Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS

1. JCAD will provide reasonable accommodation to otherwise qualified individuals with a known impairment as required by law. This organizational commitment to equal access for employment opportunities and student participation makes it imperative that all JCAD leadership and faculty comply with both the spirit and intent of federal and state laws and government regulations that relate to discrimination in the workplace.

2. Americans with Disabilities Act

Inclusiveness and diversity in all forms is an essential aspect of any professional training. JCAD is committed to being familiar with laws against discrimination, such as the Americans with Disabilities Act (ADA).

As a training and education center that provides courses or examinations that may be used for the purposes of credentialing and certification, JCAD will endeavor provide reasonable accommodation to all those students with disabilities.

JCAD's training and education center is ADA accessible for public access, entry, exit, classroom, and restroom facilities.

Reasonable accommodation generally means employing structural means, furnishings, assistive devices, and/or alternative formats. In general, JCAD will allow access to anyone seeking admission to a program regardless of opinion as to whether or not the person can successfully complete it. When a person with disabilities requests accommodation (an adjustment, adaptation, alteration, or modification) to the program, JCAD will evaluate accommodation options and the reasonableness of implementing them. JCAD will not deny a request without discussing all possible solutions with the individual.

Because of the physical requirements of emergency medical services training and education courses and programs, not all disabilities can be reasonably accommodated.

ADA Technical Assistance Program

The ADA Technical Assistance Program is the network of Disability Business Technical Assistance Centers (DBTACs) that have provided public awareness, technical assistance, training, materials, and referrals since the Program's commencement. Each Center works closely with local business, disability, governmental, rehabilitation, and other professional networks to provide ADA information and assistance.

ADA Technical Assistance Center for Johnson County, Missouri is the Great Plains ADA Center.

Phone # (800) 949-4232

Website – Online Technical assistance <https://www.gpadacenter.org/>



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Student Records

#: 1012

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline the guidelines governing the protection of the privacy of student records of the Johnson County Ambulance District's (JCAD) training and education programs.

DEFINITIONS

FERPA - Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 444 of the General Education Provisions Act.

Directory Information – public information that includes a student's name, course attending or attended, dates of attendance, course completions awarded, and full- or part-time status.

Disclosure – means to permit access to or the release, transfer, or other communications of personal identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

Educational Records –

1. The term means those records that are directly related to a student and maintained by JCAD.
2. The term does not include:
 - 1) Records that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
 - 2) Records relating to an individual who is employed by JCAD, that:
 - a) Are made and maintained in the normal course of business;
 - b) Relate exclusively to the individual in that individual's capacity as an employee; and
 - c) Are not available for use for any other purpose.
 - 3) Records on a student who is attending a JCAD educational program or course, that are:
 - a) Made or maintained as part of a patient care record;
 - b) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
 - c) Made, maintained, or used only in connection with treatment of the student; and
 - d) Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at JCAD; and
 - 4) Records that only contain information about an individual after he or she is no longer a student at JCAD.

Personal Identifiable Information – includes:

- a) Student name;
- b) Name of student's parents or other family member(s);
- c) Address of student or student's family;
- d) A personal identifier, such as the student's social security number, driver's license number, or student ID number; or
- e) A list of personal characteristics or information that would make the students identify easily traceable.

Student – means any person who is or has been in attendance at JCAD's education and training center, education programs, or courses where JCAD maintains educational records or personally identifiable information.



Johnson County Ambulance District Policy & Procedure

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Title/ Subject: Student Records

#: 1012

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STANDARDS

A. Notification of Access Rights by JCAD

1. JCAD shall annually notify students currently in attendance of their rights under the FERPA.
2. Notice must be included in each program's information manual, or other publication, and must inform students that they have the right to:
 - 1) Inspect and review the student's education records;
 - 2) Seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
 - 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA and Standard H. of this policy authorize disclosure without consent; and
 - 4) File with the Department of Education's Family Policy Compliance Office a complaint under Sections 99.63 and 99.64 of the Act concerning alleged failures by JCAD to comply with the requirements of the FERPA.
3. The notice must include all of the following:
 - 1) The procedure for exercising the right to inspect and review education records;
 - 2) The procedure for requesting amendment of records under Standard F of this policy; and
 - 3) A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, as listed in Standard H of this policy.
4. JCAD may provide this notice by any means that are reasonably likely to inform the students of their rights. shall effectively notify students who are disabled.

B. Rights of Inspection and Review of Educational Records

1. JCAD shall provide students access to their educational records except as provided in Section D. Limitation on Access.
2. JCAD shall comply with a request within a reasonable period of time, but in no case more than 45 days after the request has been received.
3. JCAD shall respond to reasonable requests for explanations and interpretations of those records.
 - a. If circumstances effectively prevent the student from exercising the right to inspect and review the student's education records, the JCAD shall:
Provide the student with a copy of the records requested; or
 - b. Make other arrangements for the student to inspect and review the requested records.
4. JCAD shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.

C. Fees for Copies of Educational Records

1. Unless the imposition of a fee effectively prevents a student from exercising the right to inspect and review the student's education records, the JCAD may impose a reasonable fee for reproduction costs. This fee will not exceed the actual cost of production.
2. JCAD shall not charge a fee to search for or to retrieve the education records of a student.



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D. Limitation on Access

1. If the education records of a student contain information on more than one student, the student may inspect and review or be informed of only the specific information about that student.
2. Records that contain testing and examination materials if the test or examination is to be given again to the student or other students.
3. Records which are protected from disclosure by law

E. Amendment of Educational Record

1. Request for Amendment

- a. If a student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask JCAD to amend the record by contacting the Program Director.
- b. JCAD shall decide whether to amend the record as requested within a reasonable time after the request is received.
- c. If JCAD decides not to amend the record as requested, the Program Director shall inform the student of its decision and of the right to a hearing.

2. Rights to a Hearing

- a. JCAD shall give a student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- b. If, as a result of the hearing, JCAD decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
 - 1) Amend the record accordingly; and
 - 2) Inform the student of the amendment in writing.
- c. If, as a result of the hearing, JCAD decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of JCAD, or both.
- d. If JCAD places a statement in the education records of a student, it shall:
 - 1) Maintain the statement with the contested part of the record for as long as the record is maintained; and
 - 2) Disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. Conduct of a Hearing - upon the request of the Program Director, acting as the custody of the records of the student, a hearing shall be conducted.

- a. The request for a hearing shall be submitted in writing to the EMS Chief (Chief Executive Officer), who will appoint a hearing officer or a hearing committee to conduct the hearing.



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- b. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. JCAD shall give the student notice of the date, time, and place, reasonably in advance of the hearing.
- c. The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing and may be assisted or represented by individuals of the student's choice at the student's own expense, including an attorney.
- d. The hearing shall be a closed meeting. Only the hearing officer, hearing committee, the student, a student's designated representative, and others as approved by the hearing officer shall be permitted to attend or observe the hearing.
- e. The hearing shall be conducted, and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.
- f. The decision of JCAD shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
- g. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
- h. Either party may appeal the decision of the hearing official or officials to the EMS Chief.

F. Conditions Under Which Prior Consent is Required

1. The student shall provide a signed and dated written consent before JCAD discloses personally identifiable information from the student's education records, except as provided in Section G: Conditions Under Which Prior Consent is Not Required.
2. The written consent must:
 - a. Specify the records that may be disclosed;
 - b. State the purpose of the disclosure; and
 - c. Identify the party or class of parties to whom the disclosure may be made.
3. If a student so requests, JCAD shall provide him or her with a copy of the records disclosed.

G. Conditions Under Which Prior Consent is Not Required

JCAD may disclose personally identifiable information from an education record of a student without the consent required by Section F above if the disclosure meets one or more of the following conditions:

1. The disclosure is to other JCAD officials, including instructors, within JCAD who have been determined by JCAD to have legitimate educational interest as part of their job duties.
 2. The disclosure is, subject to the requirements of Section J: Disclosure of Information for Federal or State Program Purposes, to authorized representatives of (1) The Comptroller General of the United States; (2) The Attorney General of the United States; (3) The Secretary; or (4) State and local educational authorities.
3. The disclosure is in connection with financial aid—defined as a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at JCAD—for which the student has applied or which the student has received, if the information is necessary for such purposes as to (1) Determine eligibility for the financial aid; (2) Determine the amount of the financial aid; (3) Determine the conditions for the financial aid; or (4) Enforce the terms and conditions of the financial aid.



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4. The disclosure is to an organization(s) conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction. Such studies are to be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of the organization, and this information will be destroyed when no longer needed for the purpose for which the study is conducted.
5. The disclosure is to accrediting organizations to carry out their accrediting functions.
6. The disclosure is to comply with a lawfully issued subpoena.
 - (1) JCAD may disclose this information only if it makes a reasonable effort to notify the student of the order or subpoena in advance of compliance, so that the student may seek protective action, unless the disclosure is in compliance with:
 - (a) A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - (b) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
 - (2) JCAD initiates legal action against a student, JCAD may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for JCAD to process with the legal action as plaintiff.
 - (3) If a student, or someone representing the student's interest, initiates legal action against the JCAD, JCAD may disclose to the court, without a court order or subpoena, the student's education records that are relevant for JCAD to defend itself.
7. The disclosure is in connection with a health or safety emergency, under the conditions described in Section K.
8. The disclosure is information JCAD has designated as "directory information" that would not generally be considered harmful or an invasion of privacy if disclosed.
9. The disclosure is to the student.
10. The disclosure, subject to the requirements in Section M is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by JCAD with respect to that alleged crime or offense. JCAD may disclose the final results of the disciplinary proceeding, regardless of whether JCAD concluded a violation was committed.
11. The disclosure, subject to the requirements in Section M, is in connection with a disciplinary proceeding at JCAD providing that JCAD determines that:
 - (a) The student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and
 - (b) With respect to the allegation made against him or her, the student has committed the violation of the JCAD's rules or policies.

JCAD may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.

H. Record Keeping



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1. JCAD shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, for as long as the records are maintained.
 2. For each request or disclosure, the record must include:
 - a. The parties who have requested or received personally identifiable information from the education records; and
 - b. The legitimate interests the parties had in requesting or obtaining the information.
 3. If JCAD discloses personally identifiable information from an education record with the understanding authorized under Section I: Limitation to the Redislosure of Information, the record of the disclosure required under this section must include:
 - a. The names of the additional parties to which the receiving party may disclose the information on behalf of JCAD; and
 - b. The legitimate interests under Section G which each of the additional parties has in requesting or obtaining the information.
 4. The following parties may inspect the record relating to each student:
 - a. The student;
 - b. The Program Director, the course instructor, or the Program Directors assistants who are responsible for the custody of the records; and
 - c. Those parties authorized in G for the purposes of auditing the recordkeeping procedures of JCAD.
 5. Paragraph 1 of this section does not apply if the request was from, or the disclosure was to:
 - a. The student;
 - b. JCAD official under Section G.1;
 - c. A party with written consent from the student;
 - d. A party seeking directory information; or
 - e. A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- I. Limitation to the Redislosure of Information
1. JCAD may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the student. The officers, employees, and agents of a party that receives information may use the information, but only for the purposes for which the disclosure was made.
 2. This does not prevent JCAD from disclosing personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of JCAD if:
 - a. The disclosures meet the requirements of Section G; and
 - b. JCAD has complied with the requirements of Section H.3.



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3. Section I.1 does not apply to disclosures made pursuant to court orders, lawfully issued subpoenas, litigation, to disclosures of directory information, to disclosures made to student, or to disclosures made in connection with a disciplinary proceeding.
4. Except for disclosures of directory information, to disclosures made to student, or to disclosures made in connection with a disciplinary proceeding, JCAD shall inform a party to whom disclosure is made of the requirements of this section.
5. If JCAD determines that a third party improperly rediscloses personally identifiable information from education records in violation of I.1, JCAD may not allow that third party access to personally identifiable information from education records for at least five years.

J. Disclosure of Information for Federal or State Purposes

1. The officials listed in Section G.2. may have access to education records in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal or state legal requirements which relate to those programs.
2. This information must:
 - a. Be protected in a manner that does not permit personal identification of individuals by anyone except the officials referred to in Section G.2; and
 - b. Be destroyed when no longer needed for the purposes listed in Section G.2.
3. Section G does not apply if:
 - a. The student has given written consent for the disclosure; or
 - b. The collection of personally identifiable information is specifically authorized by federal or state law.

K. Release of Information for Health or Safety Emergencies

JCAD may release information from an education record to appropriate persons in connection with an emergency, during that emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons. The factors which will be taken into account in determining whether the records may be released under this section include the following:

1. The seriousness of the threat to the health or safety of the student or other persons;
2. The need for such records to meet the emergency;
3. Whether the persons to whom such records are released are in a position to deal with the emergency; and
4. The extent to which time is of the essence in dealing with the emergency.

L. Condition for Disclosure of Director Information

1. JCAD may disclose directly information if it has given public notice to students in attendance at the JCAD of:
 - a. The types of personally identifiable information that JCAD has designated as directory information;
 - b. A student's right to refuse to let JCAD designate any or all of those types of information about the student as directory information; and



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- c. The period of time within which a student has to notify JCAD in writing that he or she does not want any or all of those types of information about the student designated as directory information.
 2. JCAD may disclose directory information about former students without meeting the conditions of this section.
- M. Definitions Applying to the Nonconsensual Disclosure in Connection with Disciplinary Proceedings Concerning Crimes of Violence or Non-Forcible Sex Offences:
 1. "Alleged perpetrator of a crime of violence" is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses that are defined in Title 18, "Crimes and Criminal Procedure," of the United States Code:
 1. Arson;
 2. Assault offenses;
 3. Burglary;
 4. Criminal homicide—manslaughter by negligence;
 5. Criminal homicide—murder and non-negligent manslaughter;
 6. Destruction/damage/vandalism of property;
 7. Kidnapping/abduction;
 8. Robbery; or
 9. Forcible sex offenses.
 2. "Alleged perpetrator of non-forcible sex offense" means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest. These offenses are defined in Title 18, "Crimes and Criminal Procedure," of the United States Code.
 3. "Final results" means a decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within JCAD. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by JCAD against the student.
 4. "Sanction imposed" means a description of the disciplinary action taken by JCAD, the date of its imposition, and its duration.
 5. "Violation committed" means JCAD rules or code sections that were violated and any essential finding supporting JCAD's conclusion that the violation was committed.



Johnson County Ambulance District Policy & Procedure

Training & Education Center

Title/ Subject: Training Center Records

#: 1013

Effective Date: 06/01/2020

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PURPOSE

To outline the standards for training center records of the Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS –

A. Record Keeping & Reporting

1. Records shall be maintained for each student demonstrating attendance, clinical, practical, and written examination records.
2. Records shall be maintained for each class session that documents instructor names, topic of session, date of session, beginning and ending time of session, and student attendance at the session.
3. Records shall be maintained for each initial course of instruction that documents location of course, primary instructor, beginning enrollment, drop-out rate, course pass/ fail rate, and number of students successfully completing the course.
4. Lesson plans for each course topic will be maintained for each course conducted.
5. All course tests and answer keys will be secured and protected from unauthorized viewing and release.
6. Educational Records (student records) will be maintained and only disclosed in accordance with Training & Education Center Policy # 1012: Student Records.
7. All training entity records will be maintained and available for review by the Missouri Bureau of EMS for at least five (5) years.
8. The training entity will submit to the Missouri BEMS an annual report indicating the number, type, and location of courses conducted, the pass/ fail rate for each course, and the number of students completing training.
9. Each annual report will contain an affidavit that the principal officers and medical director of the training entity remain the same as the original application or shall indicate any changes.
10. All academic records will be maintained within an online platform and backed up to a secondary location for no less than seven years and with digital storage capabilities possibly longer.
11. Access to student records will only be by the student or authorized designee or local authority. The request for access to student records is directed to the Program Director or designee.

B. Course Record & Lesson Plan

For each course of instruction, the following course record and lesson plan must be documented:

Lesson Plan: Topic/ Subject, Hours of instruction, Course Overview, Course Objectives, Educational Materials and References, Requires Manual or Text, Course Outline, and Posttest with Answer Key.

Course Record: Date & Time of Course Session(s), Course Location, Primary Instructor, Assistant Instructor(s), Skills Instructor(s), Adjunct Instructor(s), & Record of Student Attendance.



**Johnson County Ambulance District
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Title/ Subject: Certification & Documentation of Completion

#: 1014

Effective Date: 06/01/2020

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PURPOSE

To outline the standards for the issuance of certification and the documentation of completion of the training and education programs through the Johnson County Ambulance District's (JCAD).

STANDARDS

A. Course Completion and Continuing Education Units

1. JCAD will take precautions to preserve the value of professional training certification.
2. In order for a student to be certified and issued a course completion card by an authorized instructor, the student must have met the required knowledge and skills objectives of the training course.
3. One continuing education unit (CEU) will be issued for each 50 minutes of class or training session.
4. Certification is indicated by issuance of a certification card or a Certificate of Completion .
5. Certification or course completion cards must not be issued, or in any other way made available, to students except by an authorized instructor as a result of successful course completion.

B. Certificate of Completion

1. JCAD will issue a certificate of completion to students who successfully complete all course criteria.
2. Certificates of completion will contain the following:
 - Johnson County Ambulance District
 - Student Name
 - Course Name or topic of instruction
 - Training Entity accreditation number
 - CEU category and hours earned
 - Date of course completion
 - Name of primary instructor or program director

C. Certification and Course Completion Cards

1. All certification cards will be stored in a secured location to prevent unauthorized or fraudulent release.
2. The Training Center will maintain an updated inventory of all cards in possession, along with records of issuance or destruction of cards.
3. Issued certification or course completion cards must contain the students name, instructor name, date of course completion, renewal date, and training entity number. Specific association programs may require other specific information for their program card.
 - a. Certification cards issued to students must be completed in ink (written, typed, or printed).
 - b. No student will be given access to a certification card with either the holder or the date fields blank.
4. Certification cards will only be issued to students who meet the following:
 - a. Student who attended an approved course
 - b. Student name appears on the course roster
 - c. Student met the required knowledge and skills objectives of the training course.



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5. Students may obtain replacement cards for lost or destroyed cards if the following conditions are met:
 - a. The student successful course completion must be verified by training records.
 - b. The student certification must not be beyond the expiration or renewal date.
 - c. The student may be charged a replacement card fee.
 - d. The replacement card will be issued with the original course completion date and original expiration or renewal date.



**Johnson County Ambulance District
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Title/ Subject: Examination and Test Security

#: 1015

Effective Date: 06/01/2020

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PURPOSE

To outline the standards for the security and preservation of integrity of examination and testing materials of the training and education programs through the Johnson County Ambulance District's (JCAD).

STANDARDS

- A. All faculty and instructors shall take precautions to preserve the value of professional training certification.
- B. For training and education courses knowledge is measured and reinforced by the student's successfully completing an examination or test. In order for these examinations and test to be valid instruments of measurement of student learned knowledge, students must not have access to the examinations or tests outside the classroom environment.
 1. Precautionary measures shall be taken to prevent unauthorized viewing, copying, duplication, or loss of examinations and test materials. This applies to electronic, online, and hard copies of testing materials.
 2. Hard copies of examinations and tests will be stored in a secure manner to protect the integrity of the testing materials.
 3. Examinations and tests will only be duplicated in the number needed for testing and will be numbered before being distributed in class. All hard copies must be collected and accounted for at the end of testing.
 - Students are not allowed to leave the classroom with copies of examinations and testing materials except for pre-tests.
 - Attempt to copy or remove examinations and testing materials is a violation of the Student Standards of Conduct and will result in corrective action. Any such incident or suspicion of incident must be immediately reported to the Program Director.
 - Any use or distribution of an examination or test other than and procedure is grounds for disciplinary action, up to and including termination of employment.
 - Any inappropriate use, distribution, or disclosure of an examination and testing materials by an employee, faculty, or instructor is grounds for dissolution of instructor affiliation with the training center and may result in disciplinary action.
 4. Any copies of examinations or test which are no longer to be used for a course shall be destroyed by shredding.



**Johnson County Ambulance District
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Title/ Subject: Non-Discrimination Faculty Hiring

#: 1016

Effective Date: 05/12/2020

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Purpose

To maintain a discrimination-free hiring process for external faculty.

Scope:

This policy applies to potential employees, contractors, or others hired to work in the capacity of a faculty member.

Policy:

No applicant will be discriminated against because of age, gender, veteran status, race, sexual orientation, religion, or disability.

Standard:

All federal and state regulations and laws will be observed as well as any local ordinances enacted by any local governments.



**Johnson County Ambulance District
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Title/ Subject: Student Standards of Conduct

#: 1020

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PURPOSE

To outline the expectation of behavior and the standards of for students of any Johnson County Ambulance District (JCAD) education program or training course.

STANDARDS

A. All students assume an obligation to conduct themselves in a manner compatible with the educational and training entity. During class sessions and training events, students are expected to dedicate the necessary time, energy, and attention required to learn the presented knowledge and skills.

B. Jurisdiction

JCAD training course or an education program generally shall be limited to conduct which occurs on the JCAD premises, at a JCAD-sponsored function, at an approved clinical rotation site, or at an approved internship. However, nothing restrains the administration of JCAD from taking appropriate action, including, but not limited to, the imposition of sanctions against a student for conduct on or off premises in order to protect the physical safety of students, faculty, staff, and visitors or to protect the reputation and good name of JCAD's education program.

C. Inappropriate Conduct

Conduct for which students are subject to sanctions falls into the following categories:

1. Academic dishonesty includes cheating, plagiarism, collusion, or sabotage. Students must recognize that academic honesty is essential. Faculty expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Program Director.
 - a. Cheating includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) acquisition or possession without permission of tests or other academic material belonging to a member of the faculty or staff; or (5) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
 - b. Plagiarism includes, but is not limited to: (1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (2) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
 - c. Sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another person or organization.
 - d. Collusion includes intentionally aiding or attempt to aid another in an act of academic dishonest.



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2. Forgery includes the alteration, misuse, or misrepresentation of documents, records or identification, or knowingly furnishing false information.
3. Disruption includes any behavior, conduct, or actions that obstruction or diminish teaching, research, administration, proceedings, or other learning activities for other students.
Disruptive Conduct includes disorderly lewd, indecent, or obscene conduct or expression.
4. Physical Abuse includes acts of violence, physical harm, fighting, assault, and battery.
5. Threatening or Intimidating Behavior include conduct, verbal words, or written words which threatens the health or safety of any person or is intended to cause fear of harm by any person. This includes but is not limited obscene, abusive, or threatening language or gestures.
6. Harassment includes sexual harassment, sexual violence, stalking behavior, or any form of discrimination or intimidation. JCAD strictly prohibits all forms of harassment.
7. Hazing includes:
 - Any action which serious imperils the physical well-being of any student or intern
 - Activities which are by nature indecent, degrading, or morally offensive
 - Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude or emotional wellbeingAny and all forms of hazing are forbidden.
8. Theft includes attempted or actual theft of, damage to, or possession without permission of property of another person or organization.
9. Unauthorized Access includes the use of access to any JCAD facilities or unauthorized entry to or use of JCAD facilities.
10. Policy Violation includes the willful disregard or breaking of an Education Program policy, rule, or regulation.
11. Alcohol or Controlled Substance Violation includes the manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law.
12. Insubordination includes the failure to comply with directions of instructors, preceptors, or clinical staff at clinical rotation site who are acting in the performance of their duties.
13. Possession of Unauthorized items includes illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.
14. Misuse of Computer Equipment and Systems, including but not limited to:
 - a. Actual or attempted theft or other abuse.
 - b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - c. Unauthorized transfer of a file.
 - d. Unauthorized use of another individual's identification and password.
 - e. Use of computing facilities to interfere with the work of another student, faculty member, or staff.
 - f. Use of computing facilities to interfere with normal operation of the District.
 - g. Knowingly causing a computer virus to become installed in a computer system or file.



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15. Unsatisfactory Attendance includes:

- Any student who fails to complete or attend the required number of course hours will not be eligible for course completion.
- Any student that is habitually tardy may be dropped from the course at the discretion of the lead instructors or Program Director
- Any student that leaves class habitually may be dropped from the course at the discretion of the lead instructor or Program Director

16. Unsatisfactory Appearance includes the failure to adhere or violation of the appearance and dress code policy.

17. Violation of Confidentiality includes improper use or disclosure of confidential business, client, or patient information and violation of the Non-Disclosure and Confidentiality Policy.

Class Rules/Expectations

1. Arrive to class on time and return from breaks on time.
2. Be polite and courteous to others.
3. Students should wear professional attire appropriate for a classroom setting.
4. No sleeping in class. If you are overly tired or fatigued you should not be in class.
5. Profanity and discriminatory or offensive language, comments, and jokes are not acceptable.
6. Behavior that disrupts teaching or obstructs fellow students learning is unacceptable.
7. Do not interrupt instructor or others. Do not monopolize conversation.
8. No smoking, tobacco, or vaping use inside the JCAD facility.
9. No alcohol or controlled substance are allowed on JCAD property.
10. Take care of JCAD property and classroom equipment.
11. During a class session:
 - No students shall be "On Call"
 - No radios are to be turned on
 - Cell phones and pages must remain in the silent or "vibrate" mode during sessions.
 - If cell phone or tablet use becomes disruptive, the student will be asked to turn off device.
12. Students are responsible for maintaining a neat and clean classroom.
 - Students may bring a snack and beverage into the classroom. Students are responsible for cleaning up after themselves.
 - The class instructor may limit or ban food or drink from the classroom if a problem or issue occurs.



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Title/ Subject: Faculty Standards of Conduct

#: 1021

Effective Date: 06/01/2020

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PURPOSE

To outline the expectation of professional behavior and conduct for faculty members and instructors Johnson County Ambulance District (JCAD) education programs or training courses.

STANDARDS

- A. Faculty members and instructors at JCAD assumes an obligation to behave in a manner compatible with the District's function as an educational institution. These expectations are established in order to protect an environment conducive to teaching, learning and service that fosters integrity, personal and professional growth, scholarship, academic success, and professionalism.

All faculty members and instructors are expected to adhere to standards in accordance with JCAD's mission, vision, and guiding principles.

- B. JCAD prohibits discrimination on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.

All activities associated any education program or training course, including student and faculty requirement, student admission, and faculty employment practices, must be non-discriminatory and in accordance with federal and state laws, rules, and regulations.

- C. The health and safety of students, faculty, staff, and patients associated with educational activities of the student must be adequately safeguarded.

- D. Professional Standard of Conduct

1. Faculty and instructors recognize the special responsibilities placed upon them. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty.
2. As teachers, faculty members and instructor encourage the free pursuit of learning in their students. They uphold the best scholarly and ethical standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.

Faculty members and instructor make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students accurately reflect the merit of each student's work. They avoid exploitation, harassment, or discriminatory treatment of students.
3. As members of an educational institution, faculty members and instructors seek to be effective teachers and scholars. They observe the stated regulations of the programs or work to revise them through proper methods and channels.
4. As members of their community, faculty members and instructor have the rights and obligations of other citizens. When they speak or act as private persons, they avoid creating the impression of speaking or acting for JCAD without authorization.



