

## **JEFFERSON COUNTY EMERGENCY MEDICAL SERVICES PROGRAM Academic Policies & Procedures**

This document represents the Policies and Procedures relative to the Student Learning Contract of the Jefferson County Emergency Medical Services Training Program. The Contract details important aspects of the training program, including expectations, responsibilities, and consequences regarding the standards to be adhered to by all students.

### **Revisions to this Document:**

Periodically it may become necessary to make revisions to this document. When a revision becomes necessary during an ongoing course, copies of the revised page will be produced and distributed for all students in the course(s) affected. Students will be required to sign a document indicating that they have received and read the revision(s). The Course Instructor Coordinator or Course Administrator will explain the revision(s).

### **Fair and Safe Operating Practices:**

Jefferson County reserves the right to prioritize the admission of eligible current volunteer and/or municipal emergency services employees of Jefferson County located services or agencies, in the interest of a more immediate and direct benefit to the general public health and safety within their respective communities and Jefferson County.

EMS courses are designed to prepare students to perform skills on patients in the pre-hospital setting that require hands-on care. The only way to adequately train students to do this is to perform hands-on skills in the classroom. Should any student have difficulty performing hands-on skills within the classroom or field setting, related to race, color, creed, gender, age, or national origin, the Certified Instructor Coordinator of record shall be notified immediately. If the CIC of record is not available, the Course Sponsorship Administrator shall be notified. If, at any point during the learning process, the student feels threatened or uncomfortable in any way, the student should speak with the Certified Instructor Coordinator or the Course Sponsorship Administrator immediately. A good learning environment is fostered by mutual respect and understanding. Any of the instructors that work with the classes are here to help the student learn and grow as patient care providers. Instructors and students together can make a classroom enjoyable and fulfilling. Students need to realize that he/she may be administering life saving measures to all, regardless of gender, ethnicity, religious belief, etc.

### **Americans With Disabilities Act Policy:**

The Americans with Disabilities Act makes it possible for students with certain types of disabilities to request an accommodation for the New York State Certification Examinations with proper documentation of their disability. An accommodation means changing the manner that the examination is conducted for the student. There will be NO accommodations made in the New York state Practical Skills Examination. Jefferson County EMS, nor its staff, do not discuss or screen for disabilities, or consider addressing any potential disabilities prior to a student's

admission into the educational program. No inquiries are ever made of a prospective student about any disability.

All students are provided a copy of the functional job descriptions for the level of certification they are seeking at the beginning of class. Students are encouraged to carefully review the descriptions and if there are any questions, they are given the opportunity to discuss them privately with the CIC or the Course Sponsors representative.

By the second session of a course, all students are advised that if any student wishes to request a disability accommodation for the New York State Certification Examination they must submit their request to the Department electronically through the ADA portal at

<https://apps.health.ny.gov/pubpal/builder/survey/adarequest>

Any request for reasonable accommodations must be made no later than eight (8) weeks prior to the scheduled end date of the course in which the student is enrolled. It is the responsibility of the student to make this request, not the CIC or Course Sponsor. The Bureau of EMS will only accept an accommodation request from the student.

If a student would like to discuss a disability that may affect his/her performance during portions of a course (classroom, clinical and/ or field rotations, laboratory sessions, etc.) the student should speak privately to the CIC and/or the Course Sponsor representative. All students will be expected to perform all functions as specified in the functional job description. All students must successfully complete all aspects of all course requirements as outlined elsewhere in this documentation in order to proceed to the Final Practical Skills Examination, and then to the NYS Examination. Accommodations for disabilities during the educational portion of a course will be considered on a case-by-case basis by the Course Administrator in consultation with the NYSDOH. All students, however, must be able to successfully complete all aspects of a course as outlined.

With regard to the Final Practical Skills Examination, the NYS Bureau of EMS does not allow testing accommodations, but will consider the use of certain aids by candidates, which they would be responsible to provide, and reasonably be able to bring to the patient's side in actual practice. The only types of aids that are permitted are those that do not alter the functions of the EMS Provider. For example, the use of prescription or reading glasses, hearing aids, and personal stethoscopes have been permitted since they serve as an aid to the provider, while Braille sphygmomanometer would not be permitted since sight is considered an essential function of the certified EMS provider.

