

FINGER LAKES REGIONAL EMS COUNCIL, INC.

In Affiliation With

FINGER LAKES COMMUNITY COLLEGE



STUDENT POLICIES AND PROCEDURES MANUAL

Amended September 2024

Certified First Responders, Basic EMTs, and AEMTs

2024 - 2025

Table of Contents

INTRODUCTION.....	5
REGISTRATON OF STUDENTS FOR COURSES	6
COURSE CANCELLATION/TERMINATION	7
TEXTBOOKS/SUPPLIES/LAB FEES/TUITION	8
COURSE DISCLAIMER	9
CARD EXPIRATION DATES	9
OFFICIAL WITHDRAWAL PROCEDURE.....	10
ACADEMIC REQUIREMENTS.....	10
GRADING.....	11
SOCIAL MEDIA/ELECTRONIC DEVICES	13
EVALUATIONS	14
CLASS PARTICIPATION	14
CONFLICT RESOURCES.....	15
PROGRESSIVE DISCIPLINE POLICY	15
AMERICANS WITH DISABILITIES ACT	16
CLINICAL EXPERIENCE	16
FIELD CLINICAL	19
HEALTH RELATED REQUIREMENTS	21
DRESS CODE REQUIREMENTS	22
OTHER REQUIREMENTS	23
SMOKING POLICY	24
POSSESSION OR USE OF WEAPONS	24
ALCOHOL POLICY	25
DRUG POLICY	25
HARASSMENT POLICY	26
STATEMENT ON GENDER IDENTITY	27
DEFINITION OF SEXUAL HARASSMENT	27
SEXUAL HARASSMENT NOT TOLERATED	29
DEFINITION OF VERBAL HARASSMENT	30
DEFINITION OF PHYSICAL HARASSMENT	30
STALKING	30
HARASSMENT POLICIES AND PROCEDURES	30
GRIEVANCE PROCEDURE	32

Informal Grievance	32
Formal Grievance.....	33
Disciplinary Actions.....	33
SUGGESTIONS TO AVOID HARASSMENT CHARGES	34
IMPLEMENTATION.....	34
SEXUAL ASSAULT.....	35
HAZING.....	35
DISORDERLY CONDUCT.....	35
DAMAGE, LOSS THEFT, OR UNAUTHORIZED USE OF PROPERTY OF THE COUNCIL/COLLEGE/PERSON	35
VIRAL PANDEMIC PLAN.....	36
JOB DESCRIPTION ACKNOWLEDGEMENT FORM	37
HARASSMENT POLICY ACKNOWLEDGEMENT FORM.....	38
ATTACHMENTS	39
DOH Policy 18-01 Certification for Individuals with Criminal Conviction.....	39
DOH Policy 00-09 Functional Positions for Certified First Responder	39
DOH Policy 00-10 Functional Positions Basic EMT/AEMT	39
DOH Policy 22-03 ADA Accommodation Requests for NYS EMS Certifying Examination	39
DOH Policy 22-09 Extension of Certification for Military Personnel	39
FLREMSC Course Withdrawal Form (Signature Page)	39

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INTRODUCTION

Training programs in EMS are requiring excellence from students more than ever before. Many of the course topics may be more difficult than courses you have taken in the past. Although topics will be presented during lecture and practical skills labs, it is expected that each student will spend additional time outside of the class on lecture and practical skills. During examinations given throughout the course, you will be required to demonstrate that you can meet or exceed the minimum standards to achieve certification by the State of New York.

It is the goal of the Finger Lakes Regional EMS Council (FLREMSC) and the Finger Lakes Community College (FLCC) to train high quality pre-hospital patient care providers at all levels of the emergency medical services (EMS). We believe that all aspects of the EMS system are equally important and share in the responsibility and the eventual outcome of the patients that we treat. FLREMSC and FLCC commends you for the efforts that you are about to undertake, and the information presented in this document will outline the duties, responsibilities, and expectations for the instructor and for you as the student. Finger Lakes Regional EMS Council and the Finger Lakes Community College bring forth a supportive, learning-centered environment that empowers our students, provides enriching life experience, and enhances the quality of life throughout our communities.

Students are expected to abide by the rules of the FLREMSC and FLCC and to conduct themselves in accordance with accepted standards of good citizenship, respect, honesty, and decency, and with proper regard for the rights of others. Students must also obey federal, state, and local laws as would any good citizen. The maintenance of harmonious community standards requires that behavior which interferes with or threatens the welfare of others or the FLREMSC and FLCC community be prevented. Ignorance of these standards will not be considered a valid excuse or defense. Student participation in any unlawful or other potentially serious violations of FLREMSC and FLCC policy may lead to suspension or dismissal from the FLREMSC and FLCC courses and/or other types of legal action.

While on campus (whether the FLCC Main Campus, Victor, Newark or Geneva campuses) or on any ambulance, fire department or outside facilities or on clinical rotations, all students are expected to conduct themselves in a professional and ethical manner which includes but is not limited to proper wearing of classroom attire or clinical uniform and proper use of professional vocabulary to reflect well on the FLREMSC/FLCC and the EMS profession. The use of foul, profane, vulgar, sexually explicit, discriminatory, racist, or illicit words or phrases are specifically prohibited. Failure to maintain a professional attitude and behave within ethical guidelines, or the use of inappropriate words or phrases will result in removal from the EMS Program. All students that are attending EMS Classes at any on-site/off-site facility of FLREMSC/FLCC must abide by the FLREMSC/FLCC Student Policies and Procedures Manual.

Neither Finger Lakes Regional EMS Council or the Finger Lakes Community College discriminate based on age, color, disability, national origin, race, religion, creed, sex, sexual orientation, marital status, or veteran status. Prohibited is the unequal treatment of a person based on age, color, disability, national origin, race, ethnicity, religion, creed, sex, gender identity, familial status, pregnancy, predisposing genetic characteristics, sexual orientation, marital status, domestic violence victim status, military status, or criminal conviction.

To help promote a safe and civil educational environment, FLREMSC, along with FLCC, expects ALL students to follow the FLREMSC/FLCC Student Policies and Procedures Manual as well as the FLCC Student Code of Conduct. The Code outlines the education processes of the College that addresses behavior(s) not consistent with its tenets. The Student Code of Conduct embraces several important values: the rights of free speech and peaceable assembly; the freedom of inquiry and the right to make constructive criticism; the crucial importance of honesty to this community; and the desire that all students participate on campus in an environment that respects all differences.

The Student Code of Conduct enumerates the rights and responsibilities of students, behaviors prohibited on or off campus, possible sanctions, and the procedures adopted by the Finger Lakes Regional EMS Council, as well as the Finger Lakes Community College. A student attending an EMS course/program agrees to be governed by this Student Manual, along with the FLCC Student Code of Conduct, as well as other Council/College policies. All students at FLCC have access to the Student Code of Conduct. Copies of the Code are available online at www.flcc.edu/offices/judicial/code-of-conduct. Students who have questions about the Student Code of Conduct may contact the Director of Community Standards at 585.785.1211 or the Finger Lakes Regional EMS Council, Inc. Administrator at 315.789.0108.

FLREMSC's Student Manual is comprised of NYSDOHBEMS Policy Statements, excerpts from FLCC's Student Code of Conduct (see website above) and FLREMSC Sponsorship requirements as distributed to all students at the beginning of each course or reviewed on and available to be accessed on the FLREMSC website at www.flremsc.org.

As a sponsor for the New York State Department of Health Bureau of Emergency Medical Services, FLREMSC administers our programs according to the New York State Department of Health EMS Program Administrative Manual for EMS Educational Program 2013 along with any Policy Statements issued by the Bureau of Emergency Medical Services and Trauma Systems as they pertain to education and training. As updated manuals and policy statements are available, FLREMSC will make the necessary changes. FLREMSC uses/adheres to the New York State Department of Health Bureau of Emergency Medical Services BLS Practical Skills Examination Administrative Manual for Certified First Responders and Emergency Medical Technician 2017 to conduct the Final Practical Skills Examinations at the end of each course. The AEMT Practical Skills Examination is conducted using National Registry and NYSDOHBEMS Basic Skills sheets as designated by DOH updated May 3, 2018.

REGISTRATON OF STUDENTS FOR COURSES

All students are encouraged to pre-register for all courses. Pre-registration applications are required for the AEMT Original, Refresher, and Core, as well as EMT-Critical Care Core courses. The application should be filled out and returned on or before the registration date. Payment or purchase order for tuition and text material will be presented prior to or upon registration on the first day of class. Cost of each course will be published with the course information and on the FLRMESC website at www.flremsc.org. Upon receipt of pre-registration applications, students will include their telephone number and email address. At that time, an email will be sent to the student indicating receipt of application, costs for the course, and a copy of the DOH-3312 Verification of Membership in a NYS EMS Agency. If there is inadequate enrollment in a course, the course will be canceled, and pre-registered students will be notified by phone or by email. If it is determined there is inadequate enrollment on the first day of class and the class is canceled the student(s) will then have the option to enroll in another course offered by FLREMSC. Also sent to the student will be the appropriate immunization packet (BLS or ALS) if applicable.