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E. Inappropriate Conduct

Inappropriate Conduct for which a faculty member or instructor could be subject to sanctions includes but is not limited to the actions below:

1. Violating JCAD rules, regulations, policies, or procedures, including but not limited to those related to conduct of faculty and instructor.
2. Violation of Professional Standards of Conduct as set forth in Section D above.
3. Unprofessional Academic Conduct:
 - Plagiarism includes, but is not limited to: (1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (2) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
 - Sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another person or organization.
 - Collusion includes intentionally aiding or attempt to aid another in an act of academic dishonest.
4. Threats, intimidation, harassment, physical abuse, or any other conduct that endangers the health or safety of any person, or unreasonably interferes with a person's ability to perform assigned duties including teaching, research, administration, or other activities, including public service functions on or off campus.
 - Physical Abuse includes acts of violence, physical harm, fighting, assault, and battery.
 - Threatening or Intimidating Behavior include conduct, verbal words, or written words which threatens the health or safety of any person or is intended to cause fear of harm by any person. This includes but is not limited obscene, abusive, or threatening language or gestures.
 - Harassment includes sexual harassment, sexual violence, stalking behavior, or any form of discrimination or intimidation. JCAD strictly prohibits all forms of harassment.
5. Hazing includes:
 - Any action which serious imperils the physical well-being of any student or intern
 - Activities which are by nature indecent, degrading, or morally offensive
 - Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude or emotional wellbeing

Any and all forms of hazing are forbidden.
6. Possession of unauthorized items includes illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals
7. Forgery, alteration, misuse of JCAD documents, records, or identification, or knowingly furnishing false information to JCAD, any accreditation organization, or any licensure organization.



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8. Alcohol or Controlled Substance Violation including the manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law.
9. Insubordination or Neglect of Duty
 - Insubordination includes the failure to comply with directions of instructors, preceptors, or clinical staff at clinical rotation site who are acting in the performance of their duties.
 - Intentional and habitual neglect of duty in the performance of academic responsibilities. Neglecting or refusing to perform reasonable assigned teaching duties.
10. Willfully damaging or destroying, improperly taking, or misappropriating property owned by JCAD.
11. Misuse of Computer Equipment and Systems, including but not limited to:
 - Actual or attempted theft or other abuse.
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or staff.
 - Use of computing facilities to interfere with normal operation of the District.
 - Knowingly causing a computer virus to become installed in a computer system or file.
12. Unsatisfactory Appearance includes the failure to adhere or violation of the appearance and dress code policy.
13. Violation of Confidentiality includes improper use or disclosure of confidential business, client, or patient information and violation of the Non-Disclosure and Confidentiality Policy.
14. Accepting gifts or favors from a student or any conduct that could be viewed as a quid pro quo.

F. Faculty and Instructor Dress Code

1. Professional appearance and attire must be worn at all time while teaching or while representing the JCAD.
2. While instructing or representing JCAD, training staff must wear collared dress shirt, polo-style shirt, or JCAD issue uniform shirt with dress pants.
 - No t-shirts
 - No blue jeans, sweatpants, or athletic wear.
 - No shorts.
 - Class-B uniform is an appropriate alternative
 - Alternative uniforms may be approved by the Program Director for special training events.
3. Business casual shoes or dress shoes (or boots if in duty uniform).
 - No tennis or athletic shoes.
 - No open toes shoes except for women's shoes appropriate for business attire.
4. Shirts must be tucked in.
5. Non-JCAD issue shirts must not have outside agency name or logo without approval of the Program Director.



Johnson County Ambulance District Policy & Procedure

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Title/ Subject: Relationship & Non-Fraternization Policy

#: 1022

Effective Date: 06/01/2020

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PURPOSE

To outline the expectation of professional behavior and conduct for faculty members and instructors Johnson County Ambulance District (JCAD) education programs or training courses in regard to professional relationships with students.

DEFINITION

Romantic Relationships The term “romantic relationships,” as used in this policy, is difficult to define in its entirety. Evidence of a romantic relationship may include but not be limited to the following behaviors:

1. A declared romantic relationship between a couple such as dating, seeing each other, going out, and other teams indicating a romantic relationship.
 2. Frequent or regular, intimate associations primarily characterized by the expectation of affectional involvement. Regular and repeated time spent alone together as a couple after work hours. A pattern of exclusivity in a relationship between a couple.
 3. Physical touching that implies a romantic intention or desire; hand holding, kissing, hugging, physical contact of a sexual or romantic nature; actual physical intimacy.
 4. Written or texted communications or other actions that imply or directly indicate romantic interest.
- A romantic relationship does not include a casual friendship or ordinary fraternization between two individuals in a business or social context.

STANDARDS

- A. Faculty members and instructors at JCAD are expected to maintain a professional work environment dedicated to providing quality educational, instruction, and training with minimal interference from personal relationships.

Faculty member and instructor assume and maintain a mentoring relationship including teaching, assigning grades, advising, writing recommendations, directing performances, coaching, supervising, disciplining, and other action which may affect a student’s current or future study or employment.

This policy and standard are intended to reduce or prevent conflicts of interest and other problems that may occur when family members are associated with faculty or instructor or when relationships become romantic in nature.

- B. JCAD shall not allow and will not tolerate any form of sexual harassment within the work or educational environment. Sexual harassment includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters) or requests for sexual favors.

Any action of or participation in sexual harassment is considered to be a major violation of JCAD policy and will be dealt with accordingly by corrective action and/or disciplinary action up to and including termination of employment or expulsion from an education program, depending upon the severity of the violation.

- C. Personal relationships among JCAD employee or among student must not enter the organization in any manner that interferes with work, teaching, learning or creates potential conflicts and disruptions.
- D. JCAD shall not employ relatives of existing employees holding a supervisor or manager position, or members of the Board of Directors, except in limited circumstances and only in cases where potential conflict is minimal.



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E. Non-Fraternization

1. All interaction and behavior between faculty, instructors, and students while in class and while on JCAD property will be strictly professional. Public displays of affection are not appropriate in an educational and professional environment.
2. Romantic relationships between employees (faculty, instructor, and staff) outside of work can often have an adverse effect on the working relationship. Uncomfortable strain, allegations of sexual harassment, and other workplace distractions are all negative side effects of a romantic relationship that may occur among employees outside of the workplace.

JCAD recognizes that it cannot absolutely dictate how an employee may act outside of the workplace. In the interest of maintaining a professional atmosphere in the workplace, JCAD discourages romantic relations among employees to the extent that such activity has an effect on the workplace.

Employees are required to notify their supervisor if they are involved in a dating relationship or romantic relationship beyond a personal friendship.

3. JCAD will not permit one person to supervise the other person if involved in a romantic relationship.

JCAD prohibits supervisors or managers from engaging in romantic relationships with their subordinate employees and staff members. Relationships between supervisor or management personnel and employees raise issues of equity, fairness, favoritism and potential legal liability for JCAD and, therefore, will not be permitted.

F. Close Relative Relationships

JCAD will not permit one person of close relative relationship to supervise another person of close relative relationship.

G. Faculty / Instructor and Student Relationship

1. JCAD will not permit a faculty member or instructor to engage in a romantic relationship with a student. The decision to become a faculty member / instructor or a student of a program assumes this mentoring relationship and precludes engaging in such a romantic relationship.
2. Students will not be assigned to a preceptor if a close family relationship or romantic relationship exists.
3. If a faculty member / instructor becomes involved in a romantic relationship with a student, both parties will be confronted and unless they are willing to terminate the relationship, JCAD will terminate the employment or services of the faculty member / instructor involved.

H. If a relationship or behavior not covered by this policy causes serious conflicts, a disruption within the education environment, or any other performance problems, corrective actions including disciplinary action may be imposed.

I. Rare and/or limited exceptions may be made in particular situations where it can be shown that there is no interference in the educational standards or workplace.



**Johnson County Ambulance District
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Title/ Subject: Drug & Alcohol Policy

#: 1023

Effective Date: 06/01/2020

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PURPOSE

To provide a drug and alcohol-free workplace and learning environment that is compliant with state and federal laws and consistent with our commitment to the well-being of our employees, patients, and students.

Commitment: Johnson County Ambulance District (JCAD) is committed to providing a safe work and learning environment and to foster the well-being and health of its employee and students. This commitment is jeopardized when any employee or student illegally uses drugs, comes to work, or class, or engage in patient care under the influence of drugs or alcohol, or possesses, distributes, or sells drugs in the workplace or education setting.

JCAD has a compelling interest in assuring that its employees and students are free from the influence of drugs and alcohol in order to ensure the safety of employees, patients, students, and the public.

DEFINITION

- A. **Illegal Drug:** Any drug, substance, or chemical which:
- 1) Is a controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and further described in regulation under 21 CFR 1308.11 through 1308.15 that has been illegally obtained or illegally prescribed; or
 - 2) Is a controlled substance in schedules I through V of Missouri Revised Statutes, Chapter 195 Drug Regulations, Section 195.005 to 195.425 of the Controlled Substance Act (21 U.S.C. 812), and further described in regulation under 21 CFR 1308.11 through 1308.15 that has been illegally obtained or illegally prescribed; or
 - 3) Is a drug, substance, or chemical not being used for its prescribed purposes, in accordance with manufacturer's instructions, or in larger doses than prescribed or recommended by physician direction or manufacturer's instructions.
- B. **Legal Drug:** A prescribed drug (Rx) or over-the-counter drug (OTC) that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.
- C. **Premises:** Used in its broadest sense, it includes all land (including leaseholds, easements, and other job sites), property, buildings and other structures, vehicles owned by, or leased to, JCAD, and any clinical site.
- D. **Reasonable Suspicion:** Aberrant or unusual behavior of personnel who exhibit any of the following:
- a. Symptoms that are commonly associated with intoxication or impairment caused by drugs or alcohol.
 - b. Behaving in a manner that is not reasonably explained as resulting from causes other than the use of drugs, alcohol, or controlled substances.
 - c. Observed using or in the possession of illegal drugs or alcohol.
- E. **Workplace:** Any location in which an employee works or performs work for JCAD while on or off premises.
- F. **Educational Setting:** Any location in which a student attends class, training, or is performing an internship.



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POLICY

It is JCAD policy to maintain a drug-free workplace and educational setting. JCAD will not tolerate employees or students under the influence of alcohol or drugs or those who use alcohol or illegal drugs (or misuse legal drugs) while working, attending class, attending clinicals as an intern, while operating JCAD vehicles, or while representing JCAD.

- A. Employees violating this Policy on alcohol use or drug use, including but not limited to testing positive as defined herein, shall be terminated from employment and shall be deemed to have engaged in misconduct for the purpose of Employment Security benefits disqualifying the employee from Unemployment benefits.
- B. Students violating this Policy on alcohol use or drug use, including but not limited to testing positive as defined herein, shall be expelled from an education course or program, and shall be deemed to have engaged in misconduct.

STANDARDS – Prohibited Acts

- A. It shall be a violation of this policy for any faculty, employee or student to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol on JCAD premises, at a JCAD workplace, or while engaged in JCAD business or educational courses.
- B. The use or possession of alcohol or illegal drugs on the premises or being under the influence of alcohol or illegal drugs while performing JCAD duties, representing JCAD, or participating in as a student of a course is prohibited at all times.
- C. Students that appear to be under the influence in any manner that is impeding the ability for the student to participate in the class, labs, or clinical internships will be asked to leave.

The student must meet with the Program Director to discuss the incident before a return to the program is authorized. Further actions, deemed needed by the Program Director, can be taken up too including expulsion from the course.

- D. No faculty, instructor, preceptor, or employee shall report to work or perform work while under the influence of or impaired by alcohol or drugs. This includes being under the influence of legally prescribed Rx drugs and OTC drugs that may diminish the employee's mental judgment, cognitive ability, or physical reaction time and skill.
 - 1. The detection of any screened drug, that is, a positive test finding, shall be considered "impairment" or "under the influence". In addition, any finding, conclusion, or designation by the lab of adulteration of the sample or tampering with a sample or of a diluted sample or other inconsistent or artificial findings shall be considered a positive test result.
 - 2. No employee shall report to work under the influence of alcohol (.02% or above blood alcohol content) or be impaired by the use of alcohol while on-duty or while engaging in JCAD work activities. The detection of alcohol at .02% or above shall be considered "impairment" or "under the influence." A positive test for alcohol at .08% blood alcohol content or higher shall be deemed misconduct for unemployment Security benefit purposes.
- E. An employee shall not drive a vehicle or operate an emergency vehicle if they have taken any drug, substance, or chemical which may diminish the employee's mental judgment, cognitive ability, or physical reaction time and skill.



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1. An employee shall not drive a vehicle or operate an emergency vehicle if they have consumed any amount of alcohol within 10 hours of the start of their shift or if they are intoxicated to any degree.
 2. If any drug has a warning for any of the following, the employee shall not drive a vehicle or operate an emergency vehicle while under the influence of the drug or medication:
 - Use caution when driving, operating machinery, or performing other hazardous activities.
 - May cause dizziness or drowsiness.
 - May impair the ability to operate a vehicle or machinery.
- F. The use, sale, purchase, or possession of alcohol by an employee or student while on duty, at any time JCAD premises, in the JCAD workplace, when operating a JCAD vehicle, participating in a JCAD education course, or while wearing a JCAD uniform is prohibited.

STANDARDS – Student Drug Testing

1. Student of education programs that involve field or clinical internships shall be required to sign an authorization and release agreeing to submit to a drug and alcohol screen. Students who refuse to sign the authorization or to submit to the drug and alcohol screen will not be allowed to participate in the education program.
2. Any student who fails the drug or alcohol screening test will not be eligible for continued participation in an education program or training course. Routine testing of employee may occur.
3. Students may be required to submit to drug and/or alcohol testing (whichever is appropriate) under the following circumstances:
 - a. Where state or federal regulations require such testing;
 - b. Where a hospital or clinical affiliate agency require such testing; or
 - c. Where a faculty member or Program Director has reasonable suspicion of impairment or intoxication while engage in an education course, field internship, or clinical internship.

Student required to submit to drug or alcohol testing shall be informed of the reason for such testing.

4. Failure of an employee to submit to drug or alcohol testing within one (1) hour of notification shall be considered a prohibited act and shall result disqualification from the education program.
5. Testing procedures shall conform to accepted practices, and JCAD may utilize an outside or contracted person or organization for this purpose.

STANDARDS – Positive Drug or Alcohol Tests

1. Students testing positive for illegal drugs or alcohol intoxication shall be deemed to have engaged in misconduct and will be expelled from the educational program or course without refund.
2. If a student tests positive for a drug that could be prescribed by their healthcare provider for treatment of a medical condition, then the student shall be placed on academic leave until:
 - 1) The healthcare provider prescribing the medication provides documentation that the medication for which the employee tested positive and that the employee should not have been impaired with the therapeutic level detected, and
 - 2) The drug levels are determined to be consistent with a therapeutic dose.



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3. If a student tests positive for a drug that could be prescribed by their physician and it is determined that:

- 1) The medication was not prescribed for the employee; or
- 2) Drug levels are above those of a therapeutic dose; or
- 3) The employee should have been impaired with the therapeutic level detected

then it shall be deemed to have engaged in misconduct and will be expelled from the educational program or course without refund.

Guidelines - Drug and Alcohol Treatment

JCAD strongly encourages persons with drug or alcohol addictions or related problems to seek immediate treatment.



**Johnson County Ambulance District
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Title/ Subject: Tobacco & Vaping

#: 1024

Effective Date: 06/01/2020

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PURPOSE

To protect and enhance the indoor air quality and to contribute to the health and well-being of all employees, students, and visitors.

Commitment: Johnson County Ambulance District (JCAD) is committed to providing a safe and healthy learning environment for employee and students. As a healthcare and health education agency, JCAD understands that smoking, vaping, and the use of tobacco pose serious health risks including cardiac disease, lung disease, and cancer. Any employee or student that uses tobacco or vaping (e-cigarettes) are encouraged to consult their physician or healthcare provider regarding these risks and to seek assistance in discontinuing their use.

DEFINITION

- A. **Smoking:** Any reference to “smoking” in this policy shall include cigarettes, cigars, pipes, and the use of vaping or E-cigarettes (with or without tobacco).
- B. **Tobacco:** Any reference to “tobacco” in this policy shall include any type of smokeless tobacco including chewing, dip, pouches, or snuffed.
- C. **Educational Setting:** Any location in which a student attends class, training, or is performing an internship.

POLICY

It is JCAD policy to maintain a smoke and tobacco free educational setting.

STANDARDS – Smoking & Tobacco Free Environment

- A. Smoking and tobacco use are not permitted inside any JCAD facilities, vehicle, or ambulance. This applies to all Houses, buildings, ambulances, vehicles, and trailers. This applies to JCAD and hospital ambulance bays, doorways, and walkways.
- B. Students are not allowed to smoke or use tobacco on JCAD premises, during education courses, during training sessions, or while participating in a field or clinical internship.
- C. Students must dispose of the remains of tobacco products before entering a JCAD facility or clinical site. All waste must be disposed of in proper containers.
 - All cigarettes are to be fully extinguished before disposal.
 - Do not throw cigarette butts or trash in the yard, driveway, or on the ground.
 - Do not dispose of tobacco in restroom sinks, urinals, or commodes.
- D. Students wearing a JCAD uniform are prohibited from purchasing tobacco products including cigarettes, cigars, and chewing tobacco.
- E. Against the health advice of JCAD, employees, students, and visitors may smoke in their vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that an employee, student, or visitor be exposed to cigarette smoke as they enter or exit the JCAD premises or facility.
- F. Violations of this policy will result in disciplinary action, up to and including expulsions from the education program or course.



**Johnson County Ambulance District
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Title/ Subject: Firearms & Weapons Policy

#: 1025

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To provide safe and non-threatening workplace and learning environment that is compliant with state and federal laws and consistent with our commitment to the well-being of our employees, patients, and students.

SCOPE:

The Johnson County Ambulance District is a higher education institution and secondary school facility accredited as a training entity by the Missouri Department of Health & Senior Services, Bureau of EMS.

This policy applies to employees, volunteers, members, contractors, consultants, students, visitors, and others at the Johnson County Ambulance District (JCAD) facilities, property, or events.

MISSOURI FIREARM LAWS:

Reference Missouri RSMo 571.030

A person commits the offense of unlawful use of weapons if... "Carries a firearm, whether loaded or unloaded, or any other weapon readily capable of lethal use into any school, onto any school bus, or onto the premises of any function or activity sponsored or sanctioned by school officials or the district school board.

This does not apply to law enforcement officer, retired police officers, probation or parole officer, coroner or deputy coroner, prosecuting or assistant attorney, fire investigator, or members of the Armed Forces performing their official duty.

Reference Missouri RSMo 571.107

No person is authorized to carry a firearm or concealed firearm into... "Any higher education institution or elementary or secondary school facility without the consent of the governing body of the higher education institution or a school official or the district school board, unless the person with the concealed carry endorsement or permit is a teacher or administrator of an elementary or secondary school who has been designated by his or her school district as a school protection officer and is carrying a firearm in a school within that district, in case no consent is required. Possession of a firearm in a vehicle on the premises of a higher education institution or elementary or secondary school facility shall not be a criminal offense so long as the firearm is not removed from the vehicle or brandished while the vehicle is on the premises.

DEFINITION

- A. **Dangerous Weapon:** For purposes of this Policy, "dangerous weapons" include both offensive and defensive weapons, including but not limited to, the following:
- Any knife that is carried with intention or calculation to produce death or bodily harm. Switchblades are specifically prohibited.
 - An electric weapon such as a TASER, taser gun, or stun gun.
 - A blackjack, any nightstick, or billy club.
 - A bow & arrow, crossbow, slingshot, or other device designed to project or propel objects capable of producing great bodily harm.
 - Any device designed as a weapon and capable of producing great bodily harm.
- B. **Firearm:** For purposes of this Policy a firearm or gun includes, but is not limited to, the following:
- A firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to handguns, pistols, revolvers, shotguns, rifles, and bb guns.



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- A gun that can discharge a shot or a projectile utilizing an explosive or gas, or compressed air.
 - A device designed to be used as a weapon, from which can be expelled a projectile by the force of any explosion or force of combustion.
 - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- C. Dangerous Substance: For purposes of this Policy a “dangerous substance” includes, but is not limited to, the following:
- Pepper spray or mace.
 - Any combustible or flammable liquid, or other substance, device, or instrumentality that, in a manner, it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm.
- D. Explosive: For purposes of this Policy an “explosive” includes, but is not limited to, the following:
- Explosives including fireworks and firecrackers.
 - Any combustible or explosive substance or device that, in a manner, it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm.

POLICY

It is JCAD policy to maintain a firearm, gun, and weapon free workplace and educational setting. Dangerous weapons, firearms (open carry or concealed), dangerous substances, and explosives are prohibited on JCAD property, facilities or onto the premises of any function or activity sponsored or sanctioned by JCAD.

This does not apply to law enforcement officer, retired police officers, probation or parole officer, coroner or deputy coroner, prosecuting or assistant attorney, fire investigator, members of the Armed Forces performing their official duty, or members of JCAD's tactical team.

STANDARDS

- A. Violations of this policy is unlawful and will be deemed misconduct. Persons in violation of this policy and standards will be directed to immediately leave. Disciplinary action may include termination of employment, expulsion from an education program or course, and criminal prosecution.
- B. Possession of a firearm in a vehicle on the premises of JCAD shall not be a violation of this policy so long as the firearm is not removed from the vehicle or brandished while the vehicle is on the premises.
- C. This Policy does not apply to legitimate JCAD equipment and supplies that may have dangerous potential (e.g. rescue knives, needles), or may have explosive tendencies (e.g. compressed gasses) that are used as part of JCAD's operations or training sessions.
- D. JCAD may conduct or authorize a law enforcement officer to conduct random searches of persons and their property while on, in, or adjacent to JCAD property in conformance with applicable laws
- E. Appropriate, authorized knife:
- Pocket knives so long as a blade is 4 inches or less in length.
 - Knives and blades used as work tools or culinary use.
- F. Law enforcement officer and other legally authorized to carry a firearm may be directed to remove and secure the firearm when a training session presents a hazard.



**Johnson County Ambulance District
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Title/ Subject: Wellness Policy

#: 1026

Effective Date: 06/01/2020

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PURPOSE

To maintain a healthy environment in the education and training center.

SCOPE:

This policy applies to employees, volunteers, members, contractors, consultants, students, visitors, and others at the Johnson County Ambulance District (JCAD) facilities, property, or events.

POLICY:

The wellness and overall health status of our staff and students are paramount to maintaining a safe area to hold educational sessions. To do this all who are either attending, visiting, or instructing must be cognizant of their health status and the potential for contagious illnesses.

Any faculty, instructor, or student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

STANDARDS:

1. Any faculty or instructor with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class or a training session. They should contact the lead instructor or program director to arrange for a substitute.
2. Any student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead to notify them of the absence due to illness.
3. Faculty, instructors, & students out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
4. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.



**Johnson County Ambulance District
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Title/ Subject: Social Media Policy

#: 1027

Effective Date: 06/01/2020

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PURPOSE

To create and maintain a safe and respected atmosphere while networking through social media.

POLICY:

The Johnson County Ambulance District (JCAD) understands the importance of social media and networking in today's society and education environment. Social media takes many forms including blogs, wikis, file sharing sites, forums, discussion groups and chat rooms. (Examples of social media platforms / sites: Facebook, Twitter, LinkedIn, Instagram, Snapchat, & Pinterest.)

Social Media can be an extremely effective way of marketing JCAD educational programs and expanding our interactions with students, potential students, clinical site employees and field site employees. While embracing new technologies, JCAD must ensure that staff and students engage in social media and networking in a responsible manner.

This policy provides direction on how to engage in social networking in a way to protect the student and the interests and positive reputation of JCAD.

Violations of this policy, standards and guidelines may be deemed misconduct and result in disciplinary actions. Applicants may be denied entry to an education program and students may be dismissed from an education program if a posting is viewed negatively in relation to JCAD's Mission, Vision, and Guiding Principles.

Individuals held legally liable for actions that are unlawful or for information posted that may be defamatory, libelous, proprietary, confidential, harassing, pornographic, threatening, promote violence, or creates a hostile work environment.

STANDARDS:

1. Any material posted or uploaded to the JCAD social media platform will be approved by the leadership team or program director or designee. All questions or requests for assistance or concerns should be directed to the Program Director via email or in person.

Only authorized employees may communicate information on behalf of JCAD. Without permission staff and students are not authorized to make statements, comments or press releases on behalf of JCAD. Staff and students must be clear that personal opinions are not the opinions and positions of JCAD and make it clear that you are speaking for yourself and not on behalf of JCAD. Personal opinions and statements should be written in the first person.

2. JCAD's name, logos, service marks, and trademarks may not be used without the JCAD's express written permission.
3. All information and materials must follow HIPPA compliance and safety policies to encourage safety with the public. No actual patients, residences, automobiles, or other personal identification items may be posted or used.

At no time should staff or a student post any information regarding clinical rotations, patient care, interesting cases, clinical or field preceptors, and JCAD staff.



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4. Staff and students shall not post any information regarding tests, exams, or evaluations of student performance.
5. Any pictures of training or students will have been made aware of the acquisition of the picture or video and that it may be posted. Any student may opt-out of the picture for any reason without a negative effect on their student status.
6. Rules against harassment and inappropriate conduct apply to on-line activities and social media of staff and students.
7. Social media sites should not be used during class, clinical or field internship times.
8. JCAD will regularly monitor social media postings of applicants, staff, and current students. All applicants, staff, and current students are held to the highest standards of professionalism. The professional values of all applicants, staff, and students is always being evaluated based on many elements including social media posts and comments.
9. EMS training often involves networking with other agencies and organizations. All networking and interactions must be done professionally and with respect. Networking is necessary to learn skills that may not be performed locally and maybe invaluable to the education of the student. All inter-agency relations will be supervised by an instructor and evaluated for effectiveness.

GUIDELINES:

1. **Social Networking Sites Should Not Be Considered Private**

Generally, information posted on social media sites is public and you should expect that even with your use of certain privacy settings what your post on social media sites will be seen by others and should not be considered private.

2. **Responsibility for Content**

Staff and students are responsible for the content they publish on social media sites. Remember, what is posted on social media could be online for a long time. Staff and students represent JCAD and the EMS profession. Always consider how comments and posts will be viewed in light of protecting and enhancing both JCAD's reputation, the EMS profession, and your personal reputation.

In addition to written posts, consider what photos, pictures, and videos are posted and what message they could communicate. Be aware of photos, pictures, and videos in which you are wearing a JCAD logo or uniform.

3. **Be Respectful**

Be respectful of fellow students, staff, and associates. Social media sites should not be used as a platform for disputes or make personal attacks against fellow students, staff, and associates.