It is important to note that the process of requesting an accommodation for the NYS Examination is separate and distinct from that of requesting an accommodation for the educational portion of a course. The NYS Bureau of EMS and Jefferson County EMS considers the certification process to be separate from the educational process.

### **Family Educational Rights and Privacy Act (FERPA) Compliance Statement:**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

## **Health Insurance Portability and Accountability Act (HIPAA) Compliance Statement:**

HIPAA stands for the Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191). HIPAA called for changes in healthcare transactions and administrative information systems. Most healthcare organizations and healthcare personnel are required to follow the HIPAA laws. All students must comply with HIPAA regulations at all times and follow these regulations during all Field Time rotations. Jefferson County EMS has a ZERO tolerance policy in regard to PHI/ HIPAA violation and any unlawful disclosure can result in dismissal from the program.

## **Registration of Courses:**

Students must pre-register for all courses. The application process and co-requisites should be complete on or before the first day of class. Payment for tuition should be presented prior to or upon registration.

Students enrolling in a **Certified First Responder** course must be 16 years of age during the month of the original end of course date of the course in which they are enrolled.

Students enrolling in an **EMT Original** course must be 17 years of age during the month of the original end of course date of the course in which they are enrolled.

Students enrolling in an **AEMT Course MUST** have a valid, current EMT Certification that is valid through the end of the course. (Part 800.11). Students who do not meet this requirement are not permitted to enroll in an advanced level course.

## **Tuition:**

The New York State Department of Health has an established tuition reimbursement program for volunteer and municipal emergency services employees. Those qualifying students, students affiliated with a volunteer or municipal emergency service agency with a NY State Bureau of EMS agency code and participating in the Patient Care Reporting system, shall not have a tuition requirement.

All other students, with no affiliation as outlined above, will be subject to prepayment of a tuition as published by the New York State Bureau of EMS.

Any licensed EMS agency may develop an 8-12- hour internship program to help with recruitment with their agency. Agencies run an internship program for non-EMS agency members can offer this program to community members to help teach about EMS, introduce the potential candidate to the EMS field and have the candidate learn more about your agency. Community members who complete the 8-12- hour internship program with the agency is eligible for funding to take an EMT course after completion of the internship. IF you are NOT CURRENTLY a member of a Certified EMS Agency and would like to complete this internship program or would like more information, please contact the EMS Office at 315-786-3760.

**Tuition Payment:**

Applies to those students who do not have an agency affiliation as stated above. Any unaffiliated student must pay the tuition in full prior to or at the first scheduled session of the course.

Tuition payment may be made by personal check, certified check, or cashier's check. Payment in cash will be accepted; however, that is not the preferred method. Jefferson County EMS cannot accept Credit Card or Debit Card forms of payment.

All checks shall be made payable to the **Jefferson County Treasurer**. The payment must be properly identified as course tuition, including the applicable students name and mailed or delivered to:

Jefferson County EMS  
531 Meade Street  
Watertown, New York 13605

**Tuition Refunds:**

If an unaffiliated student as described above, has paid their tuition as required, and drops the course within three weeks of the course start date, the student will receive a full tuition refund.

If an unaffiliated student has exceeded the third week of the class, and drops, they will not be entitled to receive any tuition refund.

**Testing Requirements and Pass/ Fail Criteria:**

The EMS curriculum is divided into chapters and sections. Each chapter has an evaluation section that requires students to demonstrate a level of competence in all identified objective areas (cognitive, affective and psychomotor). Methods of evaluation may include quizzes, homework assignments, unit/section exams, midterms and class final. Students are expected to maintain a 70% or higher average on all course work. Any student maintaining a (70%) percent or higher average, but is not demonstrating proper knowledge and/or proficiency in performing the practical skills will be required to meet with the Course Instructor Coordinator to discuss the situation and determine appropriate remediation. Each chapter and section has strict time limits and dates that assignments will open and close. Individual exceptions may be made by the CIC, JCEMS and if necessary the Medical Director.