Students enrolling in a Certified First Responder (CFR) course must be at least 16 years of age by the month of the originally scheduled course end date. Students who enroll in an EMT course must be 17 years of age by the last day of the month of the originally scheduled course end date. Those students under 18 years old will require a signed parental form to be completed and returned by the end of the second (2nd) class. This parental form will give the student permission to participate in the course as well as designate any/all fiscal obligations. This form must be completed and returned at the second (2nd) class.

Students enrolled in Certified First Responder-Original, Certified First Responder-Refresher, EMT-Original, EMT-Refresher, AEMT-Original and AEMT-Refresher courses have no later than twenty (24) hours after the end of the second (2nd) session to drop the course without tuition penalty. If the student will be dropping the course, they must contact the FLREMSC Office by faxing, emailing or hand delivering the course OFFICIAL WITHDRAWAL FORM attached to this student manual within twenty-four (24) hours after the second session. After the first session the course instructor will confer with the FLREMSC Office regarding those students who are returning to class. After the second session has been held, should a student drop the class without proper withdrawal notification made to the FLREMSC Office, tuition will be billed to either the student or their sponsoring agency for payment. Should the student stop attending a course, be dismissed from a course or not meet course and/or DOH requirements, the student is still responsible for the cost of the course. The students' sponsoring agency may receive an invoice for the cost of the course if previous arrangements have been made for the agency to be invoiced. If the student wishes to drop/withdraw from an EMS class after the above stated time they must notify the EMS Office as well as officially withdraw from FLCC. Directions for withdrawal from FLCC may be found on the FLCC Website for this process.

If an agency is planning to pay for the cost of the class for the student that agency needs to notify the FLREMSC Office by either sending a check with the student to the first class, sending a purchase order, paying by credit card, or contacting the office by phone. Past due invoices will result in collection action being taken. All collection costs will be the responsibility of the party submitted for collection.

Upon successful certification of the CFR, EMT or AEMT course by the NYSDOH BEMS, FLREMSC will assist the sponsoring agency in securing the NYSDOH BEMS designated reimbursement for successfully passing the NYSDOH BEMS Written Exam for each course. Keep in mind, NYSDOH BEMS does not reimburse for students who have no sponsoring EMS agency or for those students taking the AEMT course whose sponsoring agency is not practicing at the AEMT or higher level of care or for those written exams not successfully completed.

Any student who is registered in any course and does not complete the course to take the practical and written exam and has an outstanding balance owed either to Finger Lakes EMS Council or Finger Lakes Community College will not be able to receive a copy of their Core Recertification Completion Certificate until all past balances are paid in full.

COURSE CANCELLATION/TERMINATION

The Course Sponsor has the right to cancel any class that does not meet the minimum enrollment. The Course Sponsor has the right to terminate any class in which the level of performance of the instructional staff falls below the regional expectations and there is NO other recourse. The Course Sponsor will terminate the course only after ALL other avenues have been explored and exhausted. It is the intent of the Course Sponsor to train pre-hospital providers to a minimum competency standard, throughout the Region.

A course schedule is presented to each student at the beginning of each course/program. This schedule lists all dates for such course/program. Because the course/program is overseen by the New York State Department of Health Bureau of Emergency Medical Services, mandatory attendance at all dates/hours listed is required by every student enrolled. It is expected that the student will attend on each of the designated dates.

Should any session during the course need to be cancelled, these sessions will be made-up on the following regularly scheduled class session and the course schedule will be moved ahead by one session thereafter. If this arrangement is unable to occur, make-up of the missed session(s) is at the mutual agreement between instructor/students.

There will be times when the Finger Lakes Community College will be closed even though EMS classes are scheduled on such times/dates. It is expected that the student will adhere to the schedule presented to them at the beginning of class.

If it is determined that class will be cancelled due to inclement weather, instructor illness, safety issues with class locations, enrolled students will be contacted directly personally by the Instructor, FLREMSC Council Office staff or designated other. If at any time the student has a question as to whether they should be attending class, they should contact the instructor of the course or the FLREMSC Council Office at 315-789-0108 or 1-800-357-3672.

OFFICE STAFF/INSTRUCTOR WILL MAKE EVERY ATTEMPT TO CALL AND NOTIFY STUDENTS OF LAST-MINUTE CANCELLATIONS, PLEASE MAKE CERTAIN YOUR TELEPHONE NUMBER IS KEPT CURRENT WITH OFFICE STAFF AND THE INSTRUCTOR THROUGHOUT THE ENTIRE LENGTH OF THE CLASS AND ALL PHONE MAILBOXES ARE SET-UP AND EMPTIED TO RECEIVE OUR CALL.

TEXTBOOKS/SUPPLIES/LAB FEES/TUITION

Students are required to have the current textbooks, workbooks, and supplies that are assigned for the class. The course sponsor will make available to the students how textbooks may be secured during the pre-registration period or at the first session of the class. The necessary textbooks required may be online books or actual physical books.

Students will be provided with their own pocket mask. Additional pocket masks may be obtained from the Council or your affiliated EMS organization for a small fee. Your own stethoscope is recommended. You will also need a watch with a second hand.

It is the student's responsibility to ensure that ALL bills for textbooks, supplies and tuition are paid prior to the date of the practical exam regardless of source of payment. The student will receive said invoices periodically throughout the course. It is the responsibility of the student to get the invoice to their respective agency for reimbursement/payment, if agency does indeed reimburse/pay for texts, tuition, and supplies. Unpaid balances will result in the student's inability to take the practical exam.

Various specialty courses such as ITLS, PALS, ACLS, PEARS, DIFFICULT AIRWAY may be offered. Some specialty courses are mandatory to complete during original programs, while others are optional during the refresher/core recertification courses. If a student signs up to take any of the specialty courses during their class and later decides not to participate, initial charges made to the student for the cost of the

course will not be refunded. Because specialty course instructors must be secured well in advance of the scheduled program, having a student decide later they do not need to attend the program does not excuse them from the cost.

It is the Council's policy to assign delinquent accounts to a collection agency. After proper notification, students who have an unpaid balance in their account for the course may be assigned to a collection agency. Students will be responsible for the outstanding balance, PLUS all delinquent payment fees, collection agency fees in the range of 28% to 66%, court costs, and attorney fees. Furthermore, the collection agency will notify all credit reporting agencies of the outstanding debt. It is, therefore, important, and advantageous to pay account balances in full when they are due.

Prior students who have outstanding fund balances to FLREMSC and have not made restitution will not be able to purchase textbooks, workbooks, supplies etc. without cash, check, money order, credit card or agency purchase order in hand upon registration for class. Past due textbook balances and new text, supplies, etc. must be paid in full prior to or at the first class. Unpaid balances will prohibit students from taking the Practical and Written Exams.

Students entering a course with past due tuition balances will not be able to take the practical exam or receive a Core Recertification Completion Certificate until past balances are paid in full. For those students who have successfully completed all didactic, lab and clinical requirements but have an outstanding debt that prevents them from taking the practical exam may request an extension for no more than 90 days from the original practical exam date to get their debt paid and be placed in the next available scheduled practical exam. Upon successful completion of the practical exam, NYSDOH BEMS will be notified to allow the student to move forward with scheduling a written exam.

COURSE DISCLAIMER

The EMS courses are designed to prepare students to execute skills on patients in the field that require hands-on care. The only way to adequately train students to do this is to perform hands-on in the classroom. Should any student have difficulty performing hands-on skills within the classroom/clinical setting immediate notification to the Course Instructor must be made by the student. This may result in the student leaving the course/program. It is the recommendation of the Course Sponsor that any student who has any concerns regarding working with a student of different gender should notify the course instructor of this as soon as possible.

If, at any point during the learning process, the student feels threatened or uncomfortable they should speak with the course instructor, skills instructor, or sponsor. 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 they may be administering life-saving measures to all, regardless of gender, ethnicity, religious beliefs, etc.

CARD EXPIRATION DATES

Any student that does not have a current valid CFR, Basic EMT, AEMT, EMT-Paramedic certification may not practice at that certification level until they have successfully completed the course, passed the practical exam, successfully passed the NYSDOH Bureau of EMS Written Exam and have received their new card or notification

of successful recertification through the Health Commerce System. If that student's certification card is expiring during a class, after the expiration date of that card, the student is no longer allowed to provide services at the level of certification which they held until they have successfully received their new up-to-date card. Anyone found providing these services without proper authorization by NYSDOH Bureau of EMS risks not being allowed to finish the class, participate in another class, and places the organization with which they ride in serious liability. These individuals could in fact lose their certification from the New York State Department of Health permanently and even face criminal charges.