Respect the privacy of patients, students, staff, and affiliates. Do not share or disclose confidential or proprietary information of JCAD, students or employees on social media sites.



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4. Identify Who You Are

Only authorized employees JCAD may communicate information on behalf of JCAD or any affiliates. Without permission you are not authorized to make statements, comments or press releases on behalf of JCAD or any affiliate. You should make clear that you are speaking for yourself and not on behalf of any organization that you do not have permission to speak for.

5. Use Your Own Email

Use your primary personal email address as your primary means of identification. Staff and students may be assigned an email address for official work or educational purposes. Such an email is for official work or educational purposes and should not be used for personal communications or identification.

6. Use Social Media and Networking Safely

It is important to research and understand which social media networking sites are beneficial and how each works. Always review the applicable privacy and security settings so that you understand how much or little information is safe to share.



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I acknowledge that I have read and understand the Training Center Social Media Policy. I also consent to participating in videos or pictures that might be used or displayed on social media platforms such as Instagram and Facebook.

Printed Name: _____

Signature: _____

Date: _____



**Johnson County Ambulance District
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Title/ Subject: Non-Disclosure & Confidentiality

#: 1028

Effective Date: 06/01/2020

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PURPOSE

To protect and maintain the confidentiality of sensitive and private information maintained by the Johnson County Ambulance District.

DEFINITIONS

Private Information: For purposes of this Policy, “private information” includes but not limited to, the following:

- Customer lists/patient lists
- Patient files and/or medical records / Field notes or trip documentation
- Financial information about patients, students, and customers
- Student records
- Marketing strategies
- Pending projects and proposals
- Research and development strategies
- Communications recordings or transcriptions
- Copies or original incident reports
- Closed session meeting minutes

Private information may exist in a variety of forms such as electronic, oral, written, or photographic, and all such information is strictly confidential and protected by federal and state laws.

POLICY

The protection of confidential and private information is vital to the interests and the success of Johnson County Ambulance District (JCAD). JCAD prohibits the release of confidential and private business information to anyone outside the organization unless required by law or approved by JCAD Policy.

JCAD employees, staff, students, and associates of JCAD will comply with all National Standards to Protect the Privacy of Personal Health Information and HIPAA regulations. Improper or unapproved disclosure of confidential information or HIPAA violations will result in disciplinary action, up to and including termination of employment, discharge from an education program, and possible legal action.

STANDARDS

No one is permitted to remove, share, transmit, or make copies of any JCAD records, reports, or documents, and Protected Health Information (PHI) without prior approval. An employee or student is not permitted to make personal copies of patient care reports, student records, or remove any JCAD records, reports or documents, and Protected Health Information (PHI) from JCAD property without prior approval.



**Johnson County Ambulance District
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Title/ Subject: Criminal Background & Reference Checks

#: 1029

Effective Date: 06/01/2020

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PURPOSE

To follow state and federal laws, and to ensure the highest degree of safety for our personnel, patients, students, and customers by adequately screening the background of our personnel and students who will have clinical contact with patients.

SCOPE

This policy applies to students attending an initial EMS training program:

- Emergency Medical Technician (EMT / EMT-B)
- Emergency Medical Technician- Advanced (EMTA / EMT-I)
- Paramedic (EMT-P)
- Critical Care Paramedic (CCP)
- Community Paramedic
- Other programs as designated by the Program Director

POLICY

Johnson County Ambulance District - Training Center (JCAD-TC) shall perform all necessary background checks, including criminal history, and other required background checks before attending an initial EMS training program. Each student will satisfactorily complete the background check process before the class begins.

STANDARDS

1. Convictions for offenses will not necessarily preclude attendance but will be considered in making decisions based on the relevance of the conviction to the work performed. JCAD-TC will consider:
 - the nature of the crime;
 - the time that has elapsed since the crime was committed; and
 - the nature of the education and training program and/ or job.
2. Convictions for any offense reasonably related to the qualifications, functions, or duties of the job for any offense involving fraud, dishonesty, an act of violence, child abuse, or any offense involving moral turpitude may be grounds to preclude admission in education and training program or employment
3. Convictions for any offense that will preclude **licensure or re-licensure** as an EMT or paramedic by the Missouri Department of Health & Senior Service may be ground to preclude admittance to an initial EMS program.



**Johnson County Ambulance District
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Title/ Subject: Parking

#: 1030

Effective Date: 06/01/2020

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PURPOSE

To maintain a safe environment for students to park their vehicle.

SCOPE

This applies to students attending EMS training at the Johnson County Ambulance District – Training Center (JCAD-TC).

STANDARDS

1. Students may park their vehicle in the public parking lot located at the east entrance of the JCAD-TC.
 - Student may not park vehicle in employee or restricted parking areas.
 - If parking space becomes an issue, the Program Director may implement a restricted parking permit system, as necessary.
2. Students should only park vehicle while attending class, training, or an internship shift.
 - Any vehicle left for an extended amount of time without prior approval of the Program Director or JCAD management may be removed at the cost of the owner.
3. Students attending clinical internship (hospitals) or field internship shifts are directed to park in the public parking area or as directed by the host agency.
4. JCAD-TC is not responsible for damage/ loss/ or theft of any vehicle or property left in a vehicle.

GUIDELINES

- All personal vehicles will be locked and secured when not occupied.
- It is recommended to secure all high-value items before leaving the vehicle.
- High attention and safe driving practices should be utilized to prevent collisions and accidents.
- Watch closely for pedestrians.



**Johnson County Ambulance District
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Title/ Subject: Use of Facility

#: 1031

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To outline the standards and guidelines for use of the Johnson County Ambulance District – Training Center (JCAD-TC) facilities by an outside agency or organization.

STANDARDS

1. Any public safety, governmental agency, not for profit, or civic organization may request usage of the training center for meetings, training sessions, or special events.
2. JCAD-TC will entertain the request and may grant permission for events that fit the needs of the organization. This request will be balanced against the schedule and availability of class and supervision needed to allow for entrance and maintenance of the facility.
3. A usage fee may be required.
4. Changes may be assessed for excessive cleanup or damages to JCAD-TC facility and/or property.

FACILITY RULES

1. Profanity and discriminatory or offensive language, comments, and jokes are not acceptable.
2. Behavior that disrupts JCAD business will not be tolerated.
3. No smoking, tobacco, or vaping use inside the JCAD facility or property.
4. No alcohol or controlled substance are allowed on JCAD property.
5. Take care of JCAD property and equipment. Immediate report any damages.
6. Attendees are responsible for maintaining a neat and clean facility.
 - Dispose of all trash and waste in property waste container.
 - Clean up any spills or mess.



**Johnson County Ambulance District
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Title/ Subject: Technology Requirements

#: 1032

Effective Date: 02/21/2024

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PURPOSE

To outline the technological requirement students will need to have access to while attending a course in the JCAD Training Center.

SCOPE

This applies to students who attend any courses with any online portion including but not limited to: EMT, AEMT, Paramedic, AHA, and NAEMT courses.

STANDARDS

1. Students will need to have access to a laptop or computer. If they are unable to furnish one, they can borrow one of the laptops for use in the training division. The loaner computers are to remain on JCAD property.
2. Students will need to have access to an internet connection.



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Title/ Subject: Satellite Training Programs

#: 1040

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PURPOSE

To outline the standards for Johnson County Ambulance District (JCAD) satellite (off-campus) education and training programs.

STANDARDS

Based on training needs and requests, JCAD may cooperate and develop satellite training programs at off-campus location. If a satellite training program is conducted the following standards will apply:

- A. Satellite training programs must comply with all Training & Education Center policies and procedures, faculty requirements, and instructional standards.
- B. Satellite training programs must be pre-approved by the Program Director prior to providing training and educational courses.



**Johnson County Ambulance District
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Title/ Subject: Course Application & Registration

#: 1050

Effective Date: 06/01/2020

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PURPOSE

To outline the standards for course application and registration for Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS

1. All students of any education program or course must be registered in order to participate and receive a course completion. No certification or continuing education hours will be awarded unless the student was registered for the course or program.
2. Education programs and training courses that have a selection process will require that student to complete an application providing all necessary information in order to make selection for acceptance or rejection. Incomplete applications or inaccurate information on an applicant may result in a rejection of the applicant.
 - a. Applicant selection may be based on application date, admission criteria, residency, and past EMS experience.
 - b. JCAD reserved the right to provide favored status to JCAD employees, residents of Johnson County, MO, and/or other institutions based on established agreements.
 - c. JCAD may hold "closed courses" limiting students to JCAD staff only.
3. JCAD may utilize an application and registrations process that best meets the administrative needs of the education and training center. This may include:
 - a. Paper application and/or registration, or
 - b. Online application and/or registration.
4. Applications and registrations may not be taken by phone.



**Johnson County Ambulance District
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Title/ Subject: Tuition & Course Fees

#: 1051

Effective Date: 06/01/2020

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PURPOSE

To outline the standards for tuition, course fees, withdrawal, and refunds for Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS

1. Tuition & Course Fees:

Tuition and course fees are established by the Board of Directors and posted. All students registering for a program or course will be informed of all tuition and course fees prior to or at the time of registration.

2. Payment Due Dates:

Tuition and fees must be paid in full by the published payment due dates. Failure to pay by the deadlines may result in the loss of registration, late fees, and forfeiture of deposits.

Students are responsible for payment of all tuition, fees, and charges. Students who fail to make payments as scheduled may be dismissed from a program or course, held responsible for fees, and may be referred for collection.

3. Payment Methods:

Due to the financial oversight standards and the ability to accurately track payments, cash is NOT accepted. Accepted methods include:

- Visa or MasterCard – Payable online through the training center registration portal.
- Personal check or agency/ company check
- Money order or certified check
- Pre-approved Department Purchase Order (Invoiced with 30-day terms).
- JCAD tuition or course fee discount code

4. Refund Policy:

- a. Refunds will only apply if the course is cancelled. VA Student refunds will follow the VA pro-rata refund policy.
- b. Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Course deposits and/or application fees are not refundable if the applicant admission is denied due to:
 - Failure of drug or alcohol screening
 - Failure of criminal background check
- c. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started as further explained in Withdrawal & Refund Policy.

5. Withdrawing from an Education Program:

Students withdrawing from a program are advised to contact the Program Director for an exit interview prior to withdrawing. At the exit interview the Program Director will establish requirements for returning to the program at a later date. Students who do not complete an exit interview must reapply to the program from the beginning, regardless of the students' progress in a prior course. No special considerations can or will be made for students who do not schedule and attend an exit interview.



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Title/ Subject: Withdrawal & Refund Policy

#: 1052

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PURPOSE

To outline the standards for withdrawal and refund of Johnson County Ambulance District's (JCAD) training and education programs.

STANDARDS

A. Withdrawal

Students withdrawing from a program are advised to contact the Program Director for an exit interview prior to withdrawing. At the exit interview the Program Director will establish requirements for returning to the program at a later date.

- a. Students who do not complete an exit interview must reapply to the program from the beginning, regardless of the students' progress in a prior course. No special considerations can or will be made for students who do not schedule and attend an exit interview.
- b. Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, practical skills, or internship hours.
- c. JCAD has a two-attempt policy. This policy limits the number of times an individual may enroll into the Program to two (2) attempts.

B. Refund

- a. Registration deposits are non-refundable for withdraw of registration except for U.S. Armed Forces members who are unable to attend a course due to deployment or reassignment.
- b. Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Course deposits and/or application fees are not refundable if the applicant admission is denied due to:
 - Failure of drug or alcohol screening
 - Failure of criminal background check
- c. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started.
- d. Refunds of tuition, course fees, and deposits will not be given due to:
 - 1) Dismissal from a course or education program due to inappropriate behavior, misconduct, excessive absences, or habitual tardiness.
 - 2) Low grades or failure to achieve criteria for course completion or graduation.



**Johnson County Ambulance District
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Title/ Subject: Technical Standards Policy

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PURPOSE

To establish set standards and expectations of potential and currently enrolled students with or without disabilities of the Johnson County Ambulance District Training Center to be able to assess their ability to succeed in the program as well as the profession of EMS. These technical standards set forth are non-academic criteria that are paramount to be successful in the EMT and Paramedic Programs.

SCOPE

This applies to all potential and current students of the EMT and Paramedic Programs affiliated with the Johnson County Ambulance District Training Center.

DEFINITIONS

Technical Standards- Nonacademic criteria that include personal and professional attributes skills, knowledge, physical, medical, safety, and other requirements that an individual must meet to be eligible for admission to and retention in EMS programs.

Reasonable Accommodation- A change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with disabilities to have an equal opportunity to fulfill program requirements.

STANDARD

- A. Providing reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and/or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations.
- B. Characteristics of a Paramedic
 - 1. The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.



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2. Even though the Paramedic is generally part of a two- person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, antidysrhythmic, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, antiparasitic, and others.
3. The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge-based current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.
4. The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type of medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.
5. The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able



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to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

6. The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.
7. The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs /medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.
8. The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.
9. The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.



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10. The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

C. Physical Demands

1. Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, more than 125 pounds. Motor coordination is necessary because over uneven terrain, the patients, the Paramedics, and other workers' well-being must not be jeopardized.

D. Outline of Technical Standards

Technical Standard	Definition of Standards	Examples
Critical Thinking	Sufficient cognitive skills and critical thinking abilities such that the student can formulate and implement reasonable decisions based on available information in the absence of other personnel and/or supervisors; make fast and appropriate decisions in rapidly-evolving situations, particularly pertaining to creating and implementing a patient care plan in accord with established protocols.	<ul style="list-style-type: none"> • Assess scene safety in uncontrolled environments • Assess patient's medical history and condition • Determine and prioritize the severity of the illness/injury • Determine correct treatment modalities, including exceptions to approved modalities • Determine limits of acceptable span of control in ordinary/extraordinary circumstances (ex: hazardous scene)
Problem Solving Skills	Ability to calmly intervene in various stressful, emergency situations; make correct initial decisions and draw reasonable conclusions that allow selection and pursuit of acceptable outcome options; synthesize information gathered from consecutive assessments.	<ul style="list-style-type: none"> • Formulate correct decisions • Integrate correct treatment protocol(s) • Devise an accepted plan to provide patient care in typical/atypical case • Utilize standard accepted equipment for safe patient care and movement



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Technical Standard	Definition of Standards	Examples
<p>Interpersonal Skills</p>	<p>Sufficient ability to interact with individuals, families, groups, public safety personnel and other medical professionals from a variety of social, emotional, cultural, and intellectual backgrounds.</p>	<ul style="list-style-type: none"> • Establish and maintain supportive relationships with patients, family members, bystanders, public safety, media, political officials, and other health care providers under stressful and non-stressful situations
<p>Communication Skills</p>	<p>Sufficient ability to interact effectively with others via the English language using non-verbal, verbal, and written forms of communication. Communication occurs via face-to-face interaction, telephone, two-way radio, and computer-based written reports.</p>	<ul style="list-style-type: none"> • Ask questions to quickly obtain information related to emergency situations • Receive and interpret information from patients, bystanders, other responders • Identify and communicate the need for additional resources • Request and clarify orders from supervisors
<p>Coping Skills</p>	<p>Ability to deal effectively with stress produced by work and interaction situations.</p>	<ul style="list-style-type: none"> • Appropriately handle emotional situations that affect citizens, victims, families, friends, coworkers, bystanders, and other public safety personnel • Recognize personal limitations and request assistance as appropriate



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Technical Standard	Definition of Standards	Examples
Mobility	Sufficient physical abilities to drive and work in an ambulance; lift, and move immobile patients; engage in regular physical fitness training; prolonged standing, walking; jogging/running; jumping; climbing; crawling; pushing/pulling; negotiating stairs, hazardous and/or uneven terrain, all while carrying a patient in or on a carrying device.	<ul style="list-style-type: none"> • Quickly enter/exit and drive an ambulance or other emergency vehicle without assistance • Perform physical EMS activities such as CPR, airway management, medication administration, lifting and moving patients in a variety of body positions and environmental conditions • Recognize and negotiate hazards in all environmental extremes including but not limited to light/dark, heat/cold, wet/dry/frozen scenes • Wear appropriate personal protective equipment (PPE) without assistance (ex: gloves, masks, etc.) • Perform rescue duties • Operate emergency vehicle under extreme environmental conditions
Motor Skills	Ability to perform gross and fine motor skills required in the performance EMS duties as indicated in the state and national standard curriculum.	<ul style="list-style-type: none"> • Perform physical tasks requiring prolonged physical exertion (ex: walking for long periods of time while carrying equipment and/or patients, vehicle extrication, extrication of a victim from the confines of a structure) • Perform tasks requiring walking, crawling, stooping, bending, kneeling, or working prone or supine



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Technical Standard	Definition of Standards	Examples
<p>Auditory Skills</p>	<p>Sufficient auditory ability to quickly send and receive information, engage in urgent situations, discern personal danger at emergency scenes, hear requests for aid, hear verbal orders and instructions from other people in noisy environments; safely operate patrol vehicle under emergency conditions.</p>	<ul style="list-style-type: none"> • Effectively use sense of hearing to aid in assessing the scene and patients in duress • Recognize various signals from medical equipment or emergency alarms, dangers/warnings associated with hazardous scenes • Communicate via two-way radio and telephone links • Receive and respond to instructors, team leaders and others
<p>Visual Skills</p>	<p>Sufficient visual acuity (corrected or not) for safe performance of EMS duties under normal and emergency conditions; observation and implementation of appropriate care for patients; assessment and determination of scene hazards potentially effecting the safety of self and others.</p>	<ul style="list-style-type: none"> • Recognize signs during patient assessment • Recognize hazards, interpret indicators and measurements from medical monitoring and treatment equipment • Discern settings and parameters of settings of medical equipment such as cardiac monitor/defibrillator, ventilator, syringes, size identifiers, medical procedures such as starting an I.V., administering medication, reading an EKG • Prepare and submit written reports
<p>Tactile Skills</p>	<p>Sufficient sense of touch and tactile acuity necessary in the performance of EMS duties.</p>	<ul style="list-style-type: none"> • Palpate a pulse and detect changes or abnormalities of surface, texture, skin temperature, body segment contour, muscle tone and/or joint movement



**Johnson County Ambulance District
Policy & Procedure**

Training & Education Center

Title/ Subject: Technical Standards Policy

#: 1053

Effective Date: 02/21/2024

Previous Revision:

Page 8 of 8

Technical Standard	Definition of Standards	Examples
Environmental	Olfactory senses sufficient for maintaining environmental, personal, and coworker safety, and for detecting changes that may indicate a deterioration in the current environment or the presence of a hazardous situation.	<ul style="list-style-type: none">• Detect and identify smells, visible signs, audible signals related to EMS duties and contributory to self-preservation and safety of others, including but not limited to smoke, burning materials, gasoline and noxious fumes
Emotional/Behavioral	Ability to demonstrate professional behaviors and a strong work ethic.	<ul style="list-style-type: none">• Demonstrate flexibility, honesty, empathy, patience and cooperative behaviors• Display high levels of personal responsibility, accountability and development• Demonstrate respect for citizens, patients, witnesses, suspects, and other public safety professionals• Maintain strict confidentiality of federally protected healthcare information, present a professional appearance and maintain personal hygiene



**Johnson County Ambulance District
Policy & Procedure
Training & Educational Center**

Title/ Subject: Price Policy for EMT

#: 1054

Effective Date: 05/12/2020

Page 1 of 1

PURPOSE: This policy explains how the EMT Price will be set.

All training center prices are set at the direction of the Johnson County Ambulance District Board. Prices are published on the website for reference.



**Johnson County Ambulance District
Policy & Procedure
Training & Educational Center**

Title/ Subject: Advanced Placement

#: 1060

Effective Date: 05/12/2020

Page 1 of 1

Purpose

To define the standards of transfer credit and when credit will be accepted.

Standards

Due to the unique nature of the Paramedic curriculum, no advanced placement or transfer is allowed.

No transfer credit is allowed during the actual Paramedic program.

A. Paramedic Program

No transfer credit is allowed during the actual Paramedic program including not accepting life experience or experiential learning for advanced placement into our EMS educational program.



**Johnson County Ambulance District
Policy & Procedure
Training & Educational Center**

Title/ Subject: Advanced Placement Transfer Credit

#: 1060a

Effective Date: 05/12/2020

Page 1 of 1

Purpose

To define the standards of transfer credit and when credit will be accepted.

Standards

A. Paramedic Program

No transfer credit is allowed during the actual Paramedic program.



**Johnson County Ambulance District
Policy & Procedure
Training & Educational Center**

Title/ Subject: Advanced Placement Experiential Learning

#: 1061a

Effective Date: 05/12/2020

Page 1 of 1

The Johnson County Ambulance District Training Center does not accept life experience or experiential learning for advanced placement into our EMS educational program.



**Johnson County Ambulance District
Policy & Procedure
Training & Educational Center**

Title/ Subject: Paramedic Admission Policy

#: 1062

Effective Date: 06/11/2020

Page 1 of 1

PURPOSE: To ensure all applicants are evaluated in a consistent, professional, and nondiscriminatory manner during the process of admissions.

Procedure: The process begins with our online form that captures demographic data and ensures information is available to explain the class and schedule of the class.

Guidelines: All applicants will

- Be 18 years old or be 18 years old by the time clinical rotations began.
- Complete a background check before the first day of class.
- Have signed attestation to verify immunizations that are required or declined.
- Have a valid NREMT license
- Pass a 9 panel or greater drug test

The immunizations that are recommended are Hepatitis A, B, and Tetanus, and a TB skin test negative result within the last six months.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Student Appeal & Grievance Policy

#: 1070

Effective Date: 06/01/2020

Previous Revision:

Page 1 of 1

PURPOSE

To provide a process for a student to present a grievance or dispute.

SCOPE

This applies to students of any education or training program or course.

DEFINITIONS

As used in this policy, the following definitions shall apply:

- a. Primary Administrative Officer: The Program Director will serve as the Primary Administrative Officer in all cases, administrative or academic.
- b. Student: A person having been admitted to EMS training who has not completed a course of study. For these procedures, student status continues whether or not EMS training programs are in session.
- c. Grievance: Formal complaint regarding specific decisions made by JCAD Training Center personnel that alleges that such decisions have adversely affected the person making the complaint.

POLICY/ PROCEDURE

The Johnson County Ambulance District Education and Training Center (JCAD-TC) strives to keep communications and behavior between faculty and students clear and professional at all times. When a student believes this has not occurred or believes they have a problem with a grade, outcome, or circumstance the student may deem a grievance.

If a student has a grievance, the following procedure should be utilized with the goal of resolution of the problem, issue, or concern.

1. The student should first attempt to speak with and resolve the issue at the lowest administrative level. In most instances this will be the primary instructor of the course or program.
If the student is unable or unwilling to approach the instructor they may contact the Program Director for further consultation.
2. If the student is not able to resolve the grievance with the instructor, they may schedule an appointment with the Program Director as the Primary Administrative Officer.
3. If the student is not able to resolve the grievance with the Program Director they may schedule an appointment with the EMS Chief as a final step in the resolution process.

Non-Retaliation: JCAD will not tolerate any form of retaliation against students for availing themselves of this procedure.

This policy and procedure should be construed as preventing, limiting, or delaying JCAD from taking disciplinary actions against any individual, up to and including dismissal from a program, in circumstances where JCAD deems disciplinary action appropriate.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Faculty Appeal & Grievance Policy

#: 1071

Effective Date: 06/01/2020

Previous Revision:

Page 1 of 1

PURPOSE

To provide a process for a faculty member to present a grievance or dispute.

SCOPE

This applies to faculty members, instructors, preceptors, and staff of any education or training program or course.

DEFINITIONS

As used in this policy, the following definitions shall apply:

- a. **Primary Administrative Officer**: The Program Director will serve as the Primary Administrative Officer in all cases, administrative or academic.
- b. **Faculty Member**: A person having been admitted to EMS training as an instructor, evaluator, or preceptor.
- c. **Grievance**: Formal complaint regarding specific decisions made by JCAD Training Center personnel that alleges that such decisions have adversely affected the person making the complaint.

POLICY/ PROCEDURE

The Johnson County Ambulance District Education and Training Center (JCAD-TC) strives to keep communications and behavior between faculty and students clear and professional at all times. When a faculty member believes this has not occurred or believes they have a problem with a grade, outcome, or circumstance the faculty member may deem a grievance.

If a faculty member has a grievance, the following procedure should be utilized with the goal of resolution of the problem, issue, or concern.

1. The faculty member should first attempt to speak with and resolve the issue at the lowest administrative level. In most instances this will be the lead instructor of the course or program.
If the faculty member is unable or unwilling to approach the lead instructor they may contact the Program Director for further consultation.
2. If the faculty member is not able to resolve the grievance with the lead instructor, they may schedule an appointment with the Program Director as the Primary Administrative Officer.
3. If the faculty member is not able to resolve the grievance with the Program Director they may schedule an appointment with the EMS Chief as a final step in the resolution process.

Non-Retaliation: JCAD will not tolerate any form of retaliation against a faculty member, employee, or staff for availing themselves of this procedure.

This policy and procedure should be construed as preventing, limiting, or delaying JCAD from taking disciplinary actions against any individual, up to and including dismissal from a program, in circumstances where JCAD deems disciplinary action appropriate.



Johnson County Ambulance District
Policy & Procedure
Training & Education Center

Title/ Subject: Preceptor Program Training Policy

#: 1072

Effective Date: 05/06/2020

Previous Revision:

Page 1 of 1

PURPOSE

To provide orientation to clinical staff both field and hospital staff.

SCOPE

This applies to any faculty members, instructors, preceptors, and any education or training program or course.

POLICY/PROCEDURE

Clinical orientation for both field and hospital preceptors will take place 30 days before the student's start date of rotation. This will be facilitated through administrative or training officers at the EMS agency.

Hospital personal will be trained using our training presentation through a departmental or education manager. Special units such as the operating room or intensive care units may require in-person training from the Johnson County Ambulance District training staff.

All training documentation will be recorded as received.

Note: All Johnson County Ambulance District staff Paramedics will be orientated as a preceptor.



**Johnson County Ambulance District
Policy & Procedure
Training & Educational Center**

Title/ Subject: Preceptor Training- Evaluating Students

#: 1073

Effective Date: 05/06/2020

PURPOSE

Clinical and ambulance rotations allow the student to practice procedures under supervision and with the ability to ask for assistance if needed. These activities will have thresholds that need to be met at a certain level and will gauge the ability of the Paramedic to operate in both a controlled and out of the hospital environment.

STANDARDS

The grading scale will measure both academic and skill performance using the Platinum skills tracker and all critical advanced life support skills, such as intubation, cardiac arrest, and multi-system trauma patients, I/O will be critiqued for improvement. NREMT competency forms will be utilized to assess the level of proficiency at the paramedic level. Many of the skills are based on a pass/fail meaning they were able to achieve the skills or not. There may be a need to repeat some clinical hours to complete some skills. Preceptors will be asked to present any deficiency through the Fisdap evaluation.

All questions regarding clinical outcomes and critiques will be directed to the Program Director Nicholas McDaniels and appointments can be made to review individual patients.