Students must complete all assignments for each chapter. Students will receive a zero for any assignment that has not yet been started and will receive partial credit for all uncompleted work. Reading of chapter material, homework, and case studies are mandatory. Students who fail to meet the 70% average for all course work at the conclusion of the mid-term, including the Mid-Term Exam, may be removed from the course.

Lab skills may be tested at the end of each chapter/section and skill sheets will be completed at lab sessions. Students are required to complete all lab skills as required for the course BEFORE being allowed to take the Practical Skills Exam. Any make-up assignments requested must be successfully completed prior to the final exam. Students are required to achieve a score of 70% or higher on the Course Final Exam to successfully complete the course and be eligible to take the NYS Practical Certification Examination. There is NO retest for the Course Final Exam Refresher students are required to pass any chapter or section exam for which they did not take or successfully pass during their challenge.

An Affective Evaluation form will be provided to each student the first night of class. This evaluation will be reviewed during the midterm review and graded at the end of the course.

Grades are determined by the following:

- 60% of grade is chapter tests and mid-term (paper or LMS)
- 15% of grade is quizzes (paper or LMS)
- 15% of grade is homework (paper or LMS)
- 5% of grade is class participation (labs, virtual, classroom or LMS)
- 5% affective evaluation

### **Clinical / Field Internships:**

A student should consistently exhibit concern for the dignity and welfare of patients and insures confidence of privileged information. Students will always be respectful of the rights of patients, families, staff, instructors and fellow students.

Additional training including, but not limited to, dispatch time or an Out of Hospital Experience may be required.

Refer to Policy Statement 21-07 15 OCT 21 EMT Course Clinical Rotation Requirements

### **Advanced EMT Students:**

Each student must be successfully checked off prior to initiation of clinical preceptorship if required. A student is required to complete all clinical time prior to admission to the NYS Practical Skills examination if he/she is required to do so. All clinical and field time must be completed and clinical and field evaluation tools submitted 2 weeks prior to the practical skills examination and approved by the Course Medical Director in order to be eligible to take the NYS Practical Certification Examination.

Students at clinical sites (hospital, ambulance ride time and dispatch) shall be clearly identified by name and student status. All immunizations and physical requirements must be completed at the time specified by the CIC in order to continue, if not the student will be administratively withdrawn from the course. You will not be allowed to initiate clinical/field time until all prerequisites are complete.

A student should consistently exhibit concern for the dignity and welfare of patients and insures confidence of privileged information. Students should always be respectful of the rights of patients, families, staff, instructors and fellow students. The students and instructors will comply with all rules, regulations, procedures, and policies of all clinical/field sites at all times. If not, you will be dismissed from the course.

An Advanced EMT Student is required to successfully complete both clinical and field time. Clinical time may be waived at any time based on the needs of the institution and consultation with the Course Medical Director. Additional training including, but not limited to, dispatch time or an Out of Hospital Experience may be required.

Clinical/Field books must be submitted to the CIC for review and approval by the Course Medical Director, no later than 2 week prior to the NYS practical skills exam. . **If your clinical and / or field time is not complete, you will not be allowed to take the Practical Skills Exam.**

## **Academic Integrity:**

Jefferson County EMS Course Sponsorship adheres to the highest standards of academic integrity. This high standard ensures that the programs offered meet or exceed student and State expectations. Further, high standards of integrity instill the values necessary for public trust and ensures that our successful candidates demonstrate the expected professional behavior outlined in both the NY State and National Standard Curriculum for CFR's and EMTs at all levels.

Plagiarism and falsifying any educational and/or official record may subject to immediate dismissal from the course, and may be punishable by law.

Academic dishonesty is a serious violation of the trust upon which the success of our community depends. It is absolutely imperative, as aspiring providers, that students maintain the highest levels of personal honor and integrity.