OFFICIAL WITHDRAWAL PROCEDURE

Any student wishing to drop a FLREMSC EMS Course and avoid tuition charges, must submit the FLREMSC Official Course Withdrawal Form to the FLREMSC Office **no later than 24 hours after the second scheduled session for this course. DO NOT LEAVE THIS FORM WITH THE INSTRUCTOR.** Note: Discontinuance of class attendance or notice (verbal/written to the Course Instructor does not constitute official authorized withdrawal. If the student wishes to drop/withdraw from an EMS class after the above stated time they must notify the EMS Office as well as officially withdraw from FLCC. Directions for withdrawal from FLCC may be found on the FLCC website for this process.

ACADEMIC REQUIREMENTS

Attendance: Attendance at ALL classes is mandatory except with recertification classes. This is a requirement of NYS DOH Bureau of EMS. This is not an average high school/college course. Those taking recertification courses will be required to sign a course contract which will outline the days and times that students are required to take certain classes and/or attend lab station practices (See below for additional information on refresher classes). Students must be aware that some classes will, at times, be given on days other than the normally scheduled class days/nights. Attendance for all classes will be taken at the beginning of the class. Students will be required to sign the attendance sheet, at every session, which will be verified by the course instructor.

Tardiness and Absenteeism: If you arrive more than 10 minutes late to a class you must see the course instructor to sign in (late) at the first break session. Students arriving more than 10 minutes late will be allowed to stay for the class but may, at the discretion of the instructor, be considered absent, except for extenuating circumstances and prior instructor notification.

Any *UNEXCUSED/UNDOCUMENTED* absence may be cause for dismissal from the course. If you cannot attend a class, it is your responsibility to notify the instructor before the session(s) begins. Make-up of missed classes may be done on an occasional basis for illness or other acceptable reason and **with course instructor approval.** If a class is missed, you are responsible to make-up the class within two (2) weeks. Make-ups are completed at the discretion of the instructor and may include attending another class where the same material is being covered or remediation with your instructor. The instructor must approve, in writing, the method of making up classes. To attend another class the student must have prior permission of both instructors. Appropriate documentation of the sessions attended at another class must be submitted to the instructor within one (1) week from the date the make-up class was taken. If attending another class for make-up is not an option, the instructor will give the student a handout/quiz that the student must complete and return to the instructor with a passing grade of at least 90% to be accepted as a make-up for didactic instruction. Lab practice make-up is to be done within one (1) week from the missed lab, with the instructor and student arriving one (1) hour early to make-up this session. Completed make-

up not received by the instructor within two (2) weeks will not be accepted, with the student receiving no credit for the missed class(es).

Students missing more than three (3) sessions of any course may not be allowed to continue in the course without the approval of the course instructor and the Training and Education Committee. Some courses offer double sessions (i.e., Sunday 2-5p and 5:30 – 9p equals two sessions); student(s) must be aware that if they miss one day it will be counted as two sessions missed. Students must complete all didactic and clinical hours prior to the NYSDOH BEMS Practical Exam to be allowed to take the Practical Exam.

The only exception to the above will be students taking the recertification classes. After successfully challenging the written and practical exams, students who are recertifying need only attend the classes as indicated on the student's refresher contract. If you are a refresher wishing to take your course during an original course, you need to be aware that you will more than likely be attending more classes than a normal Refresher/Core class. Your Refresher Contract will be tied to the Original Schedule and dates will correspond accordingly. It is the course instructor's responsibility to begin and end the class on time. It is the responsibility of the student to arrive on time and be ready to begin the lesson.

GRADING

Assignments from a workbook (if required) must be completed before each division exam as they will be collected at the beginning of each day/night when a division exam is given. It is the student's responsibility to have the corresponding material in the workbook completed according to the module covered. Workbooks will be returned to the student the following class session by the instructor.

Students not completing and handing in the completed workbook to correspond with lessons taught will not be able to take the NYSDOH Practical or Written Exam. All homework must be completed and turned into the instructor prior to the student being allowed to take the NYS DOH BEMS Practical or Written Examination.

All didactic, class labs, exams, homework, field clinical and hospital clinical requirements must be completed prior to the student being eligible to enter the Practical Exam. If for any reason the student does not complete the requirements, they will receive an "F" (Fail) grade. An "I" (Incomplete) may be given for unfinished clinical ride time ONLY for extenuating medical circumstances. The extenuating medical circumstances must be documented by a NYS licensed medical professional. A written request, plus documentation from the student's physician as to exact injury/illness and anticipated return to complete clinical ride time, etc. must be submitted to the Training and Education Committee Chairperson or Director no later than 10 days prior to the scheduled Practical Exam. At that time, a sub-committee assigned by the Training and Education Committee Chairperson and comprised of three (3) people and the instructor (who has no vote) will hear the request for an extension. The sub-committee's decision cannot be appealed. To receive a grade for the course, the student must be eligible for the NYSDOH Practical Exam. Upon successful completion of the Practical Exam, the student may then be eligible to take the NYSDOH Written Exam. The only exceptions are for those currently serving in our Armed Forces and must report at designated times/places for duty/training OR those who have been summoned for Jury Duty that would fall during normal class hours. The student must produce a copy of their military orders as proof and/or notification of jury duty and attendance. Again, documentation will be required in all classes. The student and instructor will work out make-up sessions for the time away

from class for military duties/jury duty in accordance with the requirements set by the DOH Bureau of EMS. Any other exceptions will be handled on a case-by-case basis with the sub-committee assigned by the Training and Education Committee.

The following information is how your grades will be granted:

A	93 & above	C	73-77%
A-	90-92%	C-	70-72%
B+	88-89%	D+	68-69%
B	83-87%	D	63-67%
B-	80-82%	D-	60-62%
C+	78-79%	F	59 & lower

Missed quizzes cannot be made up. Missed Division, Midterm and Final exams **must** be made up. Rescheduling missed work is the responsibility of the student. The student must carry a class average of at least 70% at each division, mid-term and final exam, or the student must meet the instructor's class average or minimum, whichever is higher. At the discretion of the instructor, students who have failed their division, midterm and/or final exams may have an opportunity to raise their grade by doing test corrections. The student would have one (1) week from notification of failed exam to do test corrections and get them back to the respective instructor for correction. If the student chooses to do test corrections, they can receive no higher than 70% for the failed exam. If the student chooses not to do test corrections, they will take the original grade earned for the course assignment.

Quiz and exam questions may be secured from lecture notes, speaker notes, hands-on time, assigned text(s) currently used in class, videos, NYS Collaborative Protocols, NYSDOH BEMS Policy Statements, EMS National Standards, and FLREMSC Student Manual and Policies. Quizzes and exams may or may not include questions from an accumulation of information covered during the class and/or included in reading assignments from course beginning to the point of test date.

Upon receipt of corrected quiz/homework/exam, the student has one week to dispute any question believed to be incorrectly marked. Disputes will not be considered beyond the one-week deadline. A student's appeal of the grade must be in writing with specific documentation stating where the information was secured. The source of the student's information must be from one of the above listed quiz/homework/exam information sources. The protest information should be submitted to the instructor immediately before or after class. The instructor must give the student a written reply within one week of receiving the protest. Review and/or dispute regarding questions will not be done during actual class time hours but will take place prior to the start of class or immediately following the completion of the class session. Any corrections to grades will be made accordingly.

Skills sign-off worksheets for each practical skill will be given to each student. Additional copies will be available as requested. These skills sheets must be turned into the instructor(s) after each lab session. Be sure the lab instructors (CIC, CLI or PWI) have signed them as well. Skills sign-off worksheets not turned over to the instructor will result in the student not receiving credit for the practical skill(s) which will affect the overall grade of the class.

Appropriate clothing for lab sessions is required. Be aware that some sessions for advanced EMT certification classes will require short sleeves for IV and blood draws. Also be prepared to practice labs on the floors as well. Dress appropriately. Any questions, see the course instructor(s).

SOCIAL MEDIA/ELECTRONIC DEVICES

Electronic Devices – In order to provide the best possible learning environment for all students, all pagers, cellular telephones, and similar devices will be turned off or to vibrate during class time. No one will be allowed to leave class to take an emergency call of any type (i.e., fire, phone text, ambulance or personal) without the permission of instructor. No student is allowed to leave to take an actual fire or ambulance call. No one will be allowed to receive or send text messages during the class. This may only be done on class breaks. Use of laptop computers and iPads will be allowed for use during class using eBooks and note taking only. A laptop computer or an iPad may be allowed for searching/investigating additional information pertinent to course topics being discussed in class. This task must be done quietly and cannot be distracting to other students. Any other use of laptops, iPads or earbuds during class time is prohibited. Students not abiding by this may be dismissed from the course/program. Disruptions of this type will not be tolerated. Those who leave will be marked absent for the entire class unless pre-approved by the instructor(s). Audio tape recordings of lectures, only, are accepted. All other media/communication devices are prohibited during class, clinical and scheduled labs. No photos may be taken of any class functions without pre-approval of the class CIC and the appropriately signed paperwork by students. Taking photos of any students during didactic, lab time, ride or hospital clinical time without the appropriately signed paperwork is prohibited due to privacy laws. Any posting of unauthorized pictures taken during class and later posted to Facebook or other social media platforms will lead to immediate dismissal from class. Students are prohibited from posting any information, photos, or videos regarding calls, patients, or situations related to fire, EMS, and/or law enforcement operations, even if posted in a de-identified or generic manner. It is the opinion of the Finger Lakes Regional EMS Council and REMAC that use of internet posting mechanisms, such as social media/networking sites, personal websites, blogs, and other forms of electronic communications, although commonplace and often necessary for communications, shall never be used to share any information that may be considered protected, private or unprofessional.