Jcadedu@gmail.com

660-362-1626



**Johnson County Ambulance District
Policy & Procedure
Training & Educational Center**

Title/ Subject: Non-Discrimination Student Admission Policy

#: 1088

Effective Date: 06/17/2020

Page 1 of 1

Purpose: To maintain a discrimination-free admission process for students.

Scope: This policy applies to all students.

Policy: No applicant will be discriminated against because of age, gender, veteran status, race, sexual orientation, religion, or disability.

Standard: All federal and state regulations and laws will be observed as well as any local ordinances enacted by any local governments.



**Johnson County Ambulance District
Policy & Procedure
Training & Educational Center**

Title/ Subject: Veterans Benefits

#: 1089

Effective Date: 11/29/2022

Page 1 of 1

Background

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), JCAD adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. McAfee Institute will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Emergency Medical Responder Program

#: 2001

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

Page 1 of 6

PURPOSE

To prepare competent entry-level Emergency Medical Responder (EMR) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

COURSE DESCRIPTION

Emergency Medical Responders (EMR), also known as medical first responders, provide immediate lifesaving care to emergency patients who access the emergency medical services system. EMRs have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. EMRs also provide assistance to higher-level care personnel at the scene of emergencies and may assist during ambulance transport. EMRs are a vital part of the comprehensive EMS response. EMRs perform basic life interventions with minimal equipment.

Emergency Medical Responders:

- Function as part of a comprehensive EMS response, community, health, or public safety system with clinical protocols.
- Perform basic interventions with minimal equipment to manage life threats, medical, and psychological needs with minimal resources until other EMS personnel arrive.
- Are an important link within the 9-1-1 and emergency medical services system.

The EMR Program is the education and training course that exceeds the minimum requirements of the National Standard Curriculum for the EMR from the National Highway Traffic Safety Administration. Students of the EMR Program will participate in over 40 hours of instruction. In addition to classwork instruction, students will gain basic life support skills practice in a laboratory setting.

The EMR Program will equip students to provide basic life support care services in the pre-hospital setting. The student will be prepared to provide effective emergency basic life support care until higher level EMS providers arrive. Students will learn to assess a patient, develop differential diagnosis, and develop an intervention care plan. Students also will complete a professional level cardiopulmonary and AED course utilizing the American Heart Association standards.

EMR certification qualifies an individual for an entry-level position as an emergency medical first responder with first responder agencies, fire department, law enforcement agency, and other emergency services.

For further information consult the Emergency Medical Responder syllabus.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title: Emergency Medical Responder Program

#: 2001

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

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PROGRAM

A. Accreditation Agency

Bureau of Emergency Medical Services, Missouri Department of Health & Senior Services

The Missouri Bureau of EMS certification of accreditation as a training entity in accordance with Missouri RSMo 190 and 19 CSR 30-40.

B. Admission criteria

- 1) Be 18 years old or older, or
Be at least 16 years and at least a senior in high school (completed the 11th grade).
- 2) Paid or made approved payment arrangements for tuition and course fees.

C. Withdrawal & Refund

Withdrawal

Students withdrawing from a program are advised to contact the Program Director for an exit interview prior to withdrawing/ Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, or practical skills.

JCAD has a two-attempt policy. This policy limits the number of times an individual may enroll into the Program to two (2) attempts.

Refund

Registration deposits are non-refundable for withdraw of registration except for U.S. Armed Forces members who are unable to attend a course due to deployment or reassignment.

Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started.

D. Attendance Policy

Due to the high level of involvement necessary for success in the EMR Program, JCAD expects all students to understand that full attendance is expected in order to receive the full level of quality instruction. Students are expected to be present and on time for all class sessions, laboratory sessions as well as scheduled clinical and field internships.

Students of the EMR Program are expected to make arrangements in their personal and professional schedules to attend all class sessions, laboratory sessions as well as scheduled clinical and field internships.

The EMR program will allow a total of one absences within the program. Any need for an extended absence should be consulted with the Program Director as feasible or possibility of withdrawal.



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Policy & Procedure
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#: 2001

Effective Date: 06/02/2020

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Some classes and training sessions are mandatory and may not be reschedule or made up.

If a student is unable to attend class they must notify the program lead instructor as soon as possible, on each day of the absence and prior to the absence or late arrival

Students will be required to make-up course work, examinations, and skills practice they are absent or tardy.

Excessive absences and/or habitual tardiness will be grounds for dismissal from the program

E. Grading & academic criteria

Students will receive a numerical grade. A grade of 80% or greater is required for course completion.

Grade Scale:

98 to 100 percent	A+
94 to 97 percent	A
90 to 93 percent	A-
87 to 89 percent	B+
83 to 86 percent	B
80 to 82 percent	B-
77 to 79 percent	C+
75 to 76 percent	C
70 to 74 percent	C-
60 to 69 percent	F

F. Class Cancellation Policy

JCAD Training Center **retains** the right to cancel the EMR program before the first of class. In this event, all tuition and fees will be returned to the student.

JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.

G. Appeal and Grievance Procedures

If a student has a grievance, the following procedure should be utilized with the goal of resolution of the problem, issue, or concern.

1. The student should first attempt to speak with and resolve the issue at the lowest administrative level. In most instances this will be the primary instructor of the course or program.

If the student is unable or unwilling to approach the instructor they may contact the Program Director for further consultation.



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Title: Emergency Medical Responder Program

#: 2001

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2. If the student is not able to resolve the grievance with the instructor, they may schedule an appointment with the Program Director as the Primary Administrative Officer.
3. If the student is not able to resolve the grievance with the Program Director they may schedule an appointment with the EMS Chief as a final step in the resolution process.

Reference: Policy #1070 Student Appeal & Grievance Policy

H. Health and Safety

Health & Illness

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead to notify them of the absence due to illness.
2. A student out for an illness **is** not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be **reviewed** by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

Health, Safety, & Security

The JCAD education and training center is committed to providing a healthy, safe, and secure environment for its students, employees and visitors through the establishment of best practices that: 1) support a safe and secure environment at all JCAD facilities and grounds; 2) promote safety and emergency preparedness through policy and procedure development; 3) provide appropriate security measures at JCAD education events and activities, and 4) safeguard the JCAD property and assets.

Reference: Policy #

9000	Health, Safety, Security
9001	Infection Control and Equipment Decontamination
9002	Injury & Exposure Reporting
9003	Fire & Emergency Evacuation
9004	Inclement Weather and Storm Sheltering
9005	Hostile Intruder / Active Violence
9006	Criminal Activity

I. Professional Attire



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Emergency Medical Responder Program

#: 2001

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

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- 1) JCAD Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.
- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - "Short" shorts.
 - Any clothing to exposes or reveals underwear.
 - Unsanitary body conditions
- 3) While in the lab, skills station, or the field or clinical internship setting the following restrictions are to be observed for infection control and safety:
 - If hair is longer than collar length, it must be secured above collar.
 - No dangling or loose jewelry. No hoop earrings. No exposed facial jewelry.
 - Body-piercing jewelry must be covered or removed.
 - Rings on fingers must not have large stones or sharp edges/ points. Limit of one ring per hand.
 - Fingernails must be neat, trimmed, and clean. No artificial nails. No excessively long nails or sharp nails.
- 4) Students may not use or wear uniforms issue or purchased by Johnson County Ambulance District, displaying "Johnson County Ambulance District", Johnson County Ambulance District logo, or a uniform or clothing item that identifies you as a Johnson County Ambulance District student for any of the following reasons or situations:
 - a. As part of a non-JCAD business or money-making endeavor.
 - b. While purchasing, serving, or possessing alcoholic or tobacco products.
 - c. While campaigning for a political party, candidate, or cause.
 - d. As a non-approved representative of the District.

J. Personal Protective Equipment

If a student is participating in a field or clinical internship, a student will be working with real patients and under real job risk situations. The student will be taught and instructed on the need and proper use of personal protective equipment (PPE) for infection control and hazardous work environment mitigation. Students are to utilize all PPE as instructed and according to the internship environment. The student should verify with their instructor or preceptor what PPE is need and how to obtain it.

K. Criteria for Course Completion / Graduation

- 1) Successful completion of this course requires adherence to course policies, a minimum score of 70 on the course final examination, and successfully demonstrating all required skills.



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#: 2001

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If the candidate receives lower than a 70% on the exam, one retest will be allowed.

- 2) All certification classes outlined in the Course Curriculum must be successfully completed before the end of the program.

L. Course Syllabus & Academic Calendar

Students will be provided a Course Syllabus that will include a course calendar outlining course work and examinations in accordance with the approved course curriculum.

M. National Registry certification requirements

National Registry of Emergency Medical Technicians certification requirements may be obtained at: <https://www.nremt.org/rwd/public/document/emt>

N. Information on Scope of Practice

The National EMS Scope of Practice Model from the NHTSA's Office of EMS may be obtained at: <https://www.ems.gov/newsletter/may2019/EMS-scope-of-practice.html>



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title: Emergency Medical Technician Program

#: 2002

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

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PURPOSE

To prepare competent entry-level Emergency Medical Technicians (EMT) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

COURSE DESCRIPTION

Emergency Medical Services (EMS) offers an exciting and challenging health-care career for individuals interested in providing emergency care in the pre-hospital setting. The EMT functions as part of a comprehensive EMS response, under medical oversight. The EMT is a link from the scene to the emergency healthcare system. EMTs perform interventions with basic life support level equipment typically found on an ambulance or rescue unit.

The EMT is an allied health professional whose primary focus is to provide basic emergency medical care for emergent patients who access the EMS system. The EMT will be educated and trained with the knowledge and skills necessary to provide patient care and transport at the basic life support level.

The EMT Program is the education and training course that exceeds the minimum requirements of the National Standard Curriculum for the EMT Basic from the National Highway Traffic Safety Administration. Students of the EMT Program will participate in over 120 hours of instruction. In addition to classwork and laboratory skills practice, students will gain practice experience during field internship on an ambulance and clinical internship in a hospital.

The EMT Program will equip students to provide basic life support care services in the pre-hospital setting. The student will be prepared to provide effective emergency pre-hospital care and continuing care during transport to a medical facility. Students will learn to assess a patient, develop differential diagnosis, and develop a treatment care plan. Students also will complete a professional level cardiopulmonary and AED course utilizing the American Heart Association standards.

EMT (EMT-Basic) licensure qualifies an individual for an entry-level position as an emergency care basic life support provider with ambulance services, first responder agencies, and other emergency services.

For further information refer to the Emergency Medical Technician course syllabus.



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Title: Emergency Medical Technician Program

#: 2002

Effective Date: 06/02/2020

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PROGRAM

A. Accreditation Agency

Bureau of Emergency Medical Services, Missouri Department of Health & Senior Services

The Missouri Bureau of EMS certification of accreditation as a training entity in accordance with Missouri RSMo 190 and 19 CSR 30-40.

B. Admission criteria

- 1) Be 17 years old or older, or
Be at least 16 years and at least a senior in high school (completed the 11th grade).
- 2) Complete a background check without exclusion criteria before the first day of paramedic class.
- 3) Have signed *attestation* to verify immunizations that are required or declined.
 - If under the age of 18 years old, a parent or guardian permission signature is required.
- 4) Paid or made approved payment arrangements for tuition and course fees.

C. Withdrawal & Refund

Withdrawal

Students withdrawing from a program are advised to contact the Program Director for an exit interview prior to withdrawing. At the exit interview the Program Director will establish requirements for returning to the program at a later date.

- a. Students who do not complete an exit interview must reapply to the program from the beginning, regardless of the students' progress in a prior course. No special considerations can or will be made for students who do not schedule and attend an exit interview.
- b. Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, practical skills, or internship hours.
- c. JCAD has a two-attempt policy. This policy limits the number of times an individual may enroll into the Program to two (2) attempts.

1. Refund Policy:

- a. Refunds will only apply if the course is cancelled. VA Student refunds will follow the VA pro-rata refund policy.
- b. Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Course deposits and/or application fees are not refundable if the applicant admission is denied due to:
 - Failure of drug or alcohol screening
 - Failure of criminal background check



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- c. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started as further explained in Withdrawal & Refund Policy.

D. Attendance Policy

Due to the high level of involvement necessary for success in the EMT Program, JCAD expects all students to understand that full attendance is expected in order to receive the full level of quality instruction. Students are expected to be present and on time for all class sessions, laboratory sessions as well as scheduled clinical and field internships.

Students of the EMT Program are expected to make arrangements in their personal and professional schedules to attend all class sessions, laboratory sessions as well as scheduled clinical and field internships.

The EMT program will allow a total of two absences within the program. Any need for an extended absence should be consulted with the Program Director as feasible or possibility of withdrawal.

Some classes and training sessions are mandatory and may not be reschedule or made up.

If a student is unable to attend class or a scheduled internship shift they must notify the program lead instructor or assigned clinical/field internship coordinator as soon as possible, on each day of the absence and prior to the absence or late arrival

Students will be required to make-up course work, examinations, and clinical/field internship hours they are absent or tardy.

Excessive absences and/or habitual tardiness in the classroom or field/clinical internship setting will be grounds for dismissal from the program

E. Grading & academic criteria

Students will receive a numerical grade. A grade of 80% or greater is required for course completion.

Grade Scale:

98 to 100 percent	A+
94 to 97 percent	A
90 to 93 percent	A-
87 to 89 percent	B+
83 to 86 percent	B
80 to 82 percent	B-
77 to 79 percent	C+
75 to 76 percent	C
70 to 74 percent	C-
60 to 69 percent	F

F. Class Cancellation Policy

JCAD Training Center receives the right to cancel the EMT program before the first of class. In this event, all tuition and fees will be returned to the student.



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JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.

G. Appeal and Grievance Procedures

If a student has a grievance, the following procedure should be utilized with the goal of resolution of the problem, issue, or concern.

1. The student should first attempt to speak with and resolve the issue at the lowest administrative level. In most instances this will be the primary instructor of the course or program.

If the student is unable or unwilling to approach the instructor they may contact the Program Director for further consultation.

2. If the student is not able to resolve the grievance with the instructor, they may schedule an appointment with the Program Director as the Primary Administrative Officer.
3. If the student is not able to resolve the grievance with the Program Director they may schedule an appointment with the EMS Chief as a final step in the resolution process.

Reference: Policy #1070 Student Appeal & Grievance Policy

H. Health and Safety

Health & Illness

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead instructor to notify them of the absence due to illness.
2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy



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Health, Safety, & Security

The JCAD education and training center is committed to providing a healthy, safe, and secure environment for its students, employees and visitors through the establishment of best practices that: 1) support a safe and secure environment at all JCAD facilities and grounds; 2) promote safety and emergency preparedness through policy and procedure development; 3) provide appropriate security measures at JCAD education events and activities, and 4) safeguard the JCAD property and assets.

Reference: Policy #	9000	Health, Safety, Security
	9001	Infection Control and Equipment Decontamination
	9002	Injury & Exposure Reporting
	9003	Fire & Emergency Evacuation
	9004	Inclement Weather and Storm Sheltering
	9005	Hostile Intruder / Active Violence
	9006	Criminal Activity

I. Uniforms and Professional Attire

- 1) JCAD Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.
- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing. Any clothing that exposes or reveals underwear. "Short" shorts.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - Unsanitary body conditions
- 3) Students participating in a field or clinical internship are required to wear the assigned JCAD EMT Program uniform shirt and uniform components:
 - Uniform shirt (JCAD program logo)
 - Black or navy-blue uniform pants with black belt (silver color buckle)
 - Black slip resistant boots (clean and shined). Must have black laces.
 - JCAD issued student name badge.

While in the lab, skills station, or the field or clinical internship setting the following restrictions are to be observed for infection control and safety:

- If hair is longer than collar length, it must be secured above collar.
- No full beards. Facial hair must accommodate a half-face respirator seal.
- No dangling or loose jewelry. No hoop earrings. No exposed facial jewelry.
- Body-piercing jewelry must be covered or removed.
- Rings on fingers must not have large stones or sharp edges/ points. Limit of one ring per hand.
- Fingernails must be neat, trimmed, and clean. No artificial nails. No excessively long nails or sharp nails.



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- 4) Students may not use or wear uniforms issue or purchased by Johnson County Ambulance District, displaying “Johnson County Ambulance District”, Johnson County Ambulance District logo, or a uniform or clothing item that identifies you as a Johnson County Ambulance District student for any of the following reasons or situations:
 - a. As part of a non-JCAD business or money-making endeavor.
 - b. While purchasing, serving, or possessing alcoholic or tobacco products.
 - c. While campaigning for a political party, candidate, or cause.
 - d. As a non-approved representative of the District.

J. Personal Protective Equipment

During a field or clinical internship, a student will be working with real patients and under real job risk situations. The student will be taught and instructed on the need and proper use of personal protective equipment (PPE) for infection control and hazardous work environment mitigation. Students are to utilize all PPE as instructed and according to the internship environment. The student should verify with their instructor or preceptor what PPE is need and how to obtain it.

K. Criteria for Course Completion / Graduation

- 1) Successful completion of this course requires adherence to course policies, maintaining a course average of 80 percent with a minimum score of 60 percent on each in-class examination, a minimum score of 75 on the course final examination, successfully demonstrating all required skills, and completion of required clinical experience internships.

If the candidate receives lower than an 80% on the exam, one retest will be allowed.

- 2) All certification classes outlined in the Course Curriculum must be successfully completed before the end of the program.
- 3) Successful completion of laboratory skills practice and skills performance validation.
- 4) All course hours, clinical and field internship rotations, and minimum practicum skills experiences must be completed to meet qualification for graduation of program.

Reference: Policy #2011 Graduation Requirements

L. Course Syllabus & Academic Calendar

Students will be provided a Course Syllabus that will include a course calendar outlining course work and examinations in accordance with the approved course curriculum.

M. National Registry certification requirements

National Registry of Emergency Medical Technicians certification requirements may be obtained at: <https://www.nremt.org/rwd/public/document/emt>

N. Information on Scope of Practice

The National EMS Scope of Practice Model from the NHTSA’s Office of EMS may be obtained at: <https://www.ems.gov/newsletter/may2019/EMS-scope-of-practice.html>



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Title: Advance Emergency Medical Technician Program

#: 2003

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PURPOSE

To prepare competent entry-level Advanced Emergency Medical Technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

COURSE DESCRIPTION

Emergency Medical Services (EMS) offers an exciting and challenging health-care career for individuals interested in providing emergency care in the pre-hospital setting. The Advanced Emergency Medical Technician (AEMT), also known as EMT-Intermediate, functions as part of a comprehensive EMS response, under medical oversight. The AEMT is a link from the scene to the emergency healthcare system. AEMTs perform interventions with basic and advanced level equipment typically found on an ambulance or rescue unit.

The AEMT is an allied health professional whose primary focus is to provide advanced emergency medical care for emergent patients who access the EMS system. The AEMT will be educated and trained with the complex knowledge and skills necessary to provide patient care and transport at the intermediate to advanced life support level.

The AEMT Program is the education and training course that exceeds the minimum requirements of the National Standard Curriculum for the Advanced EMT from the National Highway Traffic Safety Administration. Students of the AEMT Program will participate in over 190 hours of instruction. In addition to classwork and laboratory skills practice, students will gain practice experience during field internship on an ambulance and clinical internship in a hospital.

The AEMT Program will equip students to provide intermediate to advanced life support care services in the pre-hospital setting. The student will be prepared to provide effective emergency pre-hospital care and continuing care during transport to a medical facility. Students will learn to assess a patient, develop differential diagnosis, and develop a treatment care plan.

Advanced EMT certification qualifies an individual for an entry-level position as an emergency care advance life support provider with ambulance services, first responder agencies, and other emergency services.



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PROGRAM

A. Accreditation Agency

Bureau of Emergency Medical Services, Missouri Department of Health & Senior Services
The Missouri Bureau of EMS certification of accreditation as a training entity in accordance with Missouri RSMo 190 and 19 CSR 30-40.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
CAAHEP accredits programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The accreditation standards and guidelines are the minimum standards of quality used in accrediting programs that prepare individuals to enter the Emergency Medical Services professions.

B. Admission criteria

- 1) Be at least 18 years old.
- 2) Current National Registry of EMT certification as an Emergency Medical Technician (EMT)
OR
Current licensure as an EMT-Basic by the Missouri Bureau of EMS.
- 3) Successful completion of the JCAD approved Anatomy & Physiology course with a grade "C" or better.
- 4) Successful completion of the JCAD approved Medical Math course with a grade "C" or better.
- 5) At least one year of patient care experience in the following:
 - a. As an emergency medical responder or EMT for an emergency response agency or ambulance service; or
 - b. As a patient care provider/ technician working in a hospital emergency department.
- 6) Complete a background check without exclusion criteria before the first day of paramedic class.
- 7) Have signed *attestation* to verify immunizations that are required or declined.
- 8) Paid or made approved payment arrangements for tuition and course fees.

There will be no advanced placement offered for the Paramedic program.

- *Military members that hold different levels of medical training should consult the chain of command to help facilitate any civilian certifications before application to the program.*



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C. Withdrawal & Refund

Withdrawal

Students withdrawing from a program are advised to contact the Program Director for an exit interview prior to withdrawing. At the exit interview the Program Director will establish requirements for returning to the program at a later date.

- a. Students who do not complete an exit interview must reapply to the program from the beginning, regardless of the students' progress in a prior course. No special considerations can or will be made for students who do not schedule and attend an exit interview.
- b. Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, practical skills, or internship hours.
- c. JCAD has a two-attempt policy. This policy limits the number of times an individual may enroll into the Program to two (2) attempts.

Refund

Registration deposits are non-refundable for withdraw of registration except for U.S. Armed Forces members who are unable to attend a course due to deployment or reassignment.

Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Course deposits and/or application fees are not refundable if the applicant admission is denied due to:

- Failure of drug or alcohol screening
- Failure of criminal background check

Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started.

D. Attendance Policy

Due to the high level of involvement necessary for success in the AEMT Program, JCAD expects all students to understand that full attendance is expected in order to receive the full level of quality instruction. Students are expected to be present and on time for all class sessions, laboratory sessions as well as scheduled clinical and field internships.

Students of the paramedic program are expected to make arrangements in their personal and professional schedules to attend all class sessions, laboratory sessions as well as scheduled clinical and field internships.

The AEMT program will allow a total of three absences within the program. Any need for an extended absence should be consulted with the Program Director as feasible or possibility of withdrawal.

Some classes and training sessions are mandatory and may not be reschedule or made up.

If a student is unable to attend class or a scheduled internship shift they must notify the program lead instructor or assigned clinical/field internship coordinator as soon as possible, on each day of the absence and prior to the absence or late arrival



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Students will be required to make-up course work, examinations, and clinical/field internship hours they are absent or tardy.

Excessive absences and/or habitual tardiness in the classroom or field/clinical internship setting will be grounds for dismissal from the program.

E. Grading & academic criteria

Students will receive a numerical grade. A grade of 80% or greater is required for course completion.

Grade Scale:

98 to 100 percent	A+
94 to 97 percent	A
90 to 93 percent	A-
87 to 89 percent	B+
83 to 86 percent	B
80 to 82 percent	B-
77 to 79 percent	C+
75 to 76 percent	C
70 to 74 percent	C-
60 to 69 percent	F

F. Class Cancellation Policy

JCAD Training Center receives the right to cancel the paramedic program before the first of class. In this event, all tuition and fees will be returned to the student.

JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.

G. Appeal and Grievance Procedures

If a student has a grievance, the following procedure should be utilized with the goal of resolution of the problem, issue, or concern.

1. The student should first attempt to speak with and resolve the issue at the lowest administrative level. In most instances this will be the primary instructor of the course or program.

If the student is unable or unwilling to approach the instructor they may contact the Program Director for further consultation.

2. If the student is not able to resolve the grievance with the instructor, they may schedule an appointment with the Program Director as the Primary Administrative Officer.



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3. If the student is not able to resolve the grievance with the Program Director they may schedule an appointment with the EMS Chief as a final step in the resolution process.

Reference: Policy #1070 Student Appeal & Grievance Policy

H. Health and Safety

Health & Illness

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead instructor to notify them of the absence due to illness.
2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

Health, Safety, & Security

The JCAD education and training center is committed to providing a healthy, safe, and secure environment for its students, employees and visitors through the establishment of best practices that: 1) support a safe and secure environment at all JCAD facilities and grounds; 2) promote safety and emergency preparedness through policy and procedure development; 3) provide appropriate security measures at JCAD education events and activities, and 4) safeguard the JCAD property and assets.

Reference: Policy #

9000	Health, Safety, Security
9001	Infection Control and Equipment Decontamination
9002	Injury & Exposure Reporting
9003	Fire & Emergency Evacuation
9004	Inclement Weather and Storm Sheltering
9005	Hostile Intruder / Active Violence
9006	Criminal Activity

I. Uniforms and Professional Attire

- 1) JCAD Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.



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- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - “Short” shorts.
 - Any clothing to exposes or reveals underwear.
 - Unsanitary body conditions

- 3) Students participating in a field or clinical internship are required to wear the assigned JCAD Paramedic Program uniform shirt and uniform components:
 - Uniform shirt (JCAD program logo)
 - Black or navy-blue uniform pants
 - Black slip resistant boots (clean and shined). Must have black laces.
 - Black belt with silver color buckle.
 - JCAD issued student name badge.

While in the lab, skills station, or the field or clinical internship setting the following restrictions are to be observed for infection control and safety:

- If hair is longer than collar length, it must be secured above collar.
 - No full beards. Facial hair must accommodate a half-face respirator seal.
 - No dangling or loose jewelry. No hoop earrings. No exposed facial jewelry.
 - Body-piercing jewelry must be covered or removed.
 - Rings on fingers must not have large stones or sharp edges/ points. Limit of one ring per hand.
 - Fingernails must be neat, trimmed, and clean. No artificial nails. No excessively long nails or sharp nails.
- 4) Students may not use or wear uniforms issue or purchased by Johnson County Ambulance District, displaying “Johnson County Ambulance District”, Johnson County Ambulance District logo, or a uniform or clothing item that identifies you as a Johnson County Ambulance District student for any of the following reasons or situations:
 - a. As part of a non-JCAD business or money-making endeavor.
 - b. While purchasing, serving, or possessing alcoholic or tobacco products.
 - c. While campaigning for a political party, candidate, or cause.
 - d. As a non-approved representative of the District.

J. Personal Protective Equipment

During a field or clinical internship, a student will be working with real patients and under real job risk situations. The student will be taught and instructed on the need and proper use of personal protective equipment (PPE) for infection control and hazardous work environment mitigation. Students are to utilize all PPE as instructed and according to the internship environment. The student should verify with their instructor or preceptor what PPE is need and how to obtain it.