Academic dishonesty includes, but is not limited to, the following:

- Cheating on examinations
- Stealing examinations, falsifying academic records, and other such offenses.
- Submitting work previously presented in another course without permission of instructor.
- Unauthorized duplication of computer software.
- Unauthorized use of copyrighted or published material.
- Plagiarism, the representation of another's ideas or writing as one's own, including:
  - Presenting all or part of another person's published work as something one has written;
  - Paraphrasing or summarizing another's writing without proper acknowledgement;
  - Representing another's artistic or technical work or creation as one's own.

If an instructor deems that a student has demonstrated academic dishonesty; the instructor may:

- Require the student to repeat the assignment or the examination.
- Give the student a failing grade for the assignment or examination.
- Remove the student from the course pending a conduct review by the CIC, EMS Medical Director, and Course Sponsorship Administrator.

## **Student Questions, Concerns, Complaints, or Problem Reporting:**

Anytime a student has a question, complaint, concern, or problem, he/she should not hesitate to resolve it with the appropriate person as listed below:

- Classroom (Lecture & Skills):
  - Certified Instructor Coordinator (CIC)
  - Course Sponsorship Administrator
  
- Field Internship:
  - Preceptor\*
  - Certified Instructor Coordinator (CIC)
  - Course Sponsorship Administrator

\*If a complaint or problem develops with any preceptor, immediately advise the Certified Instructor Coordinator, otherwise follow the chain of command listed above.

If any serious incident occurs, notify the CIC and/or the Course Sponsorship Administrator immediately, and thoroughly document the incident.

### **Verification of Membership:**

Must be submitted to the CIC or Course Sponsor no later than the 3<sup>rd</sup> session of the course.

### **Attendance Requirements and Make Up:**

It is the responsibility of the student to attend all class sessions. Students are expected to arrive at the scheduled learning site on, or ahead of time, appropriately dressed, and properly prepared (including the completion of any required homework assignments) to participate in that particular learning environment.

Students are expected to have all required items including but not limited to the following items for all class and lab sessions:

- books
- writing instrument
- notebook
- vital sign gathering equipment
- wristwatch with a second hand

Attendance is required at all classroom and skills sessions and will be taken at the beginning and end of each class via a sign-in sheet. Students will be required to sign in on the attendance sheet and enter the time and again at the end of each class session, which will be verified by the course instructor. Any student forging another student's name is subject to disciplinary action up to and including expulsion from the course.

Students arriving after the start of class will be marked late. If a student accumulates three late markings, it will count as one unexcused absence. Any student leaving before the end of class without permission will be marked absent for that session.

If, for medical or other valid reasons, a student misses a class, it is the student's responsibility to contact the instructor to arrange a procedure for maintaining continuity in the course. Students are expected to take responsibility for obtaining class notes, handouts, skill sheet packets, and make-up assignments for all sessions

### **Distance Learning Option:**

Jefferson County EMS may be able to offer an alternative web based platform for students who may not be able to physically attend certain classes during a course. Each request to utilize Distance Learning should be discussed with the course CIC and/ or Course Administrator. If possible, an attempt to utilize a Web Based Distance Learning platform should be explored before cancelling any class session. Decisions regarding Web Based Distance Learning shall conform to BEMS Policy 21-08 EMS Distance Learning Courses. Students who elect this option must provide their own computer or tablet. NO CELL PHONES are to be used with this type of learning. Devices must have a camera and microphone. The camera must remain on and microphone may be muted as necessary. Students must be engaged in the class. Students must be stationary and not engaged in other activities during the class session. Any skills, demonstrations or lab time performed during a distance learning session, must be made up by the student. It is the students responsibility to arrange the make up with the CIC.

### **Emergency Cancellation:**

The CIC and or Course Sponsor will have EMS/Fire Control announce the course cancellation as early as possible prior to the start of class. If a student does not have access to Fire Control announcements, please notify the CIC of your contact numbers and you will be contacted by the CIC or JCEMS office. A text message or email may be sent. Please make sure the instructor has the appropriate number and/or email address to contact you.

### **Refresher Courses:**

Attendance is mandatory for all classes and associated class activities (field internship, labs, tests, etc.) in the Original curricula and traditional refresher classes. Those students taking a challenge refresher course will be required to sign a contract that outlines the classes and/ or labs that the student is required to attend.