EVALUATIONS

Students will be evaluated using any, or all, of the following criteria:

1. Quizzes
2. Division, Midterm and Final Exams
3. Homework Assignments – through various avenues
4. Workbook Assignments
5. Skills sessions performance throughout the class. Skill worksheets will provide the instructor feedback as to your performance in the skills stations.
6. Attendance and class participation
7. Demonstration of professional attitude toward EMS
8. Evaluations of clinical and/or ride time.

One of the most important traits of a CFR/EMT/AEMT/Paramedic is the ability to accept responsibility. The instructor is responsible for presenting course materials and assigning reading and study assignments. It is solely the student's responsibility to put in adequate study, skills, work, time, and effort into learning the course topics. If you have problems with the topics presented, it is your responsibility to bring this to the attention of the instructor. Every effort will be made to give you the assistance you need, however the ultimate responsibility rests on you. There is more material to present than is possible to cover in class time. It is especially important to do all reading assignments and homework assignments before coming to class. The lectures will be much more meaningful if you review the materials ahead of time.

If the student is found cheating, either in the classroom setting, clinical hospital setting or clinical or field setting, immediate dismissal from the course/program will occur. This may include, but is not inclusive of cheating on quizzes, exams, falsifying hospital clinical or field clinical completion requirements. Downloading or texting of quizzes, exams, answer keys, etc. will also be considered a form of cheating. Falsifying a signature will be immediate dismissal from the course/program.

EMS students are not allowed to change the classes that they are enrolled in from the beginning of class. Example would be original registering for a refresher course then changing mid class time to a core program. Per NYSDOH BEMS CME Core Program this is not allowed.

CLASS PARTICIPATION

Every student is expected to participate in the enrolled EMS Course. Each level encompasses learning and participating in various skills. Such skills may include physical contact between students, such as obtaining blood pressures, patient assessment, securing a patient to a long spine board, correct intubation procedures, practicing IV skills, obtaining 12 Leads, helmet removal, to name a few. Each student will be expected to be the student applying various skills as well as acting as a patient for the numerous skills. Students should be aware that these skills will involve other students touching them while applying various emergency medical services devices. Unless there is a medically documented reason a

student should not be participating as a patient, each student will be expected to do so. If there is a religious belief regarding any of the various skills, the student must present documentation to the instructor prior to the skills being taught in class.

CONFLICT RESOURCES

If a student feels that they have been treated unfairly or if they feel uncomfortable in any way with their peers, the instructor, or any lab skills instructors, they should try to work the problem out with the individual, one-on-one communication with the CIC (Certified Instructor Coordinator) is the first resource of a student conflict. If communication efforts fail with the instructor, the student should communicate with the Course Sponsor's Administrator. Any verbal complaints/concerns made to the CIC must also be made in writing and signed by the student furnishing the complaint/concern. If the student cannot resolve the problem with the CIC, the next step is to present the complaint/concern to the FLREMSC Sponsor's Course Administrator or to the FLCC EMS Program Coordinator. Written complaints/concerns must be signed by the student furnishing the complaint/concern. The FLREMSC Sponsor's Course Administrator may be reached at the Finger Lakes Regional EMS Office at 315-789-0108, Monday through Friday 8:30 am – 4:30 pm, except on observed holidays. Written complaints and written replies will be kept in the course file. If there is no suitable solution at this level the student may contact the Chairperson of the FLREMSC Training and Education Committee for assistance.

PROGRESSIVE DISCIPLINE POLICY

Every effort will be made to work with each student regarding various situations, including student behaviors, attendance issues, grade issues, etc. By signing the pages at the back of this Finger Lakes Regional EMS Council's Policies and Procedures Manual each student acknowledges receipt of, has reviewed and understand their obligations and agree to abide by the policies as stated. Should performance issues arise, FLREMSC has adopted the following Progressive Discipline Policy:

Phase I – Instructor will address the deficiency with the student orally, including a possible corrective action plan and provide guidance and advice. This will be done in the presence of another instructor, lab instructor, or FLREMSC member.

Phase II – Instructor will address the deficiency with the student in writing, including a possible corrective action plan and provide guidance and advice. This notice will require the signature of the instructor and student.

Phase III – When improvement is not accomplished, the student will meet with the Instructor and a member of the Training and Education Committee to discuss suspension from the program.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act makes it possible for students with certain types of disabilities to request an accommodation for the New York State CFR, EMT, AEMT, or Paramedic Written Certification Examination with proper documentation of their disability. An accommodation means changing the standard way the examination is conducted for the student. ***There will be no accommodations made for the New York State Practical Examination.*** This memorandum applies to the certification process **only** and does not address the education/training of the student. For further clarification please refer to NYSDOH BEMS Policy Statement 22-03 attached.

Any student wishing to request an accommodation to the State Written Examination must contact the NYSEMS Bureau Central Office at 518-402-0996 or through the NYSDOH BEMS website as outlined/stated on the Policy Statement 22-03 attached. They must make contact **no later than eight (8) weeks prior to the scheduled last date of the course.** It is the responsibility of the student to make this request and not that of the course instructor, course sponsor, or FLREMSC. The Bureau will only accept accommodation requests from the student. The student should speak privately with the CIC or the course sponsor about their accommodation request by the second (2nd) session of the course.

For the New York State Final Practical Skills Examination, the Department is not permitting testing accommodations, but will consider the use of certain aids by candidates. Candidates with an identified and documented disability may be permitted to use certain aids, which they would be responsible to provide and be able to bring to the patient's side in actual practice. The only types of aids which are permitted are those which do not alter the essential functions of a Certified First Responder, Emergency Medical Technician, or Advanced Emergency Medical Technician. For example, the use of prescription or reading glasses, hearing aid, and personal stethoscopes has been permitted since they serve as an aid to the provider. In contrast, a Braille sphygmomanometer would not be permitted since sight is considered an essential function of the certified EMS provider.

If you have any questions or need further assistance with ADA issues, please contact the NYS EMS Bureau Central Office at 518-402-0996. Please refer to the NYSDOH BEMS Policy Statement 22-03 attached to this manual.

CLINICAL EXPERIENCE

An important part in the development of becoming an Emergency Medical Technician, or higher level, is the clinical experience. Here the student will be given the opportunity for an actual hands-on experience in direct patient care. The development of a mature and professional attitude concerning patient care and interrelationships with other emergency personnel is necessary as an EMS professional. The student shall be courteous, considerate, and respectful of all staff, patients, patient's family members and guest(s). Any deviation from this policy may call for immediate dismissal from the hospital setting or by the EMS Program Coordinator or Program Director.

In the event the student is asked to leave the clinical facility, or is dismissed early, the student should notate the correct number of hours on the clinical request form and the shortage of time must be made up prior to taking the practical exam. Failure to do so will result in dismissal from the class. Falsification of records will result in dismissal from the course/program.

The student will always conduct themselves in a professional manner. Patient care experiences during the clinical session are strictly confidential. Note: Any deviation from this policy will be cause for immediate dismissal from the EMS Program. Under no circumstances in any clinical area will the student offer advice to any patient, family member or visitor regarding medication, diagnosis, nurses, physician, physician's orders, and/or treatment. Smoking and eating will be allowed only in designated areas and not during patient care. Potentially controversial subjects would be discussed only in private with the preceptor or the EMS Program Coordinator. It is the responsibility of the student to always inform the preceptor of their location during the scheduled clinical experience. It is the student's responsibility to seek out appropriate educational experiences and use clinical time for educational purposes pertinent to the program. The student will leave the entire hospital clinical area at any time and for any reason when requested to do so by the department personnel or by the EMS Program Coordinator. The student will be wholly and entirely under the direction and supervision of the charge nurse or designee while in the department settings. The student will be wholly and entirely under the direction and supervision of the primary EMT/AEMT while in the ambulance and/or on an emergency run. The student will not participate in any invasive or non-invasive procedure not specifically outlined in the clinical objectives for that level or area. Students are to display a professional attitude while seeking out learning opportunities without interfering in the emergency care of patients or infringing on patient confidentiality. They must not participate in any amorous or sexual behaviors toward preceptors, patients or others encountered. Students must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Students are not to be substituted for paid personnel. During the hours of clinical observation and experience, the EMT student is a guest of the clinical institution (hospital, ambulance, or other setting) and must follow certain guidelines. The various hospital departments and pre-hospital settings are areas where intense medical care is provided to patients who may be in fragile psychological and physiological conditions. Because of this, the student must strictly adhere to the following policies. The student shall perform only those skills which have been taught and evaluated successfully. While in the clinical setting, the student shall only attempt skills which are in the realm of the level of their enrolled class and as directed and supervised by the EMS Program Coordinator or an RN.