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K. Criteria for Course Completion / Graduation

- 1) Successful completion of this course requires adherence to course policies, maintaining a course average of 80 percent with a minimum score of 60 percent on each in-class examination, a minimum score of 75 on the course final examination, successfully demonstrating all required skills, and completion of required clinical experience internships.
 - If the candidate receives lower than an 80% on the exam, one retest will be allowed.
- 2) All certification classes outlined in the Course Curriculum must be successfully completed before the end of the program.
- 3) Successful completion of laboratory skills practice and skills performance validation.
- 4) All course hours, clinical and field internship rotations, and minimum practicum skills experiences must be completed to meet qualification for graduation of program.

Reference: Policy #2011 Graduation Requirements

L. Course Syllabus & Academic Calendar

Students will be provided a Course Syllabus that will include a course calendar outlining course work and examinations in accordance with the approved course curriculum.

M. National Registry Certification Requirements

National Registry of Emergency Medical Technicians certification requirements may be obtained at: <https://www.nremt.org/rwd/public/document/advancedemt>

N. Information on Scope of Practice

The National EMS Scope of Practice Model from the NHTSA's Office of EMS may be obtained at: <https://www.ems.gov/newsletter/may2019/EMS-scope-of-practice.html>



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PURPOSE

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

COURSE DESCRIPTION

Emergency Medical Services (EMS) offers an exciting and challenging health-care career for individuals interested in providing emergency care in the pre-hospital setting. The Paramedic functions as part of a comprehensive EMS response, under medical oversight. The Paramedic is a link from the scene to the emergency healthcare system. Paramedics perform interventions with basic and advanced level equipment typically found on an ambulance or rescue unit.

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the EMS system. The Paramedic will be educated and trained with the complex knowledge and skills necessary to provide patient care and transport at the advanced life support level.

The Paramedic Program is the education and training course that exceeds the minimum requirements of the National Standard Curriculum for the EMT-Paramedic from the National Highway Traffic Safety Administration. Students of the Paramedic Program will participate in over 1000 hours of instruction. In addition to classwork and laboratory skills practice, students will gain practice experience during field internship on an ambulance and clinical internship in a hospital.

The Paramedic Program will equip students to provide advanced life support care services in the pre-hospital setting. The student will be prepared to provide effective emergency pre-hospital care and continuing care during transport to a medical facility. Students will learn to assess a patient, develop differential diagnosis, and develop a treatment care plan.

Paramedic (EMT-P) licensure qualifies an individual for an entry-level position as an emergency care advance life support provider with ambulance services, first responder agencies, and other emergency services.

For further information review the Paramedic Course Syllabus.



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PROGRAM

A. Accreditation Agency

Bureau of Emergency Medical Services, Missouri Department of Health & Senior Services
The Missouri Bureau of EMS certification of accreditation as a training entity in accordance with Missouri RSMo 190 and 19 CSR 30-40.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
CAAHEP accredits programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The accreditation standards and guidelines are the minimum standards of quality used in accrediting programs that prepare individuals to enter the Emergency Medical Services professions.

B. Admission criteria

- 1) Be at least 18 years old.
- 2) Current National Registry of EMT certification as an Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT)

OR

Current licensure as an EMT-Basic or EMT-Intermediate by the Missouri Bureau of EMS.

- 3) Complete a background check without exclusion criteria before the first day of paramedic class.
- 4) Have signed *attestation* to verify immunizations that are required or declined.
- 5) Paid or made approved payment arrangements for tuition and course fees.

There will be no advanced placement offered for the Paramedic program.

- *Military members that hold different levels of medical training should consult the chain of command to help facilitate any civilian certifications before application to the program.*

C. Withdrawal & Refund

Withdrawal

Students withdrawing from a program are advised to contact the Program Director for an exit interview prior to withdrawing. At the exit interview the Program Director will establish requirements for returning to the program at a later date.

- a. Students who do not complete an exit interview must reapply to the program from the beginning, regardless of the students' progress in a prior course. No special considerations can or will be made for students who do not schedule and attend an exit interview.



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- b. Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, practical skills, or internship hours.
- c. JCAD has a two-attempt policy. This policy limits the number of times an individual may enroll into the Program to two (2) attempts.

Refund Policy:

- a. Refunds will only apply if the course is cancelled. VA Student refunds will follow the VA pro-rata refund policy.
- b. Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Course deposits and/or application fees are not refundable if the applicant admission is denied due to:
 - Failure of drug or alcohol screening
 - Failure of criminal background check
- c. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started as further explained in Withdrawal & Refund Policy.

D. Attendance Policy

Due to the high level of involvement necessary for success in the Paramedic Program, JCAD expects all students to understand that full attendance is expected in order to receive the full level of quality instruction. Students are expected to be present and on time for all class sessions, laboratory sessions as well as scheduled clinical and field internships.

Students of the paramedic program are expected to make arrangements in their personal and professional schedules to attend all class sessions, laboratory sessions as well as scheduled clinical and field internships.

The paramedic program will allow a total of three absences within the program. Any need for an extended absence should be consulted with the Program Director as feasible or possibility of withdrawal.

Some classes and training sessions are mandatory and may not be reschedule or made up.

If a student is unable to attend class or a scheduled internship shift they must notify the program lead instructor or assigned clinical/field internship coordinator as soon as possible, on each day of the absence and prior to the absence or late arrival

Students will be required to make-up course work, examinations, and clinical/field internship hours they are absent or tardy.

Excessive absences and/or habitual tardiness in the classroom or field/clinical internship setting will be grounds for dismissal from the program.

E. Grading & academic criteria

Students will receive a numerical grade. A grade of 80% or greater is required for course completion.



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Grade Scale:

98 to 100 percent	A+
94 to 97 percent	A
90 to 93 percent	A-
87 to 89 percent	B+
83 to 86 percent	B
80 to 82 percent	B-
77 to 79 percent	C+
75 to 76 percent	C
70 to 74 percent	C-
60 to 69 percent	F

F. Class Cancellation Policy

JCAD Training Center receives the right to cancel the paramedic program before the first of class. In this event, all tuition and fees will be returned to the student.

JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.

G. Appeal and Grievance Procedures

If a student has a grievance, the following procedure should be utilized with the goal of resolution of the problem, issue, or concern.

1. The student should first attempt to speak with and resolve the issue at the lowest administrative level. In most instances this will be the primary instructor of the course or program.

If the student is unable or unwilling to approach the instructor they may contact the Program Director for further consultation.

2. If the student is not able to resolve the grievance with the instructor, they may schedule an appointment with the Program Director as the Primary Administrative Officer.
3. If the student is not able to resolve the grievance with the Program Director they may schedule an appointment with the EMS Chief as a final step in the resolution process.

Reference: Policy #1070 Student Appeal & Grievance Policy

H. Health and Safety

Health & Illness

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.



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1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead instructor to notify them of the absence due to illness.
2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

Health, Safety, & Security

The JCAD education and training center is committed to providing a healthy, safe, and secure environment for its students, employees and visitors through the establishment of best practices that: 1) support a safe and secure environment at all JCAD facilities and grounds; 2) promote safety and emergency preparedness through policy and procedure development; 3) provide appropriate security measures at JCAD education events and activities, and 4) safeguard the JCAD property and assets.

Reference: Policy #	9000	Health, Safety, Security
	9001	Infection Control and Equipment Decontamination
	9002	Injury & Exposure Reporting
	9003	Fire & Emergency Evacuation
	9004	Inclement Weather and Storm Sheltering
	9005	Hostile Intruder / Active Violence
	9006	Criminal Activity

I. Uniforms and Professional Attire

- 1) JCAD Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.
- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - "Short" shorts.
 - Any clothing to exposes or reveals underwear.
 - Unsanitary body conditions
- 3) Students participating in a field or clinical internship are required to wear the assigned JCAD Paramedic Program uniform shirt and uniform components:



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- Uniform shirt (JCAD program logo)
- Black or navy-blue uniform pants
- Black slip resistant boots (clean and shined). Must have black laces.
- Black belt with silver color buckle.
- JCAD issued student name badge.

While in the lab, skills station, or the field or clinical internship setting the following restrictions are to be observed for infection control and safety:

- If hair is longer than collar length, it must be secured above collar.
 - No full beards. Facial hair must accommodate a half-face respirator seal.
 - No dangling or loose jewelry. No hoop earrings. No exposed facial jewelry.
 - Body-piercing jewelry must be covered or removed.
 - Rings on fingers must not have large stones or sharp edges/ points. Limit of one ring per hand.
 - Fingernails must be neat, trimmed, and clean. No artificial nails. No excessively long nails or sharp nails.
- 4) Students may not use or wear uniforms issue or purchased by Johnson County Ambulance District, displaying "Johnson County Ambulance District", Johnson County Ambulance District logo, or a uniform or clothing item that identifies you as a Johnson County Ambulance District student for any of the following reasons or situations:
- a. As part of a non-JCAD business or money-making endeavor.
 - b. While purchasing, serving, or possessing alcoholic or tobacco products.
 - c. While campaigning for a political party, candidate, or cause.
 - d. As a non-approved representative of the District.

J. Personal Protective Equipment

During a field or clinical internship, a student will be working with real patients and under real job risk situations. The student will be taught and instructed on the need and proper use of personal protective equipment (PPE) for infection control and hazardous work environment mitigation. Students are to utilize all PPE as instructed and according to the internship environment. The student should verify with their instructor or preceptor what PPE is need and how to obtain it.

K. Criteria for Course Completion / Graduation

- 1) Successful completion of this course requires adherence to course policies, maintaining a course average of 80 percent with a minimum score of 70 percent on each in-class examination, a minimum score of 75 on the course final examination (with a 70% or above one each section of the final), successfully demonstrating all required skills, and completion of required clinical experience internships. Students must complete all requirements for Semester 1 to be eligible for Semester 2
- If the candidate receives lower than an 80% on the exam, one retest will be allowed.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title: Paramedic Program

#: 2004

Effective Date: 06/02/2020

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- 2) All certification classes outlined in the Course Curriculum must be successfully completed before the end of the program.
- 3) Successful completion of laboratory skills practice and skills performance validation.
- 4) All course hours, clinical and field internship rotations, and minimum practicum skills experiences must be completed to meet qualification for graduation of program.

Reference: Policy #2011 Graduation Requirements

L. Course Syllabus & Academic Calendar

Students will be provided a Course Syllabus that will include a course calendar outlining course work and examinations in accordance with the approved course curriculum.

M. National Registry Certification Requirements

National Registry of Emergency Medical Technicians certification requirements may be obtained at: <https://www.nremt.org/rwd/public/document/paramedic>

N. Information on Scope of Practice

The National EMS Scope of Practice Model from the NHTSA's Office of EMS may be obtained at: <https://www.ems.gov/newsletter/may2019/EMS-scope-of-practice.html>



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Clinical & Field Internships

#: 2010

Effective Date: 06/02/2020

Previous Revision:

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PURPOSE

To prepare competent entry-level EMS Professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

DESCRIPTION

Clinical and field rotations are an essential component of the Johnson County Ambulance District's (JCAD) EMS education program. Each clinical and field rotation is intended to offer the student both a positive learning opportunity and real life, real patient care experiences. The primary purpose of the clinical and field rotation is to expose the student to patient assessment including the gathering of pertinent medical information and past medical history.

Clinical and Field Internships may be required for course completion as outlined in the Course Syllabus and in accordance with the approved course curriculum for the:

- EMT Program
- AEMT Program
- Paramedic Program
- Other advanced practice programs

Clinical and Field Internships may be available as an option for students to increase their clinical experience.

STANDARDS

A. General Standards

The practice of patients assessment, basic and advanced skills, and patient documentation are highly essential parts of clinical and field rotations. While on a clinical or field rotations:

1. Students are to display professional behavior and conduct while seeking out learning opportunities without interfering in the emergency care of patients or infringing on patient confidentiality.
2. Students must follow the direction and coaching of the clinical or field preceptor.
3. Students must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Although employers are free to compensate students for clinical and field rotations, students must function 100% of the time as a student or intern. Students are not to be substituted for paid personnel (you may not be a "student" while "on-duty").
4. Students participating in a field or clinical internship are required to wear the assigned JCAD Paramedic Program uniform shirt and uniform components:
 - Uniform shirt (JCAD program logo)
 - Black or navy-blue uniform pants
 - Black slip resistant boots (clean and shined). Must have black laces.
 - Black belt with silver color buckle.
 - JCAD issued student name badge.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Clinical & Field Internships

#: 2010

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5. While participating in a field or clinical internship setting the following restrictions are to be observed for infection control and safety:
- If hair is longer than collar length, it must be secured above collar.
 - No full beards. Facial hair must accommodate a half-face respirator seal.
 - No dangling or loose jewelry. No hoop earrings. No exposed facial jewelry.
 - Body-piercing jewelry must be covered or removed.
 - Rings on fingers must not have large stones or sharp edges/ points. Limit of one ring per hand.
 - Fingernails must be neat, trimmed, and clean. No artificial nails. No excessively long nails or sharp nails.

B. Attendance Policy

Students are expected to make arrangements in their personal and professional schedules to attend all scheduled clinical and field internships.

If a student is unable to attend a scheduled internship shift they must notify the program lead instructor or assigned clinical/field internship coordinator as soon as possible, on each day of the absence and prior to the absence or late arrival

Students will be required to make-up course clinical/field internship hours they are absent or tardy.

Excessive absences and/or habitual tardiness field/clinical internship setting will be grounds for dismissal from the program.

C. Health & Illness

Any student with a known or suspected contagious illness should not attend field/ clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend field/ clinical internship.
2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student in the field/ clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

D. Personal Protective Equipment

During a field or clinical internship, a student will be working with real patients and under real job risk situations. The student will be taught and instructed on the need and proper use of personal protective equipment (PPE) for infection control and hazardous work environment mitigation. Students are to utilize all PPE as instructed and according to the internship environment. The student should verify with their instructor or preceptor what PPE is need and how to obtain it.



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E. Criteria for Course Completion

To receive a course completion for the clinical and field internships component of each course, students must accomplish the following, by the designated date:

- 1) Complete the required number of clinical and field internship hours (including all required repeat or make-up rotations) as outlined in the Course Syllabus and in accordance with the approved course curriculum.
- 2) Complete all minimum patient encounters, team leads, and minimum numbers of skill performances as outlined in the Course Syllabus and in accordance with the approved course curriculum.
- 3) Perform assessments and interventions to the satisfaction of the preceptor, as documented on the clinical and patient encounter forms.

A student who receives an unsatisfactory evaluation during a field/ clinical rotation must repeat the rotation prior to the completion of the program.

F. HIPAA and Patient Privacy Training

Prior to the start of any Clinical or Field internship rotation, the student must complete training on the Health Insurance Portability and Accountability Act (HIPAA) and patient privacy standards.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title: Graduation Requirements

#: 2011

Effective Date: 06/30/2020

Previous Revision:

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PURPOSE

To ensure all requirements are met to allow the student to graduate from an EMS initial certification Program.

STANDARDS

A. Emergency Medical Responder (EMR) Program Graduation Requirements

The student shall have successfully completed the following:

- 1) 40 hours of lecture and skills practice
- 2) Successful skills performance validation
- 3) Minimum score of 70 on the course final examination

B. Emergency Medical Technician (EMT) Program Graduation Requirements

The student shall have successfully completed the following:

- 1) 120 hours of lecture and skills practice
- 2) Successful skills performance validation
- 3) 40 36 hours of clinical and field internship rotations.
- 4) 10 patient contacts
- 5) Successful completion of this course with final grade of at least 80 percent, a minimum score of 60 percent on each in-class examination, and a minimum score of 75 on the course final examination

C. Advanced Emergency Medical Technician (AEMT) Program Graduation Requirements

The student shall have successfully completed the following:

- 1) 190 hours of lecture and skills practice
- 2) Successful skills performance validation
- 3) 125 hours of clinical and field internship rotations.
- 4) Minimum practicum skills experiences on real patients during clinical or field internships:

Practicum Skill	Minimum Requirements
Patient Assessments – Adult (17 y.o. to 69 y.o.)	5
Patient Assessment – Geriatric (70 y.o or older)	5
Patient Assessments – Pediatric (16 y.o. or less)	2
ECG Interpretations	10
IV Cannulation	10
Medication Administrations (IV/ IO/ IM)	10
Medication Administrations (PO / Nasal)	5
Nebulized Medication Administrations	5

- 5) Successful completion of this course with final grade of at least 80 percent, a minimum score of 70 percent on each in-class examination, and a minimum score of 75 on the course final examination



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#: 2011

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D. Paramedic Program Graduation Requirements

The student shall have successfully completed the following:

- 1) 250 hours of lecture
- 2) 125 hours of laboratory skills practice and skills performance validation
- 3) 816 hours of clinical and field internship rotations.
- 4) Minimum practicum skills experiences on real patients during clinical or field internships will meet or exceed the COAEMSP set minimums.
 - Some real patient procedures may have to be substituted with high fidelity manikins when real life patient experiences are not available.
- 5) Successful completion of this course with final grade of at least 80 percent, a minimum score of 75 percent on JB Learning Exams, 70 percent on Platinum exams, and a minimum score of 75 on the course final examination

PROCEDURE

Students must use all required data collection methods Platinum to verify all hours and clinical thresholds have been completed.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Initial Education Program Uniform

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

Uniforms and Professional Attire

- 1) JCAD Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.
- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing. Any clothing that exposes or reveals underwear. "Short" shorts.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - Unsanitary body conditions
- 3) Students participating in a field or clinical internship are required to wear the assigned JCAD EMT Program uniform shirt and uniform components:
 - Uniform shirt (JCAD program logo)
 - Black or navy-blue uniform pants with black belt (silver color buckle)
 - Black slip resistant boots (clean and shined). Must have black laces.
 - JCAD issued student name badge.

While in the lab, skills station, or the field or clinical internship setting the following restrictions are to be observed for infection control and safety:

- If hair is longer than collar length, it must be secured above collar.
 - No full beards. Facial hair must accommodate a half-face respirator seal.
 - No dangling or loose jewelry. No hoop earrings. No exposed facial jewelry.
 - Body-piercing jewelry must be covered or removed.
 - Rings on fingers must not have large stones or sharp edges/ points. Limit of one ring per hand.
 - Fingernails must be neat, trimmed, and clean. No artificial nails. No excessively long nails or sharp nails.
- 4) Students may not use or wear uniforms issued or purchased by Johnson County Ambulance District, displaying "Johnson County Ambulance District", Johnson County Ambulance District logo, or a uniform or clothing item that identifies you as a Johnson County Ambulance District student for any of the following reasons or situations:
 - a. As part of a non-JCAD business or money-making endeavor.
 - b. While purchasing, serving, or possessing alcoholic or tobacco products.
 - c. While campaigning for a political party, candidate, or cause.
 - d. As a non-approved representative of the District.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: EMS Continuing Education Courses

#: 3000

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

Page 1 of 3

PURPOSE

To establish the standards for continuing education courses for EMS providers.

DEFINITION

Continuing education (CE) - is defined as: a course, activity, or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of EMS training as well as knowledge to enhance individual and system proficiency in the practice of prehospital emergency medical care.

ACCREDITATION AGENCY

Bureau of Emergency Medical Services, Missouri Department of Health & Senior Services

The Missouri Bureau of EMS certification of accreditation as a training entity in accordance with Missouri RSMo 190 and 19 CSR 30-40.

STANDARDS

A. CE Course Standards

- 1) All courses must have a lesson plan, course objectives, and meet the Training Center Records standards listed in Policy # 1013.
- 2) All instruction (lecture, skills demonstration, skills practice, and evaluations) must be conducted by a JCAD approved instructor.
- 3) At least 1/2 of the required CE hours must be received in an instructor-based format.
- 4) All courses must include a course examination or skills competency-based evaluation specific to the material covered by the course, class, or activity objectives.

Standardized courses which are nationally recognized (e.g. - ACLS, AHA courses, NAEMT courses) meet the requirements of a CE courses so long as they are conducted in accordance with the governing associations course and instruction standards

B. Activities not acceptable as CE:

- 1) Research activity, writing of positions papers, journal articles, or other published materials.
- 2) Committee work
- 3) Workplace orientation training that covers the employers policies and procedure.
- 4) Course not related to EMS operations, prehospital care, or patient care.
- 5) Courses for the lay public (public CPR, basic first aid, etc.)



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Title: EMS Continuing Education Courses

#: 3000

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C. Registration

All students of any education program or course must be registered in order to participate and receive a course completion. No certification or continuing education hours will be awarded unless the student was registered for the course or program.

D. Withdrawal & Refund

- 1) Students withdrawing from a course before completion will not receive a course completion or CE hours. Student who withdrawal must re-enroll and repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, or practical skills.
- 2) Registration deposits are non-refundable for withdraw of registration except for U.S. Armed Forces members who are unable to attend a course due to deployment or reassignment.
- 3) Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started.

E. Attendance Policy

Students of a CE course must be present for the entirety of the course. Students are expected to be present and on time for all class sessions, laboratory sessions, or skills practice.

F. Grading & Academic Criteria

Students will receive a numerical grade. A grade of 70% or greater is required for course completion.

Grade Scale:

98 to 100 percent	A+
94 to 97 percent	A
90 to 93 percent	A-
87 to 89 percent	B+
83 to 86 percent	B
80 to 82 percent	B-
77 to 79 percent	C+
75 to 76 percent	C
70 to 74 percent	C-
60 to 69 percent	F

G. Class Cancellation Policy

- 1) JCAD Training Center receives the right to cancel a course before the start of class. In this event, all tuition and fees will be returned to the student.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: EMS Continuing Education Courses

#: 3000

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- 2) JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.

H. Health and Safety

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead to notify them of the absence due to illness.
2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

I. Professional Attire

- 1) JCAD Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.
- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - "Short" shorts.
 - Any clothing to exposes or reveals underwear.
 - Unsanitary body conditions

J. Criteria for Course Completion and CE Hour Certification

- 1) Successful completion of this course requires adherence to course policies, a minimum score of 70 on the course final examination, and successfully demonstrating all required skills. If the candidate receives lower than a 70% on the exam, one retest will be allowed.
- 2) CE credits will only be issued to a participant upon successful passing of a written and/or skills competency-based evaluation specific to the material covered by the course, class, or activity objectives.
- 3) One continuing education unit (CEU) will be issued for each 50 minutes of class or training session.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Association Courses

#: 3001

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

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PURPOSE

To establish the standards for association courses conducted at the Johnson County Ambulance District Training & Education Center. .

EDUCATION COURSE ASSOCIATIONS:

1. American Heart Association (AHA)
 - Family & Friends CPR, Heartsaver CPR AED, & Heartsaver First Aid.
 - Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), & Pediatric Emergency Assessment Recognition & Stabilization (PEARS).
2. American Safety & Health Institute (ASHI) / Health & Safety Institute (HSI)
 - CPR & AED, Basic First Aid, Advanced Bleeding Control, & Advanced First Aid, & Wilderness First Aid.
 - Use of Epinephrine Auto-Injectors
 - Bloodborne Pathogens
 - Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), & Pediatric Advanced Life Support (PALS).
 - Emergency Medical Response (EMR)
3. National Association of EMT (NAEMT)
 - Prehospital Trauma Life Support (PHTLS)
 - Advanced Medical Life Support (AMLS)
 - Emergency Pediatric Care (EPC)
 - Geriatric Education for EMS (GEMS)
 - EMS Vehicle Operator Safety, EMS Safety, & Principles of Ethics and Personal Leadership
 - All Hazards Disaster Response
 - Psychological Trauma in EMS Patients
 - Tactical Emergency Casualty Care (TECC) & Tactical Combat Casualty Care (TCCC).
4. Other association or programs approved of use by the Program Director and Medical Director.

These association are independent entities from the JCAD Education and Training Center.

STANDARDS

A. Course Standards

1. The Training Center must use current association training materials in its courses and ensure that students have the most current course materials for use.
2. The Training Center will utilize and complete all association forms and documents (registration, sign-in logs, tests, and course evaluations).
3. The Training Center and all instructor will follow the association course lesson plans and course objectives.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Association Courses

#: 3001

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4. Supplemental information may be presented but not required or tested for course completion.
5. Only current and valid association & course instructors may teach (lecture, labs, or skills practice).
6. No Training Center instructor or affiliated individuals will misrepresent themselves as an association employee.

B. Registration

All students of any education program or course must be registered in order to participate and receive a course completion. No certification or continuing education hours will be awarded unless the student was registered for the course or program.

C. Withdrawal & Refund

- 1) Students withdrawing from a course before completion will not receive a course completion or CE hours. Student who withdrawal must re-enroll and repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, or practical skills.
- 2) Registration deposits are non-refundable for withdraw of registration except for U.S. Armed Forces members who are unable to attend a course due to deployment or reassignment.
- 3) Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started.

D. Attendance Policy

Students of a CE course must be present for the entirety of the course. Students are expected to be present and on time for all class sessions, laboratory sessions, or skills practice.

E. Class Cancellation Policy

- 1) JCAD Training Center receives the right to cancel a course before the start of class. In this event, all tuition and fees will be returned to the student.
- 2) JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.

F. Health and Safety

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead to notify them of the absence due to illness.



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2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

G. Professional Attire

- 1) JCAD Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.
- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - "Short" shorts.
 - Any clothing to exposes or reveals underwear.
 - Unsanitary body conditions

H. Criteria for Course Completion and Course Completion Cards

- 1) Standards for successful completion of this course are established by the governing association.
- 2) Only registered students who successfully complete a course will be issued a course completion card.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Public Education

#: 3010

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

Page 1 of 2

PURPOSE

To establish the standards for public education conducted by the Johnson County Ambulance District Training & Education Center. .

PUBLIC EDUCATION COURSES:

- Hands Only Compressions & Family & Friends CPR
- Stop the Bleed
- Babysitting Safety
- Opioid Overdose – Naloxone (Narcan) Administration
- Epinephrine Auto-Injector
- Bloodborne Pathogens
- Civilian Response to Active Shooter Event (CRASE)
- Public safety topic courses
- Other courses, programs, or presentation as approved for use by the Program Director.

STANDARDS

A. Course Standards

1. The Training Center will only present or teach accurate information supported by reference of a recognized EMS, healthcare, or safety association.
 - Information or materials not supported by a professional association reference must be approved by the Program Director and Medical Director.
2. All public education courses must be taught by a qualified and approved instructor.

B. Withdrawal & Refund

1. Students withdrawing from a course before completion will not receive a course completion card or certificate. Student who withdrawal must re-enroll and repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, or practical skills.
2. Registration deposits are non-refundable for withdraw of registration except for U.S. Armed Forces members who are unable to attend a course due to deployment or reassignment.
3. Course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Refund of course fees and deposits are not available once a student is enrolled and the course has started.

C. Attendance Policy

Students of a CE course must be present for the entirety of the course. Students are expected to be present and on time for all class sessions, laboratory sessions, or skills practice.



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Title: Public Education

#: 3010

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

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D. Class Cancellation Policy

- 1) JCAD Training Center receives the right to cancel a course before the start of class. In this event, all tuition and fees will be returned to the student.
- 2) JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.