### **Additional Training Requirements:**

IS-100, IS-700, and Hazmat training that meets OSHA standards are a course requirement that you must complete on your own. Links to these required courses are provide to students upon registration and are always available on the Jefferson County EMS website [https://www.jeffersoncountyny.gov/EMS\\_Courses](https://www.jeffersoncountyny.gov/EMS_Courses)

If you have completed these courses prior to the EMS course, you must submit that documentation to Jefferson County EMS. Clinical and/or field internship sites may require additional training based upon the needs of the facility or agency.

### **Immunization and Physical Requirements:**

Clinical and/or field internship sites may require additional requirements based upon the needs of the facility or agency.

A physical exam within 1 year is required and must be submitted to the JCEMS office **PRIOR** to the **START** of the course. Exceptions may be made by the Course Sponsor.

JCEMS does not cover the costs for physicals and immunizations.

### **AEMT Original Courses ONLY**

If clinical/field observation time is required, documentation of the following immunizations must be submitted to the JCEMS office **PRIOR** to the **START** of the course. Exceptions may be made by the Course Sponsor. They are as follows:

Tetanus – Within 10 years

PPD - Within 1 year (Lewis Co. Hospital requires two Step)

MMR's - Documentation of 2 (Measles, Mumps, Rubella) for anyone born on or after Jan.1, 1957.

Flu vaccine may be required by participating hospitals

Immunizations may be obtained thru the Jefferson County Public Health Services Immunization Clinic, 531 Meade St, Watertown, NY. You must make an appointment online for immunizations at [www.jcphs.org](http://www.jcphs.org). If you are in Lewis County, you may want to contact Lewis County Public Health Service @ 315-376-5453.



**Personal Conduct:**

Students are expected to act in a professional manner at all times, be attentive, quiet and not disruptive, during class, practical and lab sessions. A student should always be forthright and honest.

Students are perceived as health care professionals and as medical practitioners. Strict attention to professionalism must be maintained. Students are to be present at all session sites, on or ahead of the scheduled start time, appropriately dressed, and properly prepared to participate in the classroom learning environment.

Students are expected to be respectful and courteous to instructors, lecturers, and fellow students. Any disruptive behavior, or actions that disturb, interfere with, or in any way endangers anyone in the classroom, will not be tolerated, and the student will be immediately dismissed from that class session, and required to make up the balance of that class at a time designated by the CIC for that course. Any repeated behavior and/or additional problems may result in disciplinary action up to and including expulsion from the course.

**Housekeeping:**

Students are invited guests in any Jefferson County facility or facility hosting a Jefferson County EMS Course. When students leave a facility, it should be left in the condition that they found it, or better. Intentional or reckless conduct, which results in damage (including tampering or defacing), loss, theft, or unauthorized use of property of Jefferson County or of any person or business, is prohibited. The unauthorized use of such property for personal gain is also prohibited. Any violation of this policy may result in disciplinary action up to and including expulsion from the course. Violators may be subject to appropriate legal action.

**Professional Dress Code & Personal Hygiene:**

Students are perceived as health care professionals and as medical practitioners, strict attention to professionalism must be maintained. The student is responsible for the purchase and maintenance of his/her own professional attire.

Students are required to wear appropriate clothing at all times. Undergarments are to be worn and should not be visible through the clothing. Shoes are to be clean at all times and shall not be high-heeled or sandal type (open toes). Hats, visors, caps and bandannas shall not be worn during classroom didactic and/or skills sessions unless it is for medical or religious purposes. Students shall not wear sunglasses in the class or any associated class activities (field internship, tests, labs, etc.). For the purpose of safety, jewelry shall be limited to items that do not pose a risk to the students, staff or others.

All students are expected to exercise good personal hygiene prior to class and associated class activities (field internship, tests, labs, etc.). Students should be bathed, control body odor, brush teeth, and maintain a professional, clean, sharp appearance. Scalp or facial hair must be worn away from the face in a manner that does not interfere with vision, the provision of medical care, or the student's ability to wear required respirators. Fingernails must be trimmed to an appropriate length. Body art and tattoos must be covered as much as possible.