It is the student's responsibility to prevent the spread of infectious diseases for their safety and for the safety of others. It is then the responsibility of students to apply appropriate precautionary measures when providing services to all patients. These measures may include, but are not limited to, handwashing, and the use of gloves, masks, protective glasses, and gowns as indicated by the circumstances involved in the treatment of a particular patient.

Students enrolled in the Advanced EMS programs may practice advanced skills in the presence of a program instructor or clinical preceptor, while on clinical rotations or classroom only. A student's liability will be voided if students perform skills outside of the classroom and clinical settings. Students are limited to practicing only skills previously taught by the faculty of the EMS program.

All clinical (hospital) time is scheduled through the Regional Clinical Coordinator at the Finger Lakes Regional Council Office. Only correctly documented clinical time scheduled through the Finger Lakes Regional EMS Office will be accepted. At no time will the student attempt to schedule their own clinical (hospital) time with each facility. Such time would not be accepted or counted.

Unauthorized scheduling will result in dismissal from class. All requests for clinical time must be two (2) weeks in advance. The student should arrive a few minutes prior to their start time, introduce themselves to the Charge Nurse and receive their instructions. Remember that in the hospital you represent the Course Sponsor, Instructor, your fellow classmates, and your affiliated EMS organizations. Please be professional and responsible. Be sure to read and remember which facility/date/time you have requested and been approved for.

Student(s) not going to the designated hospital, on the requested date and time, may be considered an 'unauthorized scheduling.' If it happens the student must contact their instructor, Course Administrator and Clinical Coordinator. This time may be disallowed, and the student will be required to repeat the clinical. More than three (3) of these events may cause dismissal from class.

If the student is employed/volunteers in a specific department within a hospital designated as a clinical site for FLREMSC/FLCC, the student cannot do required clinical time within that department. The student will have to obtain clinical time at another approved hospital site. The only exceptions are for those clinical requirements that are specific to just one clinical site (i.e., Burn/Trauma).

Patient information garnered during clinical rotations is considered confidential both ethically, and, in many cases, legally. Discussion with preceptors and instructors is permitted when used for educational or stress management purposes only, and when in a private setting. Any other open or public discussion of any confidential patient information outside of the clinical setting is strictly prohibited. Confidential patient information is defined as any information which would specifically identify an individual. This includes, but is not limited to name, address, social security number or driver's license number. At times this may also include specific details, not known to the public, which involve a medical event.

During clinical and ambulance time, duties/responsibilities of the student will include:

Take the responsibility of rescheduling through the EMS Regional Council Office any clinical missed or inadvertently not scheduled within the appropriate designated clinical windows. Be aware that more than three (3) clinical cancellations/misses within each designated window may result in the student's dismissal from the EMS Program.

Be aware that multiple absences from the clinical program can result in the student's dismissal from the EMS Program. Should the student need to miss a clinical assignment, it is the responsibility of the student to notify the appropriate clinical department of their inability to attend. The student must also notify the FLREMSC office of the missed clinical time for proper documentation. This notification to the FLREMSC office must be done within twenty-four (24) hours prior or immediately following the missed clinical session. Failure to make proper notification may result in dismissal from the class/program.

Report to the Charge Nurse or designee at the attending department. Sign in with the Student Logbook, where available at the beginning of each clinical session.

Report to the Primary EMT or Shift Supervisor immediately upon arrival at a pre-hospital care service. Be punctual to all clinical sessions.

Do not leave the clinical area earlier than the scheduled time. Failure to arrive on time or leaving the clinical area early is grounds for failure, due to incomplete clinical requirements.

Have the Hospital Clinical Request signed by Charge Nurse or designee. Do not, under any circumstances, sign this form yourself. Falsification of this document is grounds for dismissal.

Have the Ambulance Clinical Record signed by the Primary EMT or Supervisor. Do not, under any circumstances, sign this record yourself. Falsification of this document is grounds for dismissal.

Be aware, if the student is late for a clinical area that they may be notified to leave and reschedule that clinical time. If the student is late, signed forms must reflect the actual time spent. Falsification of actual time will result in termination from the course/program.

Go-to-meals or breaks are scheduled by the Charge Nurse or designee. Be aware that spot-checking by the EMS staff is done at various times throughout the course/programs. If the student is unable to be located during regularly scheduled times, it will be considered that the student did not arrive or has left without proper authorization, and this may be grounds for dismissal.

Personal vehicle parking should occur in designated areas to be determined by the staff. Report any problem that occurred in the clinical setting to the EMS Program Coordinator as soon as possible.

FIELD CLINICAL

Field Clinical Time must be coordinated between the student, CIC (Certified Instructor Coordinator) and pre-approved Ambulance agencies. FLREMSC has placed listings of agencies participating in the Preceptor Program for FLREMSC/FLCC on their website, www.flremsc.org. These would be ambulance agencies that have a signed contract with FLREMSC/FLCC to offer field clinical time. The agency must also have FLREMSC/FLCC approved preceptors for the student to complete field time. Unapproved preceptors will not be allowed. Any student found doing field clinical ride-time with unapproved agencies/preceptors will have their time disallowed and may be dismissed from the course/program. **BASIC EMT students will not be allowed to go on any out-of-state (New York) inter-facility transfers.** Click on EMS Courses and Resources, then click on Approved Preceptors. Agencies in blue have supplied FLREMSC with an updated preceptor listing. Agencies in red have not supplied FLREMSC with an updated preceptor listing. As FLREMSC receives updated listings, the

website will be updated. If there is an agency the student wishes to ride with that is not listed, please contact the Course Coordinator to discuss.

Field Clinical Time must be documented in the approved student log booklet. Be advised that many providers work/volunteer for more than one agency. Just because their name has been placed on one agency's list as an approved preceptor does not mean it will be included on all agencies. Be sure to check the website to be sure.

The student will complete clinical ride-time with an approved preceptor who holds certification minimally at the level for which the student is training.

The student **must not** serve clinical ride-time within their own corps if they are part of a regular crew and are acting as a primary medic, driver, or second on the crew or if in a paid service, are on the clock and part of a regular crew.

Students may perform only skills documented by the course instructor as cleared to do so. Students found to be performing skills outside of their scope of practice, without authorized approved preceptors or not riding as a student with an approved agency will be dismissed from class. (i.e., student stops at roadside accident and performs skills outside of their certified scope of practice. This could include, but not limited to, administration of epinephrine auto-injectors, intubations, starting IVs or administering drugs while a student in the classroom and not certified at the appropriate level.)

Students will carry skills clearance documents to all clinicals, field and hospital alike.

No student will be permitted to perform skills without this form in their possession.

Students will wear appropriate name identification, the name of which they registered for the class.

Students will wear appropriate clothing as explained on page 21 under DRESS CODE.

There will be only one student per preceptor on each clinical ride out.

Basic EMS students must do the minimum requirement for ride along time with a Basic Life Support or and Advance Life Support transporting agency that Performs BLS Assessments. No additional clinical or ride along time may be done by any student after the date of the student's NYS practical exam. **All student ID badges must be turned in prior to taking the NYS practical exam.** Replacement ID badges will cost the student \$25 each.

HEALTH RELATED REQUIREMENTS

Any student in any ADVANCED EMS class that requires hospital clinical time and /or ride time (AEMT or above) is:

1. Required to have a physical exam performed by a licensed healthcare Professional within 12 months of the start of class, OR if student is already enrolled in class, prior to the start of clinical rotations. This includes a Physician's Statement of Fitness, and they must have documented proof of the following immunizations: Measles, Mumps, Rubella (MMR), Chickenpox (Varicella), PPD, Influenza, Tetanus, Diphtheria, Pertussis (TDAP), Meningitis and Hepatitis B. The last two (2) vaccines may be refused after appropriate in-service training by the student. Those hospitals/clinical facilities who are providing clinical opportunities to EMS students may require additional vaccinations. If additional vaccines are required by hospital, ride time or other clinical facilities or NYSDOHBEMS or FLCC, students will be notified by the EMS office. The student must have a test for Tuberculosis (PPD) within six (6) months prior to the start date of the class. All AEMT, and Paramedic students, must have a yearly PPD to continue hospital clinical rotations. You may need to receive another PPD at some point during the class. A Meningitis vaccine is also required of all students taking six (6) credit hours or more to satisfy SUNY requirements for FLCC. This vaccine may also be refused after reading the information sheet by signing the refusal on the consent form. Immunity to any or all of the above may be determined through a blood test (titer). This process should be started prior to the first day of class. If not, the student may not have the necessary immunizations to complete their clinical time. Records are maintained by the Course Sponsor Coordinator at the FLREMSC office for a period of five years.
2. By signing the Medical Release Form, you consent and agree that authorized personnel of the FLREMSC/FLCC as well as any medical personnel deemed appropriate by FLREMSC/FLCC may review any medical records submitted to FLREMSC/FLCC. When a special condition or restriction appears on your physical form, your record may be subject to review by any REMAC/FLCC doctor to determine your continued participation in the class. You also agree that an immunization verification form and/or photograph may be submitted to any/or all hospitals and clinical sites where you will be doing clinical rotations.