E. Health and Safety

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead to notify them of the absence due to illness.
2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

F. Criteria for Course Completion and Course Completion Cards

- 1) Students who complete a course may be issued a course completion card or certificate.
 - 2) EMS CE hours will not be awarded for public education course completion or instruction.
- Large group or mass gathering instruction (such as hands only CPR) do not include a course completion card or certificate.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: Emergency Medical Dispatch Program

#: 4000

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

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PURPOSE

To prepare competent entry-level Emergency Medical Dispatcher (EMD) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

COURSE DESCRIPTION

Emergency Medical Dispatchers (EMD) function as part of a comprehensive EMS response system with standardized protocols. They are an important link within the 9-1-1 and emergency medical services system.

EMD utilized a systematic program of handling medical calls. Trained telecommunicators, using locally approved EMD protocols, quickly determine the nature and priority of the call, dispatch the appropriate response, then provide the caller instructions to help treat the patient until the responding EMS unit arrives. A comprehensive EMD program can reduce agency liability by providing thorough and consistent dispatch instructions and can help meet the growing public expectation that when citizens call 911, appropriate medical care will be provided as quickly as possible.

The EMD Program is the education and training course that exceeds the minimum requirements of the National Standard Curriculum for the EMR from the National Highway Traffic Safety Administration. Students of the EMD Program will participate in over 24 hours of instruction.

EMD certification qualifies an individual for an entry-level position as an EMD with 911 dispatch or medical call intake center.

PROGRAM

A. Accreditation Agency

Bureau of Emergency Medical Services, Missouri Department of Health & Senior Services

The Missouri Bureau of EMS certification of accreditation as a training entity in accordance with Missouri RSMo 190 and 19 CSR 30-40.

B. Admission criteria

- 1) Be 18 years old or older, or
Be at least 16 years and at least a senior in high school (completed the 11th grade).
- 2) Must have a current and valid professional level cardiopulmonary and AED course utilizing the American Heart Association standards.
- 3) Paid or made approved payment arrangements for tuition and course fees.



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Title: Emergency Medical Dispatch Program

#: 4000

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

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C. Withdrawal & Refund

Students withdrawing from a program are advised to contact the Program Director for an exit interview prior to withdrawing/ Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, or practical skills.

JCAD has a two-attempt policy. This policy limits the number of times an individual may enroll into the Program to two (2) attempts.

Registration deposits are non-refundable for withdraw of registration except for U.S. Armed Forces members who are unable to attend a course due to deployment or reassignment.

Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started.

D. Attendance Policy

Due to the high level of involvement necessary for success in the EMD Program, JCAD expects all students to understand that full attendance is expected in order to receive the full level of quality instruction. Students are expected to be present and on time for all class sessions. Students of the EMD Program are expected to make arrangements in their personal and professional schedules to attend all class sessions.

E. Grading & academic criteria

Students will receive a numerical grade. A grade of 80% or greater is required for course completion.

Grade Scale:

98 to 100 percent	A+
94 to 97 percent	A
90 to 93 percent	A-
87 to 89 percent	B+
83 to 86 percent	B
80 to 82 percent	B-
77 to 79 percent	C+
75 to 76 percent	C
70 to 74 percent	C-
60 to 69 percent	F

F. Class Cancellation Policy

JCAD Training Center receives the right to cancel the EMD program before the first of class. In this event, all tuition and fees will be returned to the student.

JCAD may cancel, delay start, or reschedule a class, due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.



**Johnson County Ambulance District
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Title: Emergency Medical Dispatch Program

#: 4000

Effective Date: 06/02/2020

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G. Appeal and Grievance Procedures

If a student has a grievance, the following procedure should be utilized with the goal of resolution of the problem, issue, or concern.

1. The student should first attempt to speak with and resolve the issue at the lowest administrative level. In most instances this will be the primary instructor of the course or program.

If the student is unable or unwilling to approach the instructor they may contact the Program Director for further consultation.

2. If the student is not able to resolve the grievance with the instructor, they may schedule an appointment with the Program Director as the Primary Administrative Officer.
3. If the student is not able to resolve the grievance with the Program Director they may schedule an appointment with the EMS Chief as a final step in the resolution process.

Reference: Policy #1070 Student Appeal & Grievance Policy

H. Health and Safety

Health & Illness

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead to notify them of the absence due to illness.
2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

Health, Safety, & Security

The JCAD education and training center is committed to providing a healthy, safe, and secure environment for its students, employees and visitors through the establishment of best practices that: 1) support a safe and secure environment at all JCAD facilities and grounds; 2) promote safety and emergency preparedness through policy and procedure development; 3) provide appropriate security measures at JCAD education events and activities, and 4) safeguard the JCAD property and assets.

Reference: Policy # 9000 Health, Safety, Security



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I. Professional Attire

- 1) Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.
- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - "Short" shorts.
 - Any clothing that exposes or reveals underwear.
 - Unsanitary body conditions

J. Criteria for Course Completion / Graduation

- 1) Successful completion of this course requires adherence to course policies, a minimum score of 70 on the course final examination, and successfully demonstrating all required skills.

If the candidate receives lower than a 70% on the exam, one retest will be allowed.
- 2) All certification classes outlined in the Course Curriculum must be successfully completed before the end of the program.

K. Course Syllabus & Academic Calendar

Students will be provided a Course Syllabus that will include a course calendar outlining course work and examinations in accordance with the approved course curriculum.

L. EMD National Standard Curriculum

The EMD National Standard Curriculum from the NHTSA's Office of EMS may be obtained at: <https://one.nhtsa.gov/people/injury/ems/Reorder%20files%20for%20CDRom1.htm>



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title: EMD Continuing Education Courses

#: 4001

Effective Date: 06/02/2020

Previous Revision: 08/01/2019

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PURPOSE

To establish the standards for continuing education of Emergency Medical Dispatch courses.

DEFINITION

Continuing education (CE) - is defined as: a course, activity, or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMD personnel with reinforcement of EMD training as well as knowledge to enhance individual and system proficiency in the practice of 911 emergency call taking, dispatch, and pre-arrival care.

ACCREDITATION AGENCY

Bureau of Emergency Medical Services, Missouri Department of Health & Senior Services

The Missouri Bureau of EMS certification of accreditation as a training entity in accordance with Missouri RSMo 190 and 19 CSR 30-40.

STANDARDS

A. CE Course Standards

- 1) All courses must have a lesson plan, course objectives, and meet the Training Center Records standards listed in Policy # 1013.
- 2) All instruction (lecture, skills demonstration, skills practice, and evaluations) must be conducted by a JCAD approved instructor.
- 3) At least 1/2 of the required CE hours must be received in an instructor-based format.
- 4) All courses must include a course examination or skills competency-based evaluation specific to the material covered by the course, class, or activity objectives.

Standardized courses which are nationally recognized (e.g. - ACLS, AHA courses, NAEMT courses) meet the requirements of a CE courses so long as they are conducted in accordance with the governing associations course and instruction standards

B. Registration

All students of any education program or course must be registered in order to participate and receive a course completion. No certification or continuing education hours will be awarded unless the student was registered for the course or program.

C. Withdrawal & Refund

- 1) Students withdrawing from a course before completion will not receive a course completion or CE hours. Student who withdrawal must re-enroll and repeat all aspects of the course. No credit will be given for previously passed examinations, instruction, or practical skills.



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Title: EMD Continuing Education Courses

#: 4001

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- 2) Registration deposits are non-refundable for withdraw of registration except for U.S. Armed Forces members who are unable to attend a course due to deployment or reassignment.
- 3) Tuition and course fees paid by an applicant shall be refunded if the applicant admission is rejected by JCAD before enrollment. Refund of tuition, course fees, and deposits are not available once a student is enrolled and the course has started.

D. Attendance Policy

Students of a CE course must be present for the entirety of the course. Students are expected to be present and on time for all class sessions, laboratory sessions, or skills practice.

E. Grading & Academic Criteria

Students will receive a numerical grade. A grade of 70% or greater is required for course completion.

Grade Scale:

98 to 100 percent	A+
94 to 97 percent	A
90 to 93 percent	A-
87 to 89 percent	B+
83 to 86 percent	B
80 to 82 percent	B-
77 to 79 percent	C+
75 to 76 percent	C
70 to 74 percent	C-
60 to 69 percent	F

F. Class Cancellation Policy

- 1) JCAD Training Center receives the right to cancel a course before the start of class. In this event, all tuition and fees will be returned to the student.
- 2) JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather, faculty illness, and other emergency events. Make up sessions will be scheduled.

G. Health and Safety

Any student with a known or suspected contagious illness should not attend class, a training session, or a clinical internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend class, a training session, or a clinical internship. They should contact the lead to notify them of the absence due to illness.



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2. A student out for an illness are not to return to the classroom or clinical environment until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student either in the classroom or in the clinical setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

H. Professional Attire

- 1) Students are required to dress in a professional manner at all times while in the classroom, lab, skills practice, and internship locations. Good personal hygiene is expected at all times.
- 2) Students will not be allowed to participate in the classroom or training sessions if attire and hygiene is unacceptable. The following is an example of inappropriate attire and/or appearance:
 - Clothing with derogatory, offensive, and/or lewd messages, words, or images.
 - Overly revealing or sexually provocative clothing.
 - Crop tops, tank tops, spaghetti straps, and clothing revealing midriff.
 - "Short" shorts.
 - Any clothing to exposes or reveals underwear.
 - Unsanitary body conditions

I. Criteria for Course Completion and CE Hour Certification

- 1) Successful completion of this course requires adherence to course policies, a minimum score of 70 on the course final examination, and successfully demonstrating all required skills. If the candidate receives lower than a 70% on the exam, one retest will be allowed.
- 2) CE credits will only be issued to a participant upon successful passing of a written and/or skills competency-based evaluation specific to the material covered by the course, class, or activity objectives.
- 3) One continuing education unit (CEU) will be issued for each 50 minutes of class or training session.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title: EMD EMS Field Internships

#: 4002

Effective Date: 06/02/2020

Previous Revision:

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PURPOSE

To allow Emergency Medical Dispatchers (EMD) the opportunity to gain experience through EMS field observation.

EMS Field rotations offer the EMD student both a positive learning opportunity and real-life EMS experiences.

STANDARDS

A. General Standards

1. Students are to display professional behavior and conduct while seeking out learning opportunities without interfering in the emergency care of patients or infringing on patient confidentiality.
2. Students must follow the direction and coaching of the clinical or field preceptor.
3. Students must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Although employers are free to compensate students for field rotations, students must function 100% of the time as a student or intern. Students are not to be substituted for paid personnel (you may not be a "student" while "on-duty").
4. Students participating in a field internship are required to wear appropriate uniform components:
 - Their agency uniform shirt or a solid color collared shirt without any logo.
 - Black, navy blue, or tan pants
 - Black slip resistant boots or shoes.
 - The agency issued name badge or a JCAD issued student name badge.
5. While participating in a field setting the following restrictions are to be observed for infection control and safety:
 - If hair is longer than collar length, it must be secured above collar.
 - No full beards. Facial hair must accommodate a half-face respirator seal.
 - No dangling or loose jewelry. No hoop earrings. No exposed facial jewelry.
 - Body-piercing jewelry must be covered or removed.
 - Rings on fingers must not have large stones or sharp edges/ points. Limit of one ring per hand.
 - Fingernails must be neat, trimmed, and clean. No artificial nails. No excessively long nails or sharp nails.

B. Attendance Policy

Students are expected to make arrangements in their personal and professional schedules to attend all scheduled field internships.

If a student is unable to attend a scheduled internship shift they must notify the program lead instructor or assigned clinical/field internship coordinator as soon as possible, on each day of the absence and prior to the absence or late arrival



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C. Health & Illness

Any student with a known or suspected contagious illness should not attend field internship.

1. A student with a fever above 100.9 F and/or other signs and symptoms of illness should not attend field/ clinical internship.
2. A student out for an illness are not to return to the classroom or field rotation until symptoms resolve and they are fever free for 24-hours without fever reducing medications.
3. Any injury that may impair the ability to perform as a student in the field setting should be reported to the program director as soon as possible. Certain situations may be review by the medical director for further advice and recommendations.

Reference: Policy #1026 Wellness Policy

D. Personal Protective Equipment

During a field internship, a student will be working with real patients and under real job risk situations. The student will be taught and instructed on the need and proper use of personal protective equipment (PPE) for infection control and hazardous work environment mitigation. Students are to utilize all PPE as instructed and according to the internship environment. The student should verify with their instructor or preceptor what PPE is need and how to obtain it.

E. HIPAA and Patient Privacy Training

Prior to the start of any field internship rotation, the student must complete training on the Health Insurance Portability and accountability Act (HIPAA) and patient privacy standards.



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Title/ Subject: Health, Safety, & Security

#: 9000

Effective Date: 06/01/2020

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PURPOSE

To maintain a healthy, safety, & secure environment in the education and training center.

SCOPE

This policy applies to employees, volunteers, members, contractors, consultants, students, visitors, and others at the Johnson County Ambulance District (JCAD) facilities, property, or events.

POLICY

The JCAD education and training center is committed to providing a healthy, safe, and secure environment for its students, employees and visitors through the establishment of best practices that: 1) support a safe and secure environment at all JCAD facilities and grounds; 2) promote safety and emergency preparedness through policy and procedure development; 3) provide appropriate security measures at JCAD education events and activities, and 4) safeguard the JCAD property and assets.

STANDARDS

1. Participation in most EMS education and training program or courses will require manual dexterity, the ability to lift an average adult body weight, and can be physically demanding. If a student has a previous heart condition, lifting restriction, back or thoracic conditions or has a disability, the student may not be allowed to participate fully and may not be eligible for course completion in some programs. Good mental and physical health is necessary for an individual to maintain the pace and physical demands that EMS education course and work as an EMS professional entail.

Students must disclose any prior health concerns or physical limitations to JCAD faculty and instructional staff to ensure all measures will be taken to ensure the safety of students, patients, and staff. When possible JCAD will make reasonable accommodations for student participation in accordance with ADA standards.
2. Student with health conditions or physical limitations are advised to consult their healthcare provider before enrolling in and engaging in EMS education courses.
3. Students are advised to be vaccinated against the Hepatitis B virus, influenza, and to have other immunization as outline in a course program guide.
4. All students will perform with due regard for personal safety as well as the safety of patients and others involved with patient care and laboratory skills. At no time will the student perform any act which they or the preceptor deems unsafe or that the student or preceptor feels is an inappropriate action for the student to take.
5. Many students work long hours in addition to EMS education course classroom and internship time. Students should be aware of the risks and monitor self for signs of fatigue. If a student believes they are unsafely fatigued, they should notify the course instructor or preceptor to arrange for rest and recovery.
6. Any student who has a contagious disease or illness should not participate in activities in the classroom, laboratory, or clinical setting.
7. Students and staff riding in a vehicle or ambulance must be seated with seat belts on when vehicle is in motion.



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8. No student is allowed to drive a JCAD vehicle or ambulance except for specified emergency vehicle operator courses / driving courses when under the direct supervision of a driving course instructor .

GUIDELINES

To prevent and minimizing the health or safety risks, all students are expected to work diligently to maintain safe and healthful conditions and to adhere to proper safe operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all students in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Reporting all injuries to faculty and seeking first aid, regardless of how minor;
3. Reporting unsafe conditions, equipment, or practices to faculty;
4. Using safety equipment provided and as instructed at all times;
5. Conscientiously observing all safety rules and regulations at all times;
6. Knowing the locations of all fire and safety exits;
7. Making certain all emergency equipment, such as fire extinguishers, alarms, and exit doors, is accessible at all times;
9. Avoiding horseplay and practical jokes which are prohibited;
10. Maintaining all equipment in good repair; and
11. Knowing and being familiar with all health and safety plans.

REFERENCE/ RESOURCE

Harassment/ Hazing/ Bullying Threatening Behavior	Policy #1020: Student Standards of Conduct & Policy #1021: Faculty Standards of Conduct
Drug & Alcohol	Policy #1023: Drug & Alcohol Policy
Firearms & Weapons	Policy #1025: Firearms & Weapons Policy
Health & Wellness	Policy #1026: Wellness Policy
Criminal Offender Background Checks	Policy #1029: Criminal Offender & Sex Offender Background Checks
Infection Control & Equipment Decontamination	Policy #9001: Infection Control & Equipment Decontamination
Injury & Exposure Reporting	Policy #9002: Injury & Exposure Reporting
Fire & Emergency Evacuation	Policy #9003: Fire & Emergency Evacuation
Inclement Weather	Policy #9004: Inclement Weather & Storm Sheltering
Hostile Intruder	Policy #9005: Hostile Intruder & Active Shooter
Criminal Activity	Policy #9006: Criminal Activity
Youth Protection	Policy #9007: Youth Protection



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Title/ Subject: Infection Control & Equipment Decontamination

#: 9001

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PURPOSE

To maintain a clean, healthy, & safe environment in the education and training center.

SCOPE

This policy applies to employees, volunteers, members, contractors, consultants, students, visitors, and others at the Johnson County Ambulance District (JCAD) facilities, property, or events.

POLICY

The JCAD education and training center is committed to providing a clean, healthy, & safe environment for its students, employees, and visitors through the establishment of infection control best practices.

I. STANDARDS – Instruction on Infection Control and Protective Practices

1. Faculty, instructors, and preceptors are responsible for providing instruction to students regarding safe and proper infection control practices and appropriate personal protective equipment for the lab, skill, or procedure being taught or practiced.
2. Students are responsible for paying close attention to a faculty, instructor, and preceptor's instruction to students regarding safe and proper infection control practices and appropriate personal protective equipment for the lab, skill, or procedure being taught or practiced. Students should ask clarifying questions and speak up if they do not understand.
3. Students shall follow the instruction and guidance of the faculty, instructor, and preceptor including proper use of personal protective equipment.

II. STANDARDS – Laboratory/ Skills Station Safety & Infection Control

1. During a laboratory or skills practice session no food or drinks may be brought into or consumed the lab or skills area.
2. After all labs or skills practice each student's work area must be left clean and sanitized.
3. Trash and waste must be disposed of in proper location.
 - Sharps must be placed in the appropriate sharps containers.
 - a. Any items contaminated with blood or body fluids must be placed in the appropriate biohazard container or bag.
4. All manikins, training equipment and supplies used will be properly cleaned and returned to assigned storage unit.

III. STANDARDS – Manikin Cleaning & Disinfection

Manikins will be cleaned and disinfected after each training session.

- Disposable lungs/ face-shields will be disposed of and replaced with new
- Removable faces and airway parts will be washed in warm soapy water, then immersed and soaked for 10 minutes in a sanitizing solution according to manufacturer instructions and approved disinfectant solution. Items will be rinsed, then air dried.
- Non-soakable and body surfaces will be wiped with an approved disinfectant solution.
- Manikin clothing will be removed and laundered. Manikin will be redressed with clothing.



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IV. STANDARDS – Training Equipment Cleaning & Disinfection

Training equipment will be cleaned and disinfected after each training session.

- Non-reusable supplies will be disposed of and replaced with new
- Soakable equipment and parts will be washed in warm soapy water, then immersed and soaked for 10 minutes in a sanitizing solution according to manufacturer instructions and approved disinfectant solution. Items will be rinsed, then air dried.
- Non-soakable equipment will be wiped with an approved disinfectant solution.

V. STANDARDS – Student Immunizations and Vaccinations

Students who will have contact with and engage in patient care are advised to have the following immunizations and vaccinations:

- HBV (Hepatitis B virus)
 - DPT (Diphtheria, pertussis & tetanus)
 - MMR (Measles, mumps, and rubella)
 - Varicella (Chickenpox)
 - Annual influenza vaccine (flu shot)
- and any other immunization as outlined in a course program guide.

VI. STANDARDS – Standard Precautions in Patient Care

Standard precautions are designed to reduce the risk of transmission of microorganism from both recognized and unrecognized sources of infection. Standard precautions should be followed for the care of all patients, regardless of the known diagnosis or presumed infectious status. Standard precautions apply to 1) blood; 2) all body fluids, secretions, and excretions; 3) non-intact skin; and 4) mucous membranes.

Students are to follow Standard Precautions to prevent contact with blood or other potentially infectious materials in all patient care environments. Treat all blood and other potentially infectious materials with appropriate precautions such as:

- 1) Use gloves, eye protection, masks, and gowns if blood or other potentially infectious material exposure is anticipated.
- 2) Use engineering and work practice controls to limit exposure.

VII. STANDARDS – Transmission-Based Precautions in Patient Care

Transmission-based precautions are recommendations to provide precautions beyond standard precautions to interrupt transmission of pathogens for patient with known or suspected contagious disease.

- Airborne Precautions used for infections spread in small particles in the air (chicken pox, tuberculosis, influenza, norovirus, coronavirus)
- Droplet Precautions used for infections spread in large droplets by coughing, talking, sneezing, and splashing of body fluids.
- Contact Precautions used for infections spread by direct contact with blood, body fluid, or other infectious materials. Also includes contact with surfaces and objects contaminated by infectious blood, body fluid, or other infectious materials.



**Johnson County Ambulance District
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Title/ Subject: Injury & Exposure Reporting

#: 9002

Effective Date: 06/01/2020

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PURPOSE

To provide guidance and direction in the event of an injury or exposure to a student of Johnson County Ambulance District (JCAD) education program or training course.

SCOPE

This policy applies to students of any JCAD education program or training course.

POLICY

Students of a JCAD education program or training course will follow policies and procedures of the clinical practicum site and of JCAD regarding issues related to injury and exposure and reporting.

STANDARDS

1. Students engaged in internships and clinical practice experiences are responsible to read, be familiar with, and follow, the policies and procedures of their clinical site(s) and of JCAD relating to infection control and reporting all injury, exposures to potential health and communicable disease.
2. JCAD follows the regulations and procedures set forth by the Missouri Department of Health & Senior Services regulation 19 CSR 20-20.060: Contact with Communicable Diseases by First Responders or Emergency Medical Person and Mortuary Personnel.
3. A student shall immediately notify their instructor or preceptor of any injury or potential exposure to a communicable disease, blood, or body fluid regardless of the severity.
Appropriate first aid and medical care will be provided or arranged.
4. The student will be directed and must complete an JCAD Accident & Exposure Report Form and in the case of potential communicable disease exposure a Communicable Disease Exposure Report from the Missouri Department of Health & Senior Services, Bureau of EMS.



**Johnson County Ambulance District
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Training & Education Center**

Title/ Subject: Fire & Emergency Evacuation

#: 9003

Effective Date: 06/01/2020

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PURPOSE

To provide guidance and direction in the event of a fire or other need for emergency evacuation of the education and training center.

SCOPE

This policy applies to employees, volunteers, members, contractors, consultants, students, visitors, and others at the Johnson County Ambulance District (JCAD) facilities, property, or events.

STANDARDS

- A. All staff and students are responsible to be familiar with the location of emergency exits, fire extinguishers, and fire alarm pull stations.
- B. All emergency exit doors, fire extinguisher cabinets, and fire alarm pull stations must be free of obstacles at all times. A fire exit door shall never be locked or blocked in such a way to impede egress.
- C. In the event of a fire, suspension of fire, activation of fire alarm, or other incidents where occupancy of the facility is unsafe, evacuation to safe and secure location will occur.

PROCEDURES

- A. Emergency Evacuation
 - 1. If evacuation is indicated or instructed all occupants of the facility will be directed to exit the facility by the closest, safe egress and exit door. Once outside students and staff are to move to a safe and secure location away from the facility. Call 911 to report the emergency situation after evacuation and a safe location is found.
 - 2. Once outside the facility faculty / instructor will account for all students and staff and direct them to a safe and secure location. During inclement weather or adverse weather conditions move to a local public or commercial facility within walking distance to seek shelter.
 - 3. Do not re-enter the facility until an all clear and safe announcement has been made.
- B. Fire Alarm Activation (at the JCAD Training Facility)
 - 1. In case of a fire or other need for emergency evacuation fire alarm pull stations are located at the emergency exit locations. Pull/ activate the alarm as your exit the facility.
- C. Fire Extinguisher Use
 - 1. In case of a small fire and you are appropriately training to do so, utilize the closest available fire extinguisher to extinguish the fire.
 - 2. If it is unsafe, do not attempt to extinguish the fire and evacuation to safety.
 - 3. Fire Extinguisher Procedure: P.A.S.S.



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#: 9003

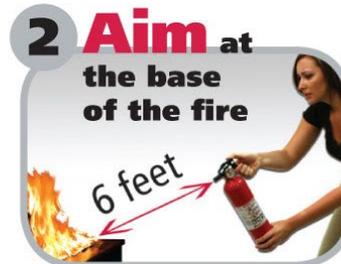
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HOW TO USE A FIRE EXTINGUISHER

Remember the Phrase **PASS**





**Johnson County Ambulance District
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Training & Education Center**

Title/ Subject: Inclement Weather & Storm Sheltering

#: 9004

Effective Date: 06/01/2020

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PURPOSE

To provide guidance and direction in the event of inclement weather and the need for storm sheltering at the education and training center.

SCOPE

This policy applies to employees, volunteers, members, contractors, consultants, students, visitors, and others at the Johnson County Ambulance District (JCAD) facilities, property, or events.

STANDARDS

JCAD may cancel, delay start, or reschedule a class, training, or scheduled internship due to adverse weather and/or unsafe road conditions.

PROCEDURES

A. Class cancelation, delay start, or reschedule notification

If a class is cancelled, delay start or reschedule, all students will be notified as soon as reasonable and possible. This may be through group messaging such as email, text messages, and other messaging services.

B. Emergency Storm Shelter Procedures

- A Severe Thunderstorm Warning is an alert warning that severe thunderstorms are imminent or occurring in the area.
- A Tornado Watch is an alert when weather conditions are considered favorable for the development of a tornado.
- A Tornado Warning alert when a tornado has been sighted or identified by radar in the area.

If a Tornado Warning or Severe Thunderstorm Warning with immediate take shelter warning is issued, JCAD instructors and staff will direct all students and visitors to take shelter in a central location of the facility without windows.

All staff, students, and visitors will remain in shelter location until an "All Clear" has been issued.



**Johnson County Ambulance District
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Title/ Subject: Hostile Intruder / Active Violence

#: 9005

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To provide guidance and direction in the event of an armed hostile intruder, active violence, or active shooter incident at the education and training center.

SCOPE

This policy applies to employees, volunteers, members, contractors, consultants, students, visitors, and others at the Johnson County Ambulance District (JCAD) facilities, property, or events.

DEFINITION / DESCRIPTIONS

A Hostile Intruder or Active Shooter is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, hostile intruders use firearms(s) and there is no pattern or method to their selection of victims. However, hostile intruders can also use other weapons and methods of harm including knives, blades, bombs, fire, or other devices. Hostile intruder situations are unpredictable and evolve quickly.

Active Violence refers to an incident of aggression and physical attack by one person to another. This can include the fighting, physical assault, and/or the use of weapons.

EMERGENCY PROCEDURES

A. If you hear gun shots fired or if you witness an armed person threatening, shooting, or harming people, immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the "RUN, HIDE, or FIGHT" protocol.