A student in violation of any part of the Professional Dress Code may be asked to leave the class or field site and will be given unsatisfactory rating in addition to losing credit for that experience. If a student comes to class or field site in inappropriate dress or personal hygiene, the student may be required to go home, change into conforming attire or properly groom, and return to the class or field site if time permits. If a student is dismissed from class due to this policy, the student will be responsible for any missed assignments, quizzes/tests, or sessions. EMT and AEMT Original students are required to participate in a field internship. In addition to the above guidelines, during field internships, students shall adhere to the following:

**•Attire with agency or department insignia's are prohibited.**

- All students are required to wear clean slacks/ pants
- Shirts shall be dark or light-colored polo, job sweatshirts, and/or jacket. NO sleeveless shirts or blouses. NO extremely short or tight fitting clothing or ripped or torn clothing
- Tee shirts are prohibited
- Shoes or boots shall be clean. NO open toed shoes
- Clothing shall be unsoiled and as wrinkle-free as possible
- Undergarments are to be worn and not visible through the clothing.
- Shirts are to be tucked in.
- Jeans are not appropriate attire and should not be worn
- Scrubs are not appropriate attire and should not be worn
- Hats/visors/caps are allowed during field time but must be black/navy blue with no insignias/wording.
- Students shall have their instructor-provided field guide, a pen, a wristwatch with a second hand, and a stethoscope for all field time rotations.
  - No cologne or perfume shall be worn
- Students ID tags are required for ALL field internship rotations. Any student found not wearing appropriate ID tag will not receive credit for that field rotation, and may be asked to leave, and retrieve the tag if time permits.

**Student Contract Agreements:**

Each student will sign a student contract agreement between the student, CIC and the Course Sponsor. Refresher students will be offered a challenge written and practical skills exam. Refresher students will sign a contract outlining course sessions and dates which the student will need to attend. Refresher students must score a 75% on each challenge section exam. For each section that the student scores less than a 75%, the student must attend the didactic portion of the course and pass the exam at the end of the section. Students may waive the written, practical exam or both and this will be documented on their learning contract.

## **Course Termination/Expulsion/Appeal:**

A student may be terminated/expelled from the course for the following reasons:

- 1) Excessive Absenteeism
- 2) Not carrying a passing grade
- 3) Poor course participation (classroom, virtual, LMS or lab)
- 4) Disruptive Behavior
- 5) Cheating / Dishonesty
- 6) Forgery of any documents
- 7) Failure to exhibit patient confidentiality
- 8) Inability to successfully perform lab skills
- 9) Failure to meet contract requirements and comply with Clinical/Field Training Policies

### **Appeals Process:**

Failure to comply with all terms and conditions of this "Student Learning Contract", and/or the rules, regulations, policies, procedures, or eligibility requirements of the course sponsorship, hospital, and/or ambulance agency, shall be considered a breach of policy and the student shall be counseled and given a written warning by the course Certified Instructor Coordinator.

If any identified breach or problem persists, the student shall be subject to one written warning by the course Certified Instructor Coordinator, which will be retained in the students file. Any further breach may result in the student being subject to immediate dismissal / expulsion from the course.

Should any such breach and subsequent disciplinary action occur, the student may file an appeal within five (5) days with the Course Sponsorship Administrator. The Course Sponsorship Administrator will meet with the student to determine the appropriate remediation or disciplinary action(s) based on the severity and circumstances surrounding the breach. The decision will be made in seven (7) days. The Course Sponsorship Administrator's decision shall be final in all non-medical breaches.

If the breach is medical in nature, the matter shall be referred to the Jefferson County EMS Medical Director, who will meet with the course Certified Instructor Coordinator, the Course Sponsorship Administrator, and the student. The Medical Director's decision shall be final in all cases. All disciplinary actions, decisions, and appeals (if any) shall be appropriately documented and filed in the students file.