Any student enrolled in any Basic EMT class that requires ride-time:

3. Must have documented proof of the following immunizations: Measles, Mumps, Rubella (MMR), PPD, Tetanus, Diphtheria, Pertussis (TDAP), Meningitis and Hepatitis B. The last two (2) vaccines may be refused after appropriate in-service training. The student must have a test for Tuberculosis (PPC) within six (6) months prior to the start of class. If additional vaccines are required by

hospital, ride time or other clinical facilities, NYSDOH BEMS or FLCC, the EMS Office will notify students. Immunity to any or all of the above may be determined through a blood test (titer). This process should be started prior to the first day of class. If not, the student may not have the necessary immunizations to complete their clinical time.

4. By signing the Medical Release Form, you consent and agree that authorized personnel of the FLREMSC/FLCC as well as any medical personnel deemed appropriate by FLREMSC/FLCC may review any medical records submitted to FLREMSC/FLCC. You also agree that an immunization verification form and/or photograph may be submitted to any/or all agencies where you will be doing field clinical time.

PLEASE MAINTAIN A COPY OF YOUR IMMUNIZATION RECORDS FOR YOUR PERSONAL USE AT A LATER TIME.

DRESS CODE REQUIREMENTS

Basic EMTs performing required clinical ride time are required to wear clean, dark EMS pants, a plain collared shirt (polo shirt), with black boots/shoes with dark laces and your student identification tag. FLREMSC Advanced students will be required to wear designated collared golf shirts, dark EMS pants and dark boots/shoes with dark laces to all clinical sites. Soiled and/or wrinkled uniforms are inappropriate. Students are not allowed to wear any apparel with department logos, emblems, badges, etc. Under garments are to be worn and should not be visible through or visible around the uniform. Shirts are to be tucked in. Your student ID tag must be always worn and visible to others, without exception and at shoulder level. Any student found not wearing an appropriate ID badge will not be credited for the hospital or field clinical time. At no time are jeans to be worn in the hospital or while riding in an ambulance.

NO SCRUBS WILL BE WORN AT ANY TIME FOR ANY CLINICALS UNLESS REQUIRED AND PROVIDED BY THAT PARTICULAR CLINICAL DEPARTMENT.

Shoes must also be clean and shall not be canvas, high-heeled or sandal type/open toed. NO T-SHIRTS are allowed. No hats/visors will be worn during hospital clinical rotation unless required and provided by that clinical department. Hats/visors worn during clinical ride time must be black/navy blue with no insignias/wording. Hats/visors should not be worn during class time. No visors/hats/sunglasses are to be worn for ID Photo. No sunglasses are to be worn during classroom didactic, classroom lab, or hospital clinical time unless there is a medical need. If there is a medical necessity, appropriate medical information from the student's physician must be included in the immunization packet. Limit jewelry to post or clip-on earrings and other simple items for safety reasons. Bring your instructor-provided clinical evaluation sheets, a pen, a watch with a second hand, and a stethoscope with you to your clinicals. Students shall practice good hygiene techniques while in the clinical setting, being careful to exercise the following:

Teeth and breath – clean and fresh

Body odor – absent with use of deodorant recommended.

Scents – limit the use of perfumes, colognes, and other body fragrances.

Fragrances should not be worn in the clinical setting.

Students may not enter the clinical setting smelling like cigarettes and/or other tobacco products.

Hair – neat, clean, appropriately arranged off the face and secured for the duration of the clinical. If shoulder length or longer, the hair must be secured to avoid falling forward. Hair should be groomed prior to entering the healthcare agency and should remain secure until leaving the agency.

Plain hair barrettes are appropriate.

Facial Hair – fresh shaven or neatly trimmed. In areas requiring asepsis, beards, mustaches, and sideburns should be properly covered in accordance with aseptic principles. Unless duly noted by a medical excuse or religious excuse.

Hands/nails – clean, no longer than fingertips, (no artificial nails, overlays, or Jewelry).

Cosmetics – natural look without excessive makeup.

Tattoos are to be covered or unobtrusive.

Jewelry – Small ear studs and/or less than ½ inch hoop earrings.

No other earrings or body jewelry is acceptable. (e.g., tongue, eyebrow, chin, etc.).

Watch with second hand simple band that poses no hazards in clinical setting.

You must notify the clinical coordinator and instructor within 24 hours of any missed or canceled hospital clinical sessions. Unreported no-shows will result in dismissal from the class/program. More than three cancelled and rescheduled clinical rotations per student may result in the dismissal of the student from the course/class/program after counsel and review of the individual case.

While attending class you will be expected to participate in all lab practices. This may require having equipment placed on you, you placing equipment on other students, and climbing in and out of vehicles for extrication classes, etc. Appropriate and modest attire for these labs is mandatory. Keep in mind that your clothes may become soiled during these lab sessions, so dress accordingly.

The uniform is not to be worn in public venues, in other than an official capacity. At no time should the uniform be worn where alcohol is served or consumed, other than while on a call during a clinical rotation.

OTHER REQUIREMENTS

The student is required to provide proof of malpractice or general comprehensive insurance prior to or at the registration of the course. (Individual or Ambulance/Rescue Squad/College). Students who are unable to secure insurance through their sponsoring agency can purchase malpractice insurance through

FLCC at FLCC's designated rate. Advanced EMS Program students may be required to purchase malpractice insurance per academic year through FLCC.

Should a student be dismissed from a Finger Lakes Regional EMS Council, Inc. sponsored course/program, the student has five (5) business days to submit a written appeal to the Training and Education Committee Chairperson or EMS Program Coordinator. The Training and Education Committee will have five (5) business days from receipt of the written appeal to begin an investigation of such appeal. The appeal must be sent by certified/return receipt USPS mail. If hand delivered, the appeal must be delivered, and date stamped at the Finger Lakes Regional EMS Council Office by the EMS Program Coordinator or other office staff.

Students applying and/or attending Advanced EMT Programs must have a current minimum NYS Certified Basic EMT Card or higher. This card must be maintained throughout the entire duration of the program.

Finger Lakes Regional EMS Council, Inc. (Council) takes the protection of student records seriously, and therefore will exercise caution to serve students' best interest. FLREMSC has instituted a "Student Consent to Release Non-Directory Information" form. Sponsoring agencies may require that the student sign this form to allow one designated person from the sponsoring agency to obtain information about the student. (i.e., attendance, grades, account information, etc.)

SMOKING POLICY

Smoking or other use of any/all tobacco products, while in all classroom and clinical settings, is strictly prohibited. Smoking – outside of the classroom and clinical settings will only be allowed in designated areas. Students will have to follow each clinical site's tobacco use policy. Such designated areas may require the student to leave the clinical setting which is highly discouraged. Reports of inappropriate smoking habits may result in being dismissed from the program. Students choosing to leave the clinical property must deduct that time from their clinical rotation and assumes full personal liability. Electronic cigarettes and vaporizing pipes are included in the banned items.

POSSESSION OR USE OF WEAPONS

Possession of firearms, explosives, other weapons, weapon replicas or dangerous chemicals on college premises and other locations where EMS classes are held, or use of any item, even if legally possessed, in a manner that harms, threatens, or causes fear to others is prohibited. A weapon is defined as any instrument, device, or object capable of inflicting physical harm or death and designed, specifically adapted for use as a weapon, or possessed, carried, or used as a weapon.

NO DANGEROUS WEAPONS WILL BE ALLOWED AT ANYTIME IN CLASSES, PRACTICAL, CLINICAL OR WRITTEN EXAMS.

Any student/instructor found to be carrying a dangerous weapon will be dismissed from that class immediately. Any instructor knowingly allowing a student to possess a dangerous weapon in class will be dismissed from that course as well and may not be allowed to teach for FLREMSC again.