1. **RUN:** Exit the area moving away from the danger. If possible exit the facility and move to a safe and secure location.
 - Flee to safety regardless of whether others agree to follow
 - Use any means of escape including doors, fire exits, or breaking out a window.
 - Leave your belongings or anything that can slow you down
 - Help others escape if possible
 - Do not attempt to move the wounded
 - Keep your hands visible especially if you encounter law enforcement officers
 - Call 911 when you are safe

2. **HIDE:** If you cannot safely exit the area:
 - Hide in an area out of the attacker(s)
 - Lock and barricade doors
 - Turn off lights, close blinds, block windows, and silence any electronic devices that make noise (cell phones, radios, pagers, etc.)
 - Keep calm and stay quiet.
 - Take adequate cover/protection behind concrete walls, thick desks, filing cabinets. Stay low – on the floor
 - Place signs in exterior windows to identify location of injured persons.
 - Call 911 when it is safe to do so.



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3. **FIGHT:** If you cannot flee or hide, fight to protect yourself and others. You have the right to defend your life.

- Act and fight back with as much aggression and physical force as possible.
- Use anything available to use as a weapon. Attempt to incapacitate the attacker with any and all objects that you may have in your immediate area.
- Do not stop fighting until the attacker is incapacitated or killed.

Pleading or negotiating does not work. You must do everything possible to protect yourself.

- B. If you are experiencing active violence (being attacked), take reasonable actions to protect yourself and stop the attack. Immediately report the incident to a staff member.
- C. If you observe or witness active violence (someone being attacked), take reasonable actions to stop the attacked but do not put yourself in danger. Do not become a victim. Immediately report the situation to a staff member or call 911 to request law enforcement.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Criminal Activity

#: 9006

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To provide guidance and direction if criminal activity occurs or is reports at the education and training center.

SCOPE

This policy applies to employees, volunteers, members, contractors, consultants, students, and visitors.

POLICY

The Johnson County Ambulance District (JCAD) will not tolerate any criminal activity on JCAD property, facility, or at a JCAD sponsored event.

STANDARDS

- A. All emergencies, criminal complaints, and safety concerns can be reported to the Lead Instructor or Program Direct by any staff or student.
- B. Students, faculty, and staff are encouraged to report all incidents or circumstances that threaten the safety and security at the education and training center or any other off-campus sponsored event..
- C. Any crime or suspicion of a crime must be immediately reported to the Lead Instructor and/or Program Director. The City of Warrensburg Police Department will be notified to report the incident.



**Johnson County Ambulance District
Policy & Procedure
Training & Education Center**

Title/ Subject: Youth Protection

#: 9007

Effective Date: 06/01/2020

Previous Revision:

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PURPOSE

To establish the policy and standards for the safety and well-being of youth participating education and training at the Johnson County Ambulance District (JCAD).

SCOPE

This policy applies to employees, volunteers, members, contractors, consultants, students, and visitors.

DEFINITION

For the purpose of this policy and standards, Youth shall include any student under the age of 18 years old or any student who is currently a student attending a pre-school/ kindergarten to 12th grade school.

POLICY

All faculty, instructors, employees, staff, and students must abide by these safeguards at all times.

STANDARDS

1. Only registered students may attend at class or participate in a training event.
2. All JCAD employees, including faculty and staff, must submit and be cleared by a criminal background check. Convictions for any offense reasonably related to the qualifications, functions, or duties of the job for any offense involving fraud, dishonesty, an act of violence, child abuse, or for any offense involving moral turpitude may be grounds to preclude employment.
3. All JCAD faculty, instructors, and staff must complete a “youth protection” training program approved by the Program Director before approval to teach, lead, or instructor a class or training event with Youth students.
4. Two employee faculty/ instructors are required at all education and training activities involving youth.
 - One-on-one contact between adult faculty and Youth student members is prohibited both inside and outside of a JCAD training course or event.
5. Private online communications (texting, phone calls, chat, IM, etc.) with a Youth student must include another JCAD faculty/ instructor and the Youth student’s parent or guardian.
6. Communication by way of social media (Facebook, Snapchat, Twitter, etc.) with a Youth student must include another JCAD faculty/ instructor and the Youth student’s parent or guardian.
7. All JCAD faculty, instructors, and staff are responsible for monitoring the actions and behaviors of other JCAD faculty, instructors, and staff and intervening when necessary.

All violations or reports of violations to this policy and standards are to be immediately reported to the Program Director or Administrative Chief.

8. All JCAD faculty, instructors, and staff are mandatory reporters for child abuse and neglect. Is concern or suspicion of child abuse or neglect, a report must be made to the Missouri Department of Social Services hotline at 1-800-392-3738.

This reporting duty cannot be delegated to any other person.



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Title/ Subject: Youth Protection

#: 9007

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DISCIPLINE PROCEDURES

The following procedures must be followed when discipline of a Youth Student is necessary:

- 1) Always be a professional and treat all with respect and dignity.
- 2) When correction is necessary utilize positive re-direction and re-instruction as a first attempt.
- 3) If criticism or reprimand is necessary, take student aside (in view of or with another instructor) to provide counseling on the inappropriate behavior and expectations.
- 4) If inappropriate behavior continues, contact the school official or parent/ guardian to discuss the students behavior and necessary correction.
- 5) If a student's inappropriate behavior continues or if behavior is creating an unsafe environment, dismiss the student. Contact the school official or parent/ guardian to remove the student.

Immediately notify the Program Director if a dismissal is necessary.

- Corporal punishment is never permitted.
- Disciplinary activities involving isolation, humiliation, or ridicule are prohibited.
- Physical contact with a student is prohibited except when necessary to protect the student or others from immediate harm or danger.



Johnson County Ambulance District Policy & Procedure Training & Education Center

Title/ Subject: Faculty and Instructional Staff

#: 1002

Effective Date: 02/01/2024

Previous Revision: 06/01/2020

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PURPOSE

To Provide faculty with a guide on how to perform their duties, responsibilities, and actions as representatives of the Johnson County Ambulance district.

Mission

To serve our community by delivering the highest quality healthcare, ambulance service, and education.

Vision

To preserve life, improve health, promote safety, share knowledge, to prepare others, and equip our students with the knowledge and resources to succeed.

Program Goals

A. Public Education Goals

To preserve life, improve health, and promote safety in the community through effective public education.

B. Education Program Goals

The following goals apply to all education programs and training courses:

1. To provide education programs that prepare EMS professionals to succeed.
2. To enroll qualified individuals who successfully complete our programs, pass certification examinations, secure employment in their chosen profession, and succeed as professionals.
3. To graduate students who demonstrate clinical competence and performance required for entry-level practitioners.
4. To graduate students who think critically, problem-solve, communicate effectively, and engage in professional development and life-long learning.

C. Emergency Medical Responder (EMR) Program Goals

To prepare competent entry-level Emergency Medical Responders in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

D. Emergency Medical Technician (EMT) Program Goals

To prepare competent entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

E. Advanced Emergency Medical Technician (AEMT) Program Goals

To prepare competent entry-level Advanced Emergency Medical Responders in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

F. Paramedic Program Goals

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and or Emergency Medical Responder levels.



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G. EMS Continuing Education

1. To provide educational courses and training the assist EMS professionals to maintain, develop or increase the knowledge, skills, and professional performance.
2. To provide educational courses and training that assists EMS professionals obtain the necessary continuing education units/ hours to maintain state licensure and/or National Registry of EMT certification.

STANDARDS

I. Faculty and Instructional Staff

A. Program Director

- a. **Responsibilities:** The Program Director is responsible for the management and coordination of all aspects of the EMS training center and education programs. This shall include:
 - 1) the administration, organization, and supervisor of the educational programs,
 - 2) the continuous quality review and improvement of the educational programs,
 - 3) short- and long-range planning and ongoing development of the programs,
 - 4) cooperative involvement with the medical director,
 - 5) ensuring appropriate orientation, training, and supervision of clinical and field internship preceptors,
 - 6) the supervision of faculty and instructional staff to ensure effectiveness and quality of performance and fulfillment of responsibilities, and
 - 7) may serve as Lead Instructor of an EMS education program or course.
- b. **Qualifications:** The Program Director must:
 - 1) have education, training and experience as a Paramedic, Registered Nurse (RN), or other advanced medical care provider,
 - 2) have field experience in the delivery of out-of-hospital emergency care,
 - 3) be knowledge about methods of instruction, testing, and evaluation of students,
 - 4) meet and maintain the qualifications of an EMS Instructor,
 - 5) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice, and
 - 6) possess a minimum of a bachelor's degree from an institution of higher education accredited by an institutional accrediting agency that is recognized by the US Department of Education.

B. Medical Director

- a. **Responsibilities:** The Medical Director is responsible medical oversight of the education programs and will be responsible for the review and approval of educational content of the EMS training entity programs. This shall include:



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- 1) review and approve the educational content of the educational program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed prehospital and emergency care practice,
- 2) review and approve the required minimum numbers for each of the required patient contacts and procedures listed in the specified program standards,
- 3) review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship,
- 4) review the progress of students throughout the program (EMT, Advanced EMT, and Paramedic), and assist in the determination of appropriate corrective measures in cases of adverse outcomes, failing academic performance, and disciplinary action,
- 5) ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,
- 6) engage in cooperative involvement with the Program Director and Lead Instructors.
- 7) ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician serving as an associate medical director or adjunct instructor, and
- 8) ensure educational interaction and mentorship of physicians with students.

b. Qualifications: The Medical Directors must:

- 1) be a Missouri licensed physician with qualifications meeting the requirements set forth in 19 CFR 30-40.303,
- 2) be a physician with experience and current knowledge of emergency care of acutely ill and injured patients,
- 3) have training and experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
- 4) be an active member of the local medical community participating in professional activities related to out-of-hospital care or be an active EMS service medical director,
- 5) be knowledgeable about the education of EMS professionals, including professional, legislative, and regulatory issues regarding the education of EMS professionals, and
- 6) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

C. Associate Medical Director

- a. **Responsibilities:** An Associate Medical Director is responsible to fulfill the responsibilities as delegated by the program Medical Director.



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b. Qualifications: The Medical Directors must:

- 1) be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients,
- 2) have training and experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
- 3) be knowledgeable about the education of EMS professionals, including professional, legislative, and regulatory issues regarding the education of EMS professionals, and
- 4) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

D. Lead Instructor

a. Responsibilities: The Lead Instructor is an EMS Instructor approved and assigned by the Program Director to be responsible as the primary faculty member of a specific program or course. Responsibilities include:

- 1) instruction/ teaching of the EMS program curriculum,
- 2) oversight of the quality of instruction provided,
- 3) developing, assessing, and remediating student performance,
- 4) developing and writing learning objectives and lesson plans,
- 5) delivery of didactic content,
- 6) development and administering learning evaluation measures,
- 7) ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains, and supervisor of instruction staff including assistant instructors, skills instructors, adjunct instructors, and preceptors.
- 8) Function as clinical coordinator for course they are lead on.

b. Qualifications:

- 1) be knowledgeable in course content and effective in teaching assigned subjects, and capable through academic preparation, training, and experience to teach the courses or topics assigned,
- 2) have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/ certification than the EMS course being taught.
- 3) meet and maintain the qualifications of an EMS Instructor,
- 4) teaching experience to deliver content, skills instruction, testing, and evaluation of students, and remediation,
- 5) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice, and
- 6) if serving as Lead Instructor for an initial Paramedic course; possess a minimum of an associate degree from an institution of higher education accredited by an



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institutional accrediting agency that is recognized by the US Department of Education.

E. Assistant Instructor

- a. **Responsibilities:** An Assistant Instructor is an EMS Instructor approved and assigned by the Program Director to assist the Lead Instructor in the instruction and supervision of a specific program or course. Responsibilities include:
- 1) instruction/ teaching of the EMS program curriculum,
 - 2) developing, assessing, and remediating student performance,
 - 3) assisting in the development and writing of learning objectives and lesson plans,
 - 4) delivery of didactic content,
 - 5) assisting in the administering of learning evaluation measures, and
 - 6) assisting to ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
- b. **Qualifications:**
- 1) be knowledgeable in course content and effective in teaching assigned subjects, and capable through academic preparation, training, and experience to teach the courses or topics assigned,
 - 2) have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/ certification than the EMS course being taught.
 - 3) meet and maintain the qualifications of an EMS Instructor,
 - 4) teaching experience to deliver content, skills instruction, testing, and evaluation of students, and remediation, and
 - 5) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

F. Skills Instructor

- a. **Responsibilities:** A Skills Instructor is a Basic, Advanced, or EMS Instructor approved and assigned by the Program Director to assist the Lead Instructor in the instruction of procedures and skills. Responsibilities include:
- 1) instruction/ teaching of the specific skills and procedures,
 - 2) developing, assessing, and remediating student performance,
 - 3) assisting in the administering of learning evaluation measures, and
 - 4) assisting to ensure the competence of each graduate of the program in the cognitive and psychomotor domains.
- b. **Qualifications:**
- 1) be knowledgeable in skills performance and effective in teaching assigned skills and procedures, and capable through academic preparation, training, and experience instructor the skills and procedures assigned,
 - 2) have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/ certification than the EMS course being taught,
 - For EMR program at least education, training, and experience as an EMT



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- For EMT program at least education, training, and experience as an EMT, Advanced EMT, or Paramedic.
 - For Advanced EMT program at least education, training, and experience as an Advanced EMT, Paramedic, or RN
 - For Paramedic program at least education, training and experience as a Paramedic, RN, or physician.
- 3) meet and maintain the qualifications of a Basic Instructor, Advanced Instructor, or EMS Instructor,
 - 4) teaching experience to deliver content, skills instruction, testing, and evaluation of students, and remediation, and
 - 5) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

G. Adjunct Instructor

- a. **Responsibilities:** An Adjunct Instructor is a professional or instructor with expertise on a specific topic or subject matter. approved and assigned by the Program Director to assist the Lead Instructor in the instruction and supervision of a specific program or course. Responsibilities include:
 - 1) instruction/ teaching of the specified curriculum or subject,
 - 2) developing, assessing, and remediating student performance,
 - 3) development and writing of learning objectives and lesson plans,
 - 4) delivery of didactic content,
- b. **Qualifications:**
 - 1) be knowledgeable in course content and effective in teaching assigned subjects matter,
 - 2) have education, training, and experience in the assigned subject matter, and
 - 3) teaching experience to deliver subject matter content.

Documentation supporting the adjunct instructor's qualifications to instruct the specified topic must be preapproved by the Program Director or Medical Director.

H. Internship Coordinator

- a. **Responsibilities:** An Internship Coordinator assist the Program Director and Lead Instructor in the administrative tasks of scheduling and coordinating student internships in clinical and field settings. Responsibilities include:
 - 1) facilitate student learning by assisting students to secure appropriate internships to enhance overall academic and clinical experience and learn essential clinical skills,
 - 2) support and maintain partnerships with EMS agencies and hospitals to support student opportunities for field and clinical internships,
 - 3) provide oversight to ensure the academic and clinical quality and integrity of field and clinical internships,
 - 4) conduct site visits to evaluate quality, safety, and effectiveness of field and clinical internships,



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- 5) supervise student activity and behavior while engaged in field and clinical internships, and
 - 6) assisting to ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
- b. **Qualifications:**
- 1) demonstrate the ability to organize and work independently as a leader and as part of a team,
 - 2) exhibit excellent communications skills and possess strong problem-solving skills,
 - 3) have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/ certification than the EMS course being taught,
 - For EMR program at least education, training, and experience as an EMT
 - For EMT program at least education, training, and experience as an EMT, Advanced EMT, or Paramedic.
 - For Advanced EMT program at least education, training, and experience as an Advanced EMT, Paramedic, or RN
 - For Paramedic program at least education, training and experience as a Paramedic, RN, or physician.
 - 4) meet and maintain the qualifications of an EMS Instructor,
 - 5) teaching experience to deliver content, skills instruction, testing, and evaluation of students, and remediation, and
 - 6) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.

II. Instructor Qualification and Levels

A. EMS Instructor

- a. **Responsibilities:** An EMS Instructor is knowledgeable and competent in the methods and techniques for providing initial and continuing EMS education.

The EMS Instructor is knowledgeable in:

- EMS course content and practical skills;
- EMS course planning, coordination, and delivery;
- effective teaching strategies specific to assigned topics or course; and
- methods of student evaluation and counseling.

The EMS Instructor is capable of:

- teaching at the EMS provider level being taught;
- meeting the learning needs of the students;
- meeting the learning objectives for the course content material; and
- developing, assessing, and remediating student performance.

- b. **Qualifications:**



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- 1) be state licensed and have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/certification than the EMS course being taught,
 - For EMR program at least education, training, and experience as an EMT
 - For EMT program at least education, training, and experience as an EMT, Advanced EMT, or Paramedic.
 - For Advanced EMT program at least education, training, and experience as an Advanced EMT, Paramedic, or RN
 - For Paramedic program at least education, training and experience as a Paramedic, RN, or physician.
- 2) Completed a qualified EMS Instructor course. Recognized qualified EMS Instructor courses include:
 - (1) A 40-hour EMS educator course based upon the 2002 U.S. Department of Transportation curriculum for EMS Instructors taught by a state licensed training entity or higher educational institution (college or university); or
 - (2) National Association of EMS Educators – EMS Instructor Course 1; or
 - (3) Fire Instructor I & II.

B. Advanced Instructor

- a. **Responsibilities:** An Advanced Instructor is knowledgeable and competent in the methods and techniques for providing instruction of a certification course content and skills.

The Advanced Instructor is knowledgeable in:

- course content and practical skills;
- course planning, coordination, and delivery;
- effective teaching strategies specific to assigned topics or course; and
- methods of student evaluation and counseling.

The Advanced Instructor is capable of:

- teaching at the student or provider level being taught;
- meeting the learning needs of the students;
- meeting the learning objectives for the course content material; and
- developing, assessing, and remediating student performance.

- b. **Qualifications:**

Completed and maintain active certification as an instructor for the specified course(s). This includes:

- (1) American Heart Association (AHA) Instructor for at least one of the following:
 - Advanced Cardiac Life Support (ACLS)
 - Pediatric Advanced Life Support (PALS)

and/or

- (2) National Association of EMT (NAEMT) Instructor for at least one of the following:



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- Prehospital Trauma Life Support (PHTLS) Advanced Medical Life Support (AMLS)
- Emergency Pediatric Care (EPC)
- Geriatric Education for EMS (GEMS)
- Tactical Emergency Casualty Care (TECC)
- Tactical Emergency Casualty Care for Law Enforcement Officers (TECC-LEO)
- Tactical Combat Casualty Care (TCCC)?
- Emergency Vehicle Operator Safety (EVOS)

C. Basic Instructor

- a. **Responsibilities:** A Basic Instructor is knowledgeable and competent in the methods and techniques for providing instruction of the certification course content and skills.

The Basic Instructor is knowledgeable in:

- course content and practical skills;
- course planning, coordination, and delivery;
- effective teaching strategies specific to assigned topics or course; and
- methods of student evaluation and counseling.

The Basic Instructor is capable of:

- teaching at the student or provider level being taught;
- meeting the and needs of the students;
- meeting the learning objectives for the course content material; and
- developing, assessing, and remediating student performance.

- b. **Qualifications:**

Completed and maintain active certification as an instructor for the specified course(s). This includes:

- (1) American Heart Association (AHA) Instructor for at least one of the following:
- CPR, Heartsaver, and Basic Life Support (BLS)
 - First Aid
 - Bloodborne Pathogens

and/or

- (2) National Association of EMT (NAEMT) Instructor for at least one of the following:
- Bleeding Control Course (BCON)
 - EMS Safety?
 - EMS Vehicle Operator Safety (EVOS)
 - All Hazards Disaster Response (AHDR)?
 - Principles of Ethics and Personal Leadership? (PEPL)
 - Psychological Trauma in EMS Patients (PTEP)



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and/or

(3) American Health & Safety Institute (ASHI) Instructor for at least one of the following:

- Advanced Bleeding Control
- Basic and/or Advanced First Aid
- Wilderness First Aid
- CPR & AED and Basic Life Support (BLS)
- Bloodborne Pathogens
- Emergency Medical Response (EMR)

and/or

(4) American College of Surgeons

- Stop the Bleed / B-Con

III. Internship Preceptors

A. Clinical Internship Preceptor

a. **Role and Responsibilities:** A Clinical Internship Preceptor is a qualified healthcare provider working for an approved Clinical Internship Affiliate Hospital and assigned to an EMS student to provide preceptorship. The Clinical Internship Preceptor is responsible for the direct supervision and evaluation of the student during the clinical internship. At all times, the Clinical Internship Preceptor will directly supervise the actions and activities of the intern during patient care. Responsibilities include:

- 1) supervise student activity and behavior while engaged in clinical internship to ensure the safety of the student and patients,
- 2) mentorship, coaching, and instruction of the student to enhance overall academic and clinical experience and learn essential clinical skills, and
- 3) developing, assessing, and remediating student clinical performance.

b. Qualifications:

Have education, training, and experience as a healthcare provider for the clinical area of the internship.

- For the emergency department and trauma center at least a Paramedic, Registered Nurse (RN), Physician's Assistant (PA), Nurse Practitioner (NP), or physician.
- For Intensive Care Unit (ICU), Surgical ICU, Cardiac Care Unit (CCU), Labor & Delivery (L&D), Pediatric Care Units, Cath Lab, and/or Burn Unit internship at least a Registered Nurse (RN), Physician's Assistant (PA), Nurse Practitioner (NP), or physician.
- For surgical and operating room internship at least a Registered Nurse (RN), nurse anesthetist (CRNA), Physician's Assistant (PA), Nurse Practitioner (NP), or physician.
- For respiratory therapy internship at least a Registered Nurse (RN), respiratory therapist, Physician's Assistant (PA), Nurse Practitioner (NP), or physician.



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- For laboratory or phlebotomy internship at least Paramedic, Registered Nurse (RN), laboratory technician, or phlebotomist.
- For radiology internship at least a Registered Nurse (RN), radiology technician, or physician.
- For psychiatric or behavioral health internship at least a Registered Nurse (RN), clinical counselor, psychologist, or physician.

B. Field Internship Preceptor

- b. **Role and Responsibilities:** A Field Internship Preceptor is a qualified EMS provider working for an approved Field Internship Affiliate EMS Agency and assigned to an EMS student to provide preceptorship. The Field Internship Preceptor is responsible for the direct supervision and evaluation of the student during the field internship. At all times, the Field Internship Preceptor will directly supervise the actions and activities of the intern during operational response and patient care. Responsibilities include:
- 1) supervise student activity and behavior while engaged in field internship to ensure the safety of the student and patients,
 - 2) mentorship, coaching, and instruction of the student to enhance overall academic and clinical experience and learn essential clinical skills, and
 - 3) developing, assessing, and remediating student performance.
- b. **Qualifications:**
- 1) be state licensed and have education, training, and experience as an out-of-hospital care provider at an equal or higher level of professional training/certification than the EMS student training level.
 - 2) completed preceptor training as approved by the Program Director and Medical Director, and
 - 3) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Educations Standards, and about evidenced-informed clinical practice.



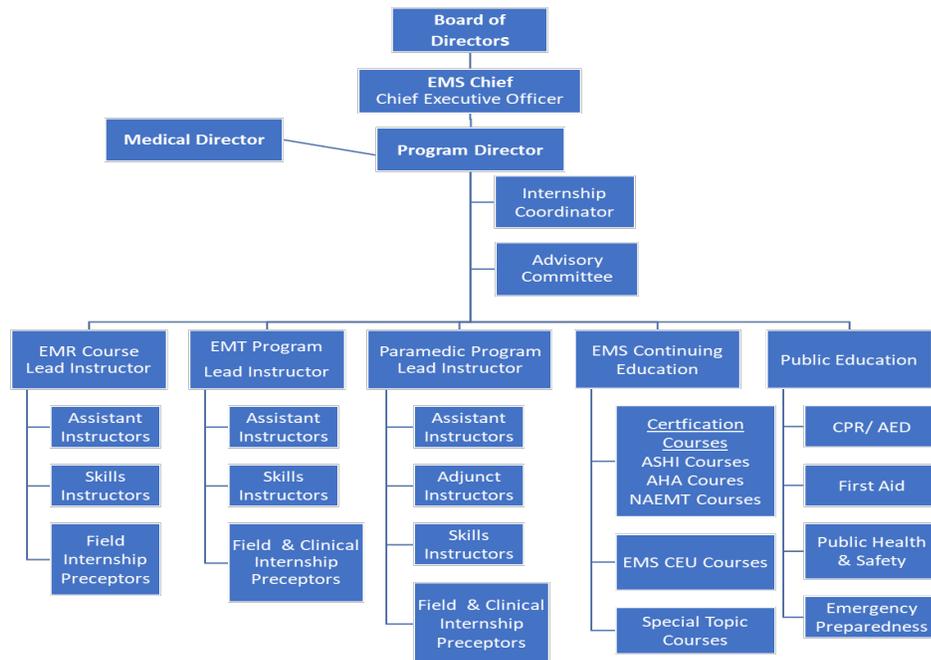
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Training Center Organizational Chart



STANDARDS – Association Produced Courses

These standards apply to course curriculum developed and produced by recognized professional EMS and healthcare association such as the American Heart Association, American Health & Safety Institute, and the National Association of EMTs.

- A. Instruction will be based on the established course curriculum and written course syllabi that include course description, course learning objectives, methods of evaluation, topic outline, and competencies required for successful course completion.
 - Course materials must be utilized as directed by the specified program. This includes instructor guides, audio-visual media, student handbooks (or online versions), and exams.
 - Supplemental materials may be used if approved by the Program Director and Medical Director.
- B. All curriculum must ensure the achievement of program goals and learning domains. The curriculum will direct the instruction in an appropriate sequence of classroom, laboratory (skills), and scenario-based patient care management.
- C. All curriculum must be reviewed and approved by the Program Director and Medical Director.
- D. Courses must be led by an instructor who is authorized to instruct and certify students of that program.



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- E. At least annually evaluate and document that the established program curriculum and content are adequate to achieve competency.

STANDARDS – Faculty Course Development and Lesson Plans

These standards apply to course curriculum developed and produced by JCAD faculty.

- A. All courses developed for instruction outline the course description(overview), course learning objectives, course materials, references, methods of evaluation, topic outline, hours of instruction, and competencies required for successful course. Course development will include the following considerations:
1. Determine target audience and scope of practice
 2. Develop goals and objectives for student learning
 3. Develop an instructional strategy or method
 4. Develop a method of assessment of student learning (testing method)
- B. All courses developed for instruction require review and approval by the Program Director and/or Medical Director.

STANDARDS - Initial provider programs for EMR, EMT, AEMT, and Paramedic

These standards apply to course curriculum developed to meet or exceed the content and competency of the latest edition of the National EMS Education Standards for entry into the EMS professional as an EMR, EMT, , or Paramedic.

