

EMT-Basic Refresher Program Policies and Procedures



Emergency Medical Services University, LLC

Section I: Program Responsibilities

- A. EMS University shall establish, implement and annually review its policies to ensure that they are meeting the requirements as outlined in Arizona Administrative Code R9-25-313.

Section II: Student Enrollment

- A. **Admissions Requirements and Procedures** - Each applicant for admission must fill out an Application for Admission specifying the course(s) the student desires to take. The student is permitted to choose the start date of the course assuming prerequisites are met. Students also sign an agreement that course registration is subject to availability.
- B. **Qualification of Admission** - To qualify for admission, the prospective student must meet one of following requirements:
1. Current EMT-B or higher level certification in Arizona or certification, recertification, or licensure at the basic emergency medical technician level or higher level in any other state or jurisdiction.
 2. Current NREMT-Basic or higher level registration.
 3. Being required by NREMT to complete the Arizona EMT-B refresher to become eligible to seek NREMT-Basic registration
- C. **Miscellaneous Requirements:**

1. The applicant must be eighteen years of age or older at the time he or she starts his or her program of study.
2. Applicants must pay the registration fee.
3. Accepted applicants are bound to the agreement contained on the registration form.
4. Proficiency in cardiopulmonary resuscitation.
5. The applicant must demonstrate proficiency in reading at the 9th grade level. This will be verified through the presence of a High School Diploma or GED.

Section III: Student Attendance

- A. The EMS University EMT-Basic Refresher Course consists of a total of 24 clock hours. This course shall meet and/or exceed the United States Department of Transportation, National Highway Transportation Safety Administration, Emergency Medical Technician-Basic Refresher National Standard Curriculum (1996) in the number of cumulative hours and specific hours required for each module. A student is not permitted to be absent from the course. If a student cannot meet the minimum attendance requirements, at the discretion of the program director or designee, a student missing a lesson may demonstrate the fulfillment of all skills and knowledge covered in the missed lesson.
- B. In the event of absence from class, the student assumes the responsibility of immediately notifying the program and for making arrangements with individual instructors for work missed.
- C. Students are required to be on time and stay for the duration of class. The student assumes the responsibility for making arrangements with individual instructors for any and all makeup of work missed as a result of being late for classes or leaving classes early. Time missed in class due to a student's tardiness or leaving early is recorded as time absent from class.
- D. EMS University does not allow any leaves of absences. In the event of an extended absence, a student may be dismissed from the program.

Section IV: Grading

- A. The EMT-Basic Refresher student is required to achieve an overall average minimum grade average and final examination score of 75% or greater in order to pass the course. A grade average of less than 75% will constitute unsatisfactory grades and shall result in failure/expulsion from this EMT-Basic Refresher Program. Students who fail may repeat the course, but may also incur additional charges as a result.

Section V: Administration of Final Examinations

- A. The student is required to pass the course final EMT-Basic Refresher final with a grade of 75% or higher in order to pass the course.
- B. This program follows the Arizona Department of Health Services requirement that during a final examination, “a student may not receive verbal or written assistance from any other individual or use notes, books, or documents of any kind as an aid in taking the examination,” any student violating this provision will not be permitted to complete the exam or the course. (AZ DHS Rules R9-25-304).
- C. EMS University will administer a final written examination and a final comprehensive practical skills examination for the EMT-Basic course as per AZ DHS Rules. This EMT-Basic Course final written examination will be closed book and shall: *a. Include 150 multiple-choice questions with one absolutely correct answer, one incorrect answer, and two distractors, neither of which is “all of the above” or “none of the above”; b. Cover the learning objectives of the course with representation from each of the course modules; and c. Require a passing score of 75% or better in no more than three attempts... A final comprehensive practical skills examination is required and shall: a. Evaluate a student’s technical proficiency...; and b. Enable a student to meet NREMT-Basic registration requirements.* (AZ DHS Rules, R9-25-306). Successfully passing the NREMT-Basic examination is required for state certification.
- D. The student must be at least 18 years of age to take the EMT-Basic Course Final Examination.

Section VI: Student Conduct

- A. **Code of Conduct**- Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation, suspended or terminated for violation of the school’s personal conduct standards. Violations include dishonesty, theft, unprofessional conduct, use of profanity, possession of firearms or weapons, cheating, insubordination, noncompliance with safety rules, use of or being under the influence of alcohol or illegal drugs on school property, and vandalism of school property or equipment.
- B. **Cheating** – Students are expected not to cheat and to conduct themselves during class without unfair advantage over other students. Those caught cheating may be penalized. Penalty for such infraction may include all available measures up to and including expulsion from the program. For purposes of this section, suggesting to instructors or other students to cheat shall be considered cheating. By signing this agreement, students shall agree to the above definition.

Section VII: Media Release

- A. **Purpose** - The purpose of a media release is to enable EMS University to demonstrate to other students and prospective students, skills and activities which EMS providers might benefit by their production.
- B. **Consent** - I hereby release, indemnify, and agree to hold harmless, EMS University for the utilization of media materials for any purpose related to marketing or otherwise displaying without remuneration or compensation. All marketing materials as identified above become the property of EMS University.

Section VIII: Student Records

- A. **Student Records** - EMS University maintains accurate and confidential student records. Students have access to their educational records in accordance with the law. Student records, with certain exceptions, will not be released without prior consent of the student. Students have the right to review and question the content of their educational records. If there are any questions as to the accuracy or appropriateness of the records, an opportunity for a review of the records may be scheduled with administrative staff as necessary.
- B. **Medical Records** - EMS University shall keep accurate and confidential student medical records in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. Additionally, the department requires that all students and staff will comply with HIPAA and follow regulations regarding protected health information when handling any medical records. The same policies and procedures which govern student records shall apply to student medical records for the EMS University EMT-Basic Refresher Course.

SIGNATURE PAGE

Student Name: _____

Signature: _____

Date: _____

By my signature of this document, I hereby affirm that I understand the above requirements and shall comply with them as a condition of my enrollment in the EMS University EMT-Basic Refresher Course.