If the student is not satisfied with the Course Sponsorship and/or EMS Medical Directors final decision, the student has the right to appeal the decision to the NYS DOH Bureau of EMS, Syracuse Office at (315) 477-8544.

### **Educational Materials & Books:**

Students may not be required to have a textbook for their class. The My Brady Lab LMS includes a digital version of the textbook. Information about specific course material will be communicated to each student by the CIC for each course.

The Jefferson County Course Sponsorship does not possess or sell books related to EMS education. Students are encouraged to purchase books for their own use and reference as a resource into the future. Students may have access to agency books or a borrowed book, and that is certainly acceptable as well. Books may be purchased from any reliable book vendor or online.

For the CFR Curricula:

- Course textbook or LMS
- NYS Bureau of EMS Statewide Prehospital Treatment Protocols  
(Download from the NYS Bureau of EMS Website)

For the EMT Curricula:

- Course textbook or LMS
- Pocket mask
- Stethoscope
- Blood Pressure Cuff
- Penlight
- NYS Bureau of EMS Statewide Prehospital Treatment Protocols  
(Download from the NYS Bureau of EMS Website)

For the AEMT Curricula:

- Course textbook or LMS
- Pocket mask
- Stethoscope
- Blood Pressure Cuff
- Penlight
- NYS Bureau of EMS Statewide Prehospital Treatment Protocols  
(Download from the NYS Bureau of EMS Website)
- NYS EMS Statewide Collaborative Protocols

For the Paramedic Refresher curricula:

- Course textbook or LMS
- NYS Bureau of EMS Statewide Prehospital Treatment Protocols  
(Download from the NYS Bureau of EMS Website)

### **Prerequisites for Admission to the Practical Skills Exam:**

Acceptable attendance in the course

All class assignments completed

Successful lab skills check-off

Successful completion of CPR training

Submission of IS 100, IS 700 and Hazmat Awareness Level Training Certificates

Successfully pass the class final (70%)

\*AEMT ONLY Clinical time completed and approved by Course Medical Director\*

\*EMT-P ONLY ACLS/ PALS\*

The NYS Practical Skills Examination must precede the NYS Certification examination. All stations of the practical examination must be passed before admission to the NYSDOH EMS Certification Examination.

### **New York State Examination:**

If a student is unable to complete the course by the original course end date, you must reschedule your test with the NYS Bureau of EMS. You must complete form DOH-4245, which is available online, and email it to the NYS Bureau of EMS in order to schedule another certification exam. If you are unable to print the form to submit to NYSEMS please contact the JCEMS office and we will assist you.

## **Students With Criminal Convictions (See NYSEMS Policy 02-02)**

All candidates applying for the NYS EMS certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65, 1/2009). The application contains a personal affirmation that the candidate signs. Under NO circumstances should a candidate sign this application if he or she has a conviction of any type.

The student will not be allowed to take the NYS Practical Skills Examination or Certification Examination until cleared by DOH.

All unsigned applications will be identified when submitted to the Bureau of EMS. Upon the Bureaus receipt and processing of the unsigned application, the candidate will be sent a packet of information outlining the investigative process and the required information to be supplied.

There is no need to contact the Bureau of EMS directly. In an effort to permit timely review and determination, the candidate must provide the DOH with all required documentation within 30 days of the initial DOH contact.

The Department of Health will discuss issues related to criminal convictions ONLY with the candidate or their legal representative. There is no requirement or need for the candidate to divulge or discuss the circumstance of any conviction(s) with the CIC.

Upon receipt of proof of the NYS Bureaus positive determination, the student should contact the CIC and/or Course Sponsor and make arrangements to be scheduled for a Practical Skills Examination. Upon successfully completing the Practical Skills Examination, the student should complete a request for the NYS certification examination, which is available on the NYSDOH Bureau of EMS website, and fax it to the NYS Bureau of EMS @ 518-402-0985.

If you have any questions or need assistance please contact:

Jefferson County EMS  
531 Meade Street  
Watertown, NY 13601  
(315) 786-3760  
[jcems@co.jefferson.ny.us](mailto:jcems@co.jefferson.ny.us)