IV. Curriculum

- A. All curriculum must ensure the achievement of program goals and learning domains. The curriculum will direct the instruction in an appropriate sequence of classroom, laboratory (skills), clinical/ field experience, and field internship activities.
- B. Instruction must be based on clearly written course syllabi that include course description, course learning objectives, methods of evaluation, topic outline, and competencies required for successful course completion or graduation.
- C. For initial provider programs for EMT, AEMT, and Paramedic:
- 1) programs must demonstrate by comparison that the curriculum offered meets or exceeds that content and competency of the latest edition of the National EMS Education Standards;
 - 2) progression of learning must be didactic/ laboratory integrated with or followed by clinical/ field experience followed by the capstone field internship, which occur after all core didactic, laboratory, and clinical experience; and
 - 3) curriculum and clinical/ field Internships must ensure exposure to, and assessment and management of the following patients and conditions to the scope of practice for the program:
 - assessment and management of trauma and medical emergencies of adult, pediatric, and geriatric patients;



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- airway management including endotracheal intubation for paramedic programs; and
 - obstetrics to include labor and delivery with neonatal assessment and care.
- D. Pre-requisites and/or co-requisites may be required to address competencies in basic health sciences (anatomy and physiology) and in basic academic skills (English and mathematics).
- E. All curriculum must be reviewed and approved by the Program Director and Medical Director.
- V. Curriculum – Tracking & Assessment
- A. For initial provider programs including EMT, AEMT, and Paramedic, the program must set and require minimum numbers of patient/ skills contacts for each of the required patient s and conditions listed in the curriculum; and
- B. At least annually evaluate and document that the established program minimums are adequate to achieve entry-level competency.
- VI. Curriculum – Internship and Team Leads
- A. For initial provider programs for EMT, AEMT, and Paramedic the field internship must provide the student with the opportunity to serve as team leader in a variety of prehospital emergency medical situations appropriate to the level of EMS profession for which training is being offered.
- B. Students must have access to an adequate number of patients, proportionally distributed by age-range, chief complaint, and interventions to the delivery of emergency care appropriate to the level of EMS profession for which training is being offered; and
- C. The capstone field internship must allow students to assess and manage patient in the pre-hospital environment where the student will progress to the role of Team Leader. Capstone field internship team leads cannot be accomplished with simulation.
- D. The Objective of Team Leadership: The student will have successfully led the pre-hospital team if the student has conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been the leader in charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This includes the student:
- 1) formulating a field impression and determining patient acuity,
 - 2) directing the treatment,
 - 3) directing the disposition and packaging/ moving of the patient for transport (if applicable) or termination of care in the field,
 - 4) participate in the care and transport of the patient to a medical facility (if applicable), and transfer of care to a higher level of medical authority (if applicable).

For the capstone field internship to meet the breath of the EMS profession, team leads must include transport to a medical facility and the occasional call involving transfer of care to an equal or higher level of medical authority, termination of care in the field, or patient refusal of care.



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STANDARDS

I. Student Evaluation of Program or Course

Each student completing a training course at the JCAD will be provided a course evaluation allowing the student to rate the training course and instructor. Students will be encouraged to provide feedback.

Student feedback will be used to gather data and opinions on the strengths and weaknesses of the instructors and the training course. The purpose of this evaluation process is to improve the quality and effectiveness of future training courses.

II. Evaluation of Student

Evaluation of students will be conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the student's progress toward and achievement of the competencies and learning domains stated in the curriculum.

Evaluation of students may be achieved through a number of methods and means including testing, competency assessment, direct observation, interviews, and surveys.

A. Terminal Competency

CoAEMSP has developed a Terminal Competency form for paramedic programs that may be used to provide consistent verification of each student's accomplishment of program competencies. The form documents successful completion of didactic, laboratory, clinical, and field internship components of the curriculum as well as affective learning domain evaluations.

B. Medical Director Review

Initial licensure courses for EMT, AEMT, and paramedic require that the program's Medical Director "review the progress of each student throughout the program, and assist in the determination of appropriate corrective measures, when necessary. The Medical Director must demonstrate review during each phase (didactic/lab, clinical, field internship) for each student. The Medical Director must review terminal progress and sign and certify competency using a *Terminal Competency Form* based on the CoAEMSP form.

III. Course Outcomes & Student Success

A. Course Outcomes

JCAD will monitor and evaluate course outcomes, successful course completion rates, pass/fail rates, and successful certification results. Areas of weakness or area in need for improvement will be identified and corrective action plans developed.



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B. Graduate Surveys & Employer Surveys

For each group of graduating students from an initial paramedic licensure course, JCAD will conduct surveys of those graduates and the employers of those graduates within 6-12 months after graduation using the CoAEMSP required graduate survey and employer survey items.

The CoAEMSP survey may be used as presented or may be converted into an electronic format correlating to the CoAEMSP items. JCAD may elect add items to a program-developed survey but cannot delete any CoAEMSP required items.

IV. Resource Assessment

Assessment of program resources will be performed at least annually using the CoAEMSP Program Resource Survey – Students instrument and the Program Resource Survey – Program Personnel instrument as well as any other program assessment activities. JCAD will use the Resource Assessment Matrix format to define the assessment system, collate the assessment results, and develop action plans to address identified deficiencies.

V. Advisory Committee

The Advisory Committee will meet at least once annually to review goals and outcomes from all course of the past year. The Advisory Committee will review all minimum competency requirements, achievement of goals, analysis of the goals, action plans, and results where appropriate. The Advisory Committee review will include a review of the annual training report and other objective data that support program evaluation for quality and effectiveness.

Ambulance District's (JCAD) training and education programs.

DEFINITIONS

FERPA - Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 444 of the General Education Provisions Act.

Directory Information – public information that includes a student's name, course attending or attended, dates of attendance, course completions awarded, and full- or part-time status.

Disclosure – means to permit access to or the release, transfer, or other communications of personal identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

Educational Records –

1. The term means those records that are directly related to a student and maintained by JCAD.
 2. The term does not include:
 - 1) Records that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
 - 2) Records relating to an individual who is employed by JCAD, that:
 - a) Are made and maintained in the normal course of business;
 - b) Relate exclusively to the individual in that individual's capacity as an employee;
- and



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- c) Are not available for use for any other purpose.
- 3) Records on a student who is attending a JCAD educational program or course, that are:
 - a) Made or maintained as part of a patient care record;
 - b) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
 - c) Made, maintained, or used only in connection with treatment of the student; and
 - d) Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at JCAD; and
- 4) Records that only contain information about an individual after he or she is no longer a student at JCAD.

Personal Identifiable Information – includes:

- a) Student name;
- b) Name of student's parents or other family member(s);
- c) Address of student or student's family;
- d) A personal identifier, such as the student's social security number, driver's license number, or student ID number; or
- e) A list of personal characteristics or information that would make the students identify easily traceable.

Student – means any person who is or has been in attendance at JCAD's education and training center, education programs, or courses where JCAD maintains educational records or personally identifiable information.

STANDARDS

A. Notification of Access Rights by JCAD

- 1. JCAD shall annually notify students currently in attendance of their rights under the FERPA.
- 2. Notice must be included in each program's information manual, or other publication, and must inform students that they have the right to:
 - 1) Inspect and review the student's education records;
 - 2) Seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
 - 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA and Standard H. of this policy authorize disclosure without consent; and
 - 4) File with the Department of Education's Family Policy Compliance Office a complaint under Sections 99.63 and 99.64 of the Act concerning alleged failures by JCAD to comply with the requirements of the FERPA.
- 3. The notice must include all of the following:
 - 1) The procedure for exercising the right to inspect and review education records;
 - 2) The procedure for requesting amendment of records under Standard F of this policy; and



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- 3) A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, as listed in Standard H of this policy.
 4. JCAD may provide this notice by any means that are reasonably likely to inform the students of their rights. shall effectively notify students who are disabled.
- B. Rights of Inspection and Review of Educational Records**
1. JCAD shall provide students access to their educational records except as provided in Section D. Limitation on Access.
 2. JCAD shall comply with a request within a reasonable period of time, but in no case more than 45 days after the request has been received.
 3. JCAD shall respond to reasonable requests for explanations and interpretations of those records.
 - a. If circumstances effectively prevent the student from exercising the right to inspect and review the student's education records, the JCAD shall:
Provide the student with a copy of the records requested; or
 - b. Make other arrangements for the student to inspect and review the requested records.
 4. JCAD shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.
- C. Fees for Copies of Educational Records**
1. Unless the imposition of a fee effectively prevents a student from exercising the right to inspect and review the student's education records, the JCAD may impose a reasonable fee for reproduction costs. This fee will not exceed the actual cost of production.
 2. JCAD shall not charge a fee to search for or to retrieve the education records of a student.
- D. Limitation on Access**
1. If the education records of a student contain information on more than one student, the student may inspect and review or be informed of only the specific information about that student.
 2. Records that contact testing and examination materials if the test or examination is to be given again to the student or other students.
 3. Records which are protected from disclosure by law
- E. Amendment of Educational Record**
1. Request for Amendment
 - a. If a student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights



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of privacy, he or she may ask JCAD to amend the record by contacting the Program Director.

- b. JCAD shall decide whether to amend the record as requested within a reasonable time after the request is received.
- c. If JCAD decides not to amend the record as requested, the Program Director shall inform the student of its decision and of the right to a hearing.

2. Rights to a Hearing

- a. JCAD shall give a student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- b. If, as a result of the hearing, JCAD decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
 - 1) Amend the record accordingly; and
 - 2) Inform the student of the amendment in writing.
- c. If, as a result of the hearing, JCAD decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of JCAD, or both.
- d. If JCAD places a statement in the education records of a student, it shall:
 - 1) Maintain the statement with the contested part of the record for as long as the record is maintained; and
 - 2) Disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. Conduct of a Hearing - upon the request of the Program Director, acting as the custody of the records of the student, a hearing shall be conducted.

- a. The request for a hearing shall be submitted in writing to the EMS Chief (Chief Executive Officer), who will appoint a hearing officer or a hearing committee to conduct the hearing.
- b. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. JCAD shall give the student notice of the date, time, and place, reasonably in advance of the hearing.
- c. The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing and may be assisted or represented by individuals of the student's choice at the student's own expense, including an attorney.
- d. The hearing shall be a closed meeting. Only the hearing officer, hearing committee, the student, a student's designated representative, and others as approved by the hearing officer shall be permitted to attend or observe the hearing.
- e. The hearing shall be conducted, and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.



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- f. The decision of JCAD shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
- g. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
- h. Either party may appeal the decision of the hearing official or officials to the EMS Chief.

F. Conditions Under Which Prior Consent is Required

1. The student shall provide a signed and dated written consent before JCAD discloses personally identifiable information from the student's education records, except as provided in Section G: Conditions Under Which Prior Consent is Not Required.
2. The written consent must:
 - a. Specify the records that may be disclosed;
 - b. State the purpose of the disclosure; and
 - c. Identify the party or class of parties to whom the disclosure may be made.
3. If a student so requests, JCAD shall provide him or her with a copy of the records disclosed.

G. Conditions Under Which Prior Consent is Not Required

JCAD may disclose personally identifiable information from an education record of a student without the consent required by Section F above if the disclosure meets one or more of the following conditions:

1. The disclosure is to other JCAD officials, including instructors, within JCAD who have been determined by JCAD to have legitimate educational interest as part of their job duties.
 2. The disclosure is, subject to the requirements of Section J: Disclosure of Information for Federal or State Program Purposes, to authorized representatives of (1) The Comptroller General of the United States; (2) The Attorney General of the United States; (3) The Secretary; or (4) State and local educational authorities.
3. The disclosure is in connection with financial aid—defined as a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at JCAD—for which the student has applied or which the student has received, if the information is necessary for such purposes as to (1) Determine eligibility for the financial aid; (2) Determine the amount of the financial aid; (3) Determine the conditions for the financial aid; or (4) Enforce the terms and conditions of the financial aid.
4. The disclosure is to an organization(s) conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction. Such studies are to be conducted in such a manner as will not permit the personal identification of students by



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persons other than representatives of the organization, and this information will be destroyed when no longer needed for the purpose for which the study is conducted.

5. The disclosure is to accrediting organizations to carry out their accrediting functions.
6. The disclosure is to comply with a lawfully issued subpoena.

(1) JCAD may disclose this information only if it makes a reasonable effort to notify the student of the order or subpoena in advance of compliance, so that the student may seek protective action, unless the disclosure is in compliance with:

- (a) A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
- (b) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

(2) JCAD initiates legal action against a student, JCAD may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for JCAD to process with the legal action as plaintiff.

(3) If a student, or someone representing the student's interest, initiates legal action against the JCAD, JCAD may disclose to the court, without a court order or subpoena, the student's education records that are relevant for JCAD to defend itself.

7. The disclosure is in connection with a health or safety emergency, under the conditions described in Section K.
8. The disclosure is information JCAD has designated as "directory information" that would not generally be considered harmful or an invasion of privacy if disclosed.
9. The disclosure is to the student.
10. The disclosure, subject to the requirements in Section M is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by JCAD with respect to that alleged crime or offense. JCAD may disclose the final results of the disciplinary proceeding, regardless of whether JCAD concluded a violation was committed.
11. The disclosure, subject to the requirements in Section M, is in connection with a disciplinary proceeding at JCAD providing that JCAD determines that:
 - (a) The student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and
 - (b) With respect to the allegation made against him or her, the student has committed the violation of the JCAD's rules or policies.

JCAD may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.

H. Record Keeping

1. JCAD shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, for as long as the records are maintained.
2. For each request or disclosure, the record must include:



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- a. The parties who have requested or received personally identifiable information from the education records; and
 - b. The legitimate interests the parties had in requesting or obtaining the information.
 3. If JCAD discloses personally identifiable information from an education record with the understanding authorized under Section I: Limitation to the Rediscovery of Information, the record of the disclosure required under this section must include:
 - a. The names of the additional parties to which the receiving party may disclose the information on behalf of JCAD; and
 - b. The legitimate interests under Section G which each of the additional parties has in requesting or obtaining the information.
 4. The following parties may inspect the record relating to each student:
 - a. The student;
 - b. The Program Director, the course instructor, or the Program Directors assistants who are responsible for the custody of the records; and
 - c. Those parties authorized in G for the purposes of auditing the recordkeeping procedures of JCAD.
 5. Paragraph 1 of this section does not apply if the request was from, or the disclosure was to:
 - a. The student;
 - b. JCAD official under Section G.1;
 - c. A party with written consent from the student;
 - d. A party seeking directory information; or
 - e. A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- I. Limitation to the Rediscovery of Information
1. JCAD may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the student. The officers, employees, and agents of a party that receives information may use the information, but only for the purposes for which the disclosure was made.
 2. This does not prevent JCAD from disclosing personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of JCAD if:
 - a. The disclosures meet the requirements of Section G; and
 - b. JCAD has complied with the requirements of Section H.3.
 3. Section I.1 does not apply to disclosures made pursuant to court orders, lawfully issued subpoenas, litigation, to disclosures of directory information, to disclosures made to student, or to disclosures made in connection with a disciplinary proceeding.



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4. Except for disclosures of directory information, to disclosures made to student, or to disclosures made in connection with a disciplinary proceeding, JCAD shall inform a party to whom disclosure is made of the requirements of this section.
5. If JCAD determines that a third party improperly rediscloses personally identifiable information from education records in violation of I.1, JCAD may not allow that third party access to personally identifiable information from education records for at least five years.

J. Disclosure of Information for Federal or State Purposes

1. The officials listed in Section G.2. may have access to education records in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal or state legal requirements which relate to those programs.
2. This information must:
 - a. Be protected in a manner that does not permit personal identification of individuals by anyone except the officials referred to in Section G.2; and
 - b. Be destroyed when no longer needed for the purposes listed in Section G.2.
3. Section G does not apply if:
 - a. The student has given written consent for the disclosure; or
 - b. The collection of personally identifiable information is specifically authorized by federal or state law.

K. Release of Information for Health or Safety Emergencies

JCAD may release information from an education record to appropriate persons in connection with an emergency, during that emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons. The factors which will be taken into account in determining whether the records may be released under this section include the following:

1. The seriousness of the threat to the health or safety of the student or other persons;
2. The need for such records to meet the emergency;
3. Whether the persons to whom such records are released are in a position to deal with the emergency; and
4. The extent to which time is of the essence in dealing with the emergency.

L. Condition for Disclosure of Director Information

1. JCAD may disclose directly information if it has given public notice to students in attendance at the JCAD of:
 - a. The types of personally identifiable information that JCAD has designated as directory information;
 - b. A student's right to refuse to let JCAD designate any or all of those types of information about the student as directory information; and



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- c. The period of time within which a student has to notify JCAD in writing that he or she does not want any or all of those types of information about the student designated as directory information.
2. JCAD may disclose directory information about former students without meeting the conditions of this section.
- M. Definitions Applying to the Nonconsensual Disclosure in Connection with Disciplinary Proceedings Concerning Crimes of Violence or Non-Forcible Sex Offences:
1. "Alleged perpetrator of a crime of violence" is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses that are defined in Title 18, "Crimes and Criminal Procedure," of the United States Code:
1. Arson;
 2. Assault offenses;
 3. Burglary;
 4. Criminal homicide—manslaughter by negligence;
 5. Criminal homicide—murder and non-negligent manslaughter;
 6. Destruction/damage/vandalism of property;
 7. Kidnapping/abduction;
 8. Robbery; or
 9. Forcible sex offenses.
2. "Alleged perpetrator of non-forcible sex offense" means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest. These offenses are defined in Title 18, "Crimes and Criminal Procedure," of the United States Code.
3. "Final results" means a decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within JCAD. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by JCAD against the student.
4. "Sanction imposed" means a description of the disciplinary action taken by JCAD, the date of its imposition, and its duration.
5. "Violation committed" means JCAD rules or code sections that were violated and any essential finding supporting JCAD's conclusion that the violation was committed.

STANDARDS

- A. Faculty members and instructors at JCAD assumes an obligation to behave in a manner compatible with the District's function as an educational institution. These expectations are established in order to protect an environment conducive to teaching, learning and service that fosters integrity, personal and professional growth, scholarship, academic success, and professionalism.

All faculty members and instructors are expected to adhere to standards in accordance with JCAD's mission, vision, and guiding principles.



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- B. JCAD prohibits discrimination on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.

All activities associated any education program or training course, including student and faculty requirement, student admission, and faculty employment practices, must be non-discriminatory and in accordance with federal and state laws, rules, and regulations.

- C. The health and safety of students, faculty, staff, and patients associated with educational activities of the student must be adequately safeguarded.

D. Professional Standard of Conduct

1. Faculty and instructors recognize the special responsibilities placed upon them. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty.
2. As teachers, faculty members and instructor encourage the free pursuit of learning in their students. They uphold the best scholarly and ethical standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.

Faculty members and instructor make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students accurately reflect the merit of each student's work. They avoid exploitation, harassment, or discriminatory treatment of students.

3. As members of an educational institution, faculty members and instructors seek to be effective teachers and scholars. They observe the stated regulations of the programs or work to revise them through proper methods and channels.
4. As members of their community, faculty members and instructor have the rights and obligations of other citizens. When they speak or act as private persons, they avoid creating the impression of speaking or acting for JCAD without authorization.

E. Inappropriate Conduct

Inappropriate Conduct for which a faculty member or instructor could be subject to sanctions includes but is not limited to the actions below:

1. Violating JCAD rules, regulations, policies, or procedures, including but not limited to those related to conduct of faculty and instructor.
2. Violation of Professional Standards of Conduct as set forth in Section D above.
3. Unprofessional Academic Conduct:
 - Plagiarism includes, but is not limited to: (1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (2)



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unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

- Sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another person or organization.
 - Collusion includes intentionally aiding or attempt to aid another in an act of academic dishonest.
4. Threats, intimidation, harassment, physical abuse, or any other conduct that endangers the health or safety of any person, or unreasonably interferes with a person's ability to perform assigned duties including teaching, research, administration, or other activities, including public service functions on or off campus.
- Physical Abuse includes acts of violence, physical harm, fighting, assault, and battery.
 - Threatening or Intimidating Behavior include conduct, verbal words, or written words which threatens the health or safety of any person or is intended to cause fear of harm by any person. This includes but is not limited obscene, abusive, or threatening language or gestures.
 - Harassment includes sexual harassment, sexual violence, stalking behavior, or any form of discrimination or intimidation. JCAD strictly prohibits all forms of harassment.
5. Hazing includes:
- Any action which serious imperils the physical well-being of any student or intern
 - Activities which are by nature indecent, degrading, or morally offensive
 - Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude or emotional wellbeing
- Any and all forms of hazing are forbidden.
6. Possession of unauthorized items includes illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals
7. Forgery, alteration, misuse of JCAD documents, records, or identification, or knowingly furnishing false information to JCAD, any accreditation organization, or any licensure organization.
8. Alcohol or Controlled Substance Violation including the manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law.
9. Insubordination or Neglect of Duty



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- Insubordination includes the failure to comply with directions of instructors, preceptors, or clinical staff at clinical rotation site who are acting in the performance of their duties.
 - Intentional and habitual neglect of duty in the performance of academic responsibilities. Neglecting or refusing to perform reasonable assigned teaching duties.
10. Willfully damaging or destroying, improperly taking, or misappropriating property owned by JCAD.
11. Misuse of Computer Equipment and Systems, including but not limited to:
- Actual or attempted theft or other abuse.
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or staff.
 - Use of computing facilities to interfere with normal operation of the District.
 - Knowingly causing a computer virus to become installed in a computer system or file.
12. Unsatisfactory Appearance includes the failure to adhere or violation of the appearance and dress code policy.
13. Violation of Confidentiality includes improper use or disclosure of confidential business, client, or patient information and violation of the Non-Disclosure and Confidentiality Policy.
14. Accepting gifts or favors from a student or any conduct that could be viewed as a quid pro quo.
- F. Faculty and Instructor Dress Code
1. Professional appearance and attire must be worn at all time while teaching or while representing the JCAD.
 2. While instructing or representing JCAD, training staff must wear collared dress shirt, polo-style shirt, or JCAD issue uniform shirt with dress pants.
 - No t-shirts
 - No blue jeans, sweatpants, or athletic wear.
 - No shorts.
 - Class-B uniform is an appropriate alternative
 - Alternative uniforms may be approved by the Program Director for special training events.
 3. Business casual shoes or dress shoes (or boots if in duty uniform).
 - No tennis or athletic shoes.



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- No open toes shoes except for women's shoes appropriate for business attire.
 - 4. Shirts must be tucked in.
 - 5. Non-JCAD issue shirts must not have outside agency name or logo without approval of the Program Director.

STANDARDS

- G. Faculty members and instructors at JCAD assumes an obligation to behave in a manner compatible with the District's function as an educational institution. These expectations are established in order to protect an environment conducive to teaching, learning and service that fosters integrity, personal and professional growth, scholarship, academic success, and professionalism.

All faculty members and instructors are expected to adhere to standards in accordance with JCAD's mission, vision, and guiding principles.

- H. JCAD prohibits discrimination on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.

All activities associated any education program or training course, including student and faculty requirement, student admission, and faculty employment practices, must be non-discriminatory and in accordance with federal and state laws, rules, and regulations.

- I. The health and safety of students, faculty, staff, and patients associated with educational activities of the student must be adequately safeguarded.
- J. Professional Standard of Conduct
1. Faculty and instructors recognize the special responsibilities placed upon them. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty.
 2. As teachers, faculty members and instructor encourage the free pursuit of learning in their students. They uphold the best scholarly and ethical standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.

Faculty members and instructor make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students accurately reflect the merit of each student's work. They avoid exploitation, harassment, or discriminatory treatment of students.
 3. As members of an educational institution, faculty members and instructors seek to be effective teachers and scholars. They observe the stated regulations of the programs or work to revise them through proper methods and channels.
 4. As members of their community, faculty members and instructor have the rights and obligations of other citizens. When they speak or act as private persons, they avoid creating the impression of speaking or acting for JCAD without authorization.



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K. Inappropriate Conduct

Inappropriate Conduct for which a faculty member or instructor could be subject to sanctions includes but is not limited to the actions below:

15. Violating JCAD rules, regulations, policies, or procedures, including but not limited to those related to conduct of faculty and instructor.
16. Violation of Professional Standards of Conduct as set forth in Section D above.
17. Unprofessional Academic Conduct:
 - Plagiarism includes, but is not limited to: (1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (2) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
 - Sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another person or organization.
 - Collusion includes intentionally aiding or attempt to aid another in an act of academic dishonest.
18. Threats, intimidation, harassment, physical abuse, or any other conduct that endangers the health or safety of any person, or unreasonably interferes with a person's ability to perform assigned duties including teaching, research, administration, or other activities, including public service functions on or off campus.
 - Physical Abuse includes acts of violence, physical harm, fighting, assault, and battery.
 - Threatening or Intimidating Behavior include conduct, verbal words, or written words which threatens the health or safety of any person or is intended to cause fear of harm by any person. This includes but is not limited obscene, abusive, or threatening language or gestures.
 - Harassment includes sexual harassment, sexual violence, stalking behavior, or any form of discrimination or intimidation. JCAD strictly prohibits all forms of harassment.
19. Hazing includes:
 - Any action which serious imperils the physical well-being of any student or intern
 - Activities which are by nature indecent, degrading, or morally offensive
 - Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude or emotional wellbeing



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Any and all forms of hazing are forbidden.

20. Possession of unauthorized items includes illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals
 21. Forgery, alteration, misuse of JCAD documents, records, or identification, or knowingly furnishing false information to JCAD, any accreditation organization, or any licensure organization.
 22. Alcohol or Controlled Substance Violation including the manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law.
 23. Insubordination or Neglect of Duty
 - Insubordination includes the failure to comply with directions of instructors, preceptors, or clinical staff at clinical rotation site who are acting in the performance of their duties.
 - Intentional and habitual neglect of duty in the performance of academic responsibilities. Neglecting or refusing to perform reasonable assigned teaching duties.
 24. Willfully damaging or destroying, improperly taking, or misappropriating property owned by JCAD.
 25. Misuse of Computer Equipment and Systems, including but not limited to:
 - Actual or attempted theft or other abuse.
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or staff.
 - Use of computing facilities to interfere with normal operation of the District.
 - Knowingly causing a computer virus to become installed in a computer system or file.
 26. Unsatisfactory Appearance includes the failure to adhere or violation of the appearance and dress code policy.
 27. Violation of Confidentiality includes improper use or disclosure of confidential business, client, or patient information and violation of the Non-Disclosure and Confidentiality Policy.
 28. Accepting gifts or favors from a student or any conduct that could be viewed as a quid pro quo.
- L. Faculty and Instructor Dress Code
6. Professional appearance and attire must be worn at all time while teaching or while representing the JCAD.



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7. While instructing or representing JCAD, training staff must wear collared dress shirt, polo-style shirt, or JCAD issue uniform shirt with dress pants.
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 - Class-B uniform is an appropriate alternative
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 - No tennis or athletic shoes.
 - No open toes shoes except for women's shoes appropriate for business attire.
 9. Shirts must be tucked in.
 10. Non-JCAD issue shirts must not have outside agency name or logo without approval of the Program Director.