ALCOHOL POLICY

FLCC and FLREMSC are concerned with the use and abuse of alcohol, as it is with other drugs. The following guidelines apply for the FLCC alcohol policy regardless of class location:

1. The use of alcoholic beverages is prohibited, regardless of age;
2. The possession of alcoholic beverages, regardless of age;
3. Hosting a party where alcoholic beverages were served;
4. Manufacturing of alcoholic beverages;
5. Distribution of alcoholic beverages.

Students/instructors will not use, offer for sale, distribute, possess, or manufacture alcohol and/or other illicit, non-prescribed drugs/substances while attending an EMS class regardless of class location. Such actions will result in immediate termination of the student and/or instructor from the course.

DRUG POLICY

The use, offer for sale, distribution, possession, hosting, manufacture of any controlled substance, including prescription medications, except as expressly permitted by law is prohibited. The use, offer for sale, distribution, possession, hosting or manufacture of chemicals, products, or materials, including prescription medications for the purpose of use as a controlled substance except as expressly permitted by law is also prohibited. Use of inhalants such as huffing or sniffing glue, fuels, or paint, and the use of nitrous oxide (whip-its) or other gasses is prohibited. Possession of drug paraphernalia is also prohibited. Drug paraphernalia as it applies to this section means any equipment, product of material of any kind that is used for propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

1. Use of illegal drugs or controlled substance.
2. Possession of illegal drugs or controlled substance
3. Hosting of illegal party where illegal drugs or controlled substance were found
4. Manufacturing of illegal drugs
5. Distribution of illegal drugs and/or controlled substance

Use or possession of marijuana, or its derivatives, including medical marijuana used or possessed under New York State Compassionate Care Act, is strictly prohibited on college property. Federal laws (including the Controlled Substances Act and the Drug Free Schools and Communities Act) prohibit marijuana use, possession, and/or personal cultivation at educational institutions.

Students/instructors will not use, offer for sale, distribute, possess, or manufacture alcohol and/or other illicit, non-prescribed drugs/substances while attending an EMS class regardless of class location. Such actions will result in immediate termination of the student and/or instructor from the course.

HARASSMENT POLICY

It is the goal of Finger Lakes Regional Emergency Medical Services Council, Inc. (FLREMSC) and FLCC to provide a work and service environment that is free of any form of harassment and ensures equal opportunity to all employees and volunteers of the Finger Lakes Regional EMS Council. Inappropriate jokes, slurs, visuals, sexual advances, physical threats, and/or derogatory comments relating to an individual's personal life are unacceptable and may create an intimidating working environment. Therefore, FLREMSC, Inc. has established this policy to address unwelcome behavior in Council-related activities. Students enrolled in the FLREMSC sponsored EMT programs and those enrolled in the FLCC sponsored Paramedic Program, must follow the FLCC Harassment Policy and Student Code of Conduct Policy as found on website. www.flcc.edu/offices/judicial/code-of-conduct

Our mission is to develop an atmosphere in which others are treated fairly, with respect and dignity. What is acceptable to one person may be offensive to another; therefore, it is difficult to define harassment. In general terms, harassment may consist of inappropriate sexual, verbal, or physical behaviors, as defined below.

Purpose: The intent of this policy is to advise individuals participating in Department of Health (DOH) approved courses and those working in the Emergency Medical Services field that they are entitled to an environment that is free from sexual harassment. Sexual harassment is not merely offensive, but it is a form of discrimination in violation of Federal and State Law.

Definitions:

Employer: Includes any Emergency Medical Services provider agency, including but not limited to municipal entities, volunteer fire departments, volunteer ambulance corps., commercial, industrial and hospital provider agencies.

Employee: Any person compensated or not, that is employed by or a volunteer for any EMS provider agency or course sponsor.

Workplace: Any location or vehicle that an employee is at in the course of their duties for the employer.

Student: Any person enrolled in a DOH approved EMS training course.

Education Setting: Include any location being used for EMS education. This definition extends to locations used for clinical or field training of EMS providers.

Sexual Harassment: Any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in a workplace or educational setting which are offensive or objectionable to the recipient, cause the recipient discomfort or humiliation, or interfere with the recipient's job performance or educational progress.

This may include:

Visual harassment – posters, magazines, calendars, etc.

Verbal harassment or abuse – repeated requests for dates, lewd comments, sexually explicit jokes, whistling, etc.

Written harassment – love poems, letters, and graffiti.

Offensive gestures

Subtle pressure for sexual activities.

Unnecessary touching, patting, pinching, or kissing.

Leering or ogling.

Brushing up against another's body.

Promise of promotions, favorable performance evaluations or grades, etc. in return for sexual favors.

Demanding sexual favors accompanied by implied or overt threats to a person's job, promotion, performance evaluation, grade, etc.

Physical assault, rape.

STATEMENT ON GENDER IDENTITY

FLREMSC and FLCC will not exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in its educational programs or activities. The course sponsors treat a student's gender identity as the student's sex. This means that an education facility regardless of class location, must not treat a transgender student differently from the way it treats other students. FLREMSC and FLCC's interpretation is consistent with courts of law and other agencies' interpretations of State and Federal laws prohibiting sex discrimination.

FLREMSC and FLCC work to ensure non-discrimination on the basis of sex and to provide transgender students equal access to educational programs and activities even in circumstances in which other students, parents, or community members raise objections or concerns. As is consistently recognized in civil rights cases, the desire to accommodate others' discomfort cannot justify a policy that singles out and disadvantages a particular class of students.

DEFINITION OF SEXUAL HARASSMENT

Finger Lakes Regional EMS Council, Inc. and Finger Lakes Community College seek to provide a work and service environment free of unwelcome sexual advances, requests for sexual favors and any other conduct constituting sexual harassment as defined and prohibited by state and federal statutes.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment, even if the reporting individual is not the intended target of the sexual harassment.

A sexually harassing hostile environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone that are offensive or objectionable to the recipient, that cause the recipient discomfort or humiliation, and/or that interfere with the recipient's job or academic performance. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Sexual Harassment under Title IX is now more narrowly defined to include (1) quid pro quo; (2) "unwelcome conduct" of a sexual nature that a reasonable person would find "so severe, pervasive, and objectively offensive" that it effectively denies someone equal access to an education program; or (3) sexual assault, dating violence, domestic violence or stalking.

Examples of Sexual Harassment

(Some or all of these examples may fall under the FLCC's Title IX Grievance Policy as outlined in the Student Code of Conduct: www.flcc.edu/offices/judicial/code-of-conduct)

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against, or poking another person's body;
- Unwanted sexual advances or propositions, such as:
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes

such sexual displays on computers or cell phones and sharing such displays while in the workplace or classroom.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform his or her job or academic duties;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

SEXUAL HARASSMENT NOT TOLERATED

Sexual harassment is unacceptable conduct in the learning environment and will not be tolerated. Any instructor who, regarding a student, engages in conduct or activities constituting sexual harassment will be disciplined. Discipline may include but is not limited to verbal warnings, sensitivity training, suspensions and termination of employment or affiliation.

Any student who feels that they have been a victim of sexual harassment should first speak directly to the person causing the harassment. If the student believes that it is not appropriate or desirable to report the incident directly to the alleged harasser, then the student may report the conduct to the Certified Instructor Coordinator in charge of the course, unless the alleged harasser is the Certified Instructor in charge of the course.

If the instructor does not take appropriate action or the student is uncomfortable approaching the instructor, then the student should contact the Council's Sponsorship Administrator or Liaison. That person may involve other necessary participants in the review and disciplinary process.

FLREMSC will require that any sexual harassment complaint must be in writing and signed by the complaining student. The written statement by the complainant may be shared with the alleged harasser. This action is not meant to embarrass the reporting student but will be used to substantiate the allegations and assist with designing corrective action.

Reports by any students shall be promptly investigated and responsive action, if warranted, shall be taken within twenty (20) business days after receipt. Reports by a student are the right of each student and retaliation by any person against the complaining student, or against any individual who participates in the investigation, cooperates with the investigation, or acts as a witness during the investigation, will be responded to by the FLREMSC through appropriate disciplinary measures, up to and including termination of employment.

FLREMSC will make every effort to protect the confidentiality of all sexual harassment investigations and the identity of the parties, subject to applicable legal requirements. Following investigation of any sexual harassment complaint FLREMSC will, as soon as reasonable under the circumstances, determine whether any corrective action undertaken was successful and assure that no retaliation has occurred.

None of the information provided in this policy is deemed to provide any private right of action against the instructors or FLREMSC under any federal or state law or regulation that may not otherwise exist under such laws.

Again, harassment for students enrolled in a sponsored course/program by FLREMSC or FLCC, will be governed by the FLCC Student's Code of Conduct. This Code of Conduct can be viewed at www.flcc.edu/offices/judicial/code-of-conduct.

DEFINITION OF VERBAL HARASSMENT

Verbal harassment includes but is not limited to derogatory or vulgar comments about a person's appearance, disability, race, religion, gender, age, marital status, sexual orientation, or ethnic or cultural background; threats of physical harm; or distribution of written material containing derogatory information.

DEFINITION OF PHYSICAL HARASSMENT

Physical harassment includes but is not limited to hitting, pushing, or any unwanted physical contact with another person, including touching; it may also include direct or implied threats of physical violence.

Intentional or reckless acts that do cause or could cause physical or mental harm to any person are prohibited. Actions that threaten or cause a person to believe that the offender may cause physical or mental harm are also prohibited. Examples of prohibited behavior include murder, assault, battery, stalking, telephone harassment, sexual harassment, threats, intimidations, physical abuse, verbal abuse, racial slurs, and any other conduct which threatens the health or safety of any person.

STALKING

Intentionally engaging in a course of conduct, directed at a specific person, is likely to cause a reasonable person to fear for their safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, two or more acts by which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with their property is prohibited.

HARASSMENT POLICIES AND PROCEDURES

To ensure fair treatment to all individuals, Finger Lakes Regional EMS Council extends protection from harassment to all staff members, instructors, Council members, Council officers, and volunteers. Such behavior is unacceptable by any employee, instructor, officer, or council member whether in the

workplace, council meetings, or council-related social functions. The definitions listed above are not intended as a limiting description, as guidelines.

All persons connected with Finger Lakes Regional EMS Council have a responsibility in the implementation of this policy. Each person has a crucial role in maintaining a professional environment, free of harassment in any form, and in setting the tone for appropriate conduct in the council's work environment. Council officers and managerial staff must ensure that lines of communication are such that Council members, staff, instructors, and volunteers are free to express concerns without fear of retaliation or criticism. All Council members, in particular the members of the Executive Committee and FLREMSC supervisory staff, have the responsibility to stop any harassment which they observe or have knowledge of and/or to respond to any complaints concerning harassment in a timely, objective, and confidential manner. No person will be punished or penalized in any way for reporting an incident which they, in good faith, feels constitutes harassment. Should any complaint violate FLCC's Student Code of Conduct (www.flcc.edu/offices/judicial/code-of-conduct), Campus Safety will be made aware of the situation and conduct their own investigation to determine if further action is warranted.

Procedures

Finger Lakes Regional EMS Council will:

- *Address any conduct which has the potential to create harassment or discrimination of any kind.
- *Create and maintain an atmosphere in which complaints can be received freely.
- *Address issues of harassment/discrimination with Council members, staff, instructors, and students.
- *Attempt mediation with all involved.
- *If necessary, refer the incident to the designated Council officer and/or the Finger Lakes Regional EMS Council Executive Committee.

FLREMS Council Members, Staff, Instructors, and volunteers will:

- *Acknowledge that a behavior is unwelcome; will not assume that it will stop if it is ignored.
- *Inform the individual of their offensive behavior and request that it be stopped. Ensure that the person is aware that the behavior is deemed offensive.
- *If the victim feels that further action is necessary, a Council member/staff/volunteer will report the incident(s) to the FLREMS Council Vice Chair, the Council Director, and/or the Council Program Agency Coordinator within twenty-four (24) hours from occurrence. These options will afford the victim the option of complaining to the person of the same gender and will ensure that the victim need not complain first to the offending individual.
- *Put the verbal complaint in writing within forty-eight (48) hours of the verbal report.
- *Cooperate with the Council's designated investigative body (the Executive Committee) To resolve the issue.

Finger Lakes Regional EMS Council Executive Committee will:

- *Institute the investigative process within ten (10) working days of receiving the written

complaint.

- *Advise and assist the complainant in taking appropriate action.
- *Attempt to resolve the complaint informally and will have the right to all relevant information and to interview witnesses, including both parties, if necessary.
- *Inform the offending individual of the nature of the complaint.
- *Keep all information confidential and discuss the complaint only with those who need to know in order either to investigate or to resolve the complaint. Prepare a written summary of the events and discussions regarding this situation. Complainant, offending individual and person investigating the complaint must sign off on any final agreement/settlement.
- *Act in mediation, if appropriate.
- *Following complaints, if investigation determines that the complaint is valid, to ascertain whether the action taken has resolved the matter.
- *Make appropriate referrals. The Executive Committee will appoint a person to function as record keeper to maintain confidential, written documentation of actions taken to resolve the incident. The Office Manager is suggested as the person to be so designated unless they decline.

Resolution

- *Each complaint will initiate a prompt impartial and confidential investigation of the Incident, within ten (10) working days.
- *The Executive Committee will attempt to complete the investigation and resolve the complaint within (30) days.
- *If the investigation leads to the conclusion that harassment has occurred, corrective action will be taken, up to and including termination.
- *If the behavior is illegal, there may be consideration for filing charges against the perpetrator. The complainant may be advised to file a formal complaint with the appropriate state or federal agency if the behavior is deemed illegal.

GRIEVANCE PROCEDURE

The first step in a grievance procedure should be the informal process, followed by a formal grievance when necessary. The Executive committee, or a designated committee, will meet with the complainant for an informal hearing about the alleged harassment. The Council Chair will serve as presiding officer for the hearing; however, the Council will have the option of appointing a Council member to chair the Committee in the event the Council Chair cannot preside. The complainant will be advised of the rights and requirements for filing a formal grievance if that becomes necessary. A confidential file will be prepared for all phases of the complaint process.

Informal Grievance

At the informal level, every effort will be made to resolve the complaint presented in a prompt and reasonable process. The following steps will be taken:

- *The concern or complaint will be considered completely confidential.
- *Information concerning the incident will be gathered and presented to the hearing body: people involved, dates, times, specific behaviors, witnesses, etc.
- *The alleged offending individual(s) will be afforded the opportunity of rebuttal.
- *Appropriate investigations will be conducted, the complainant and alleged offender will be kept informed about what is happening.
- *Mediation may be suggested if the Executive Committee feels this is appropriate. This may entail bringing in an outside party as mediator if necessary.
- *If the investigation shows that harassment did occur, disciplinary actions will be taken. These may consist of requiring a formal apology from the person(s) involved, reassignment of duties to prevent future interaction, temporary suspension from duties, or termination of affiliation with Finger Lakes Regional EMS Council, Inc., depending on the nature and duration of the offense.
- *The complainant will be informed of the results of the investigation and the disciplinary action taken.
- *The Executive Committee will follow up within thirty (30) days to ensure that the action taken has resulted in cessation of the harassing behavior.

Formal Grievance

If attempts to resolve the complaint at an informal level fail, the complainant may choose to file a formal complaint with a county, state, or federal agency. In this case, the Executive Committee will:

- *Provide the complainant with the appropriate guidelines, laws, names and addresses of the appropriate state or federal enforcement agencies.
- *Assist the complainant to fill out the appropriate form(s).
- *Forward a copy of the complainant's statement, together with a statement that an informal resolution was not possible.
- *Cooperate in any further actions taken.

Disciplinary Actions

Subtle Harassment: Defined as (but not limited to): sexual remarks, derogatory comments, unwelcome flirtations, inappropriate jokes, vulgar language, etc.

- *First Offense – possible written warning: formal apology. Documentation must be made that the issue was addressed with the student with written acknowledgement by student.
- *Second Offense – Suspension (duration to be determined)

Moderate Harassment: Defined as (but not limited to): inappropriate physical contact, requests for sexual favors, etc.

- *First Offense – Suspension (duration to be determined).
- *Second Offense – Suspension with intent to discharge.

Severe Harassment: Defined as (but not limited to): threats of physical harm, unwelcome sexual advances, attempted rape, physical violence, etc.

*Reported Offense – Suspension with intent to discharge. Based upon Campus Safety’s investigation of the Code of Conduction violation, criminal charges may apply.

SUGGESTIONS TO AVOID HARASSMENT CHARGES

- *Conduct yourself in a professional manner; treat others with respect.
- *Observe how others react to your actions and comments.
- *Do not assume that sexual or ethnic comments or jokes, etc. will be acceptable to others.
- *Consider the impact of your actions on the other person’s self-esteem or job performance.
- *Analyze whether your behavior could be misinterpreted.
- *Do not over-react or look for trouble.

In addition to responding to complaints of sexual, verbal, or physical harassment, managers must investigate behavior which:

- *Is observed by staff or Council members, even in the absence of a complaint.
- *Is reported anonymously or by someone other than the alleged victim.
- *Is reported by someone who wants no action taken.
- *Involves conduct that the manager regards as insignificant or who is considered a ‘chronic complainer.’”

The Finger Lakes Emergency Medical Services Council, Inc. (FLREMSC) desires to provide a learning environment free from sexual harassment. To that end, FLREMSC has implemented the following policy governing students and their instructors. This policy governs relations between instructors and students:

IMPLEMENTATION

The Council Chairperson will distribute the Finger Lakes Regional Emergency Medical Services, Inc. Anti-harassment Policy to all staff, Council members, instructors, and volunteers and will explain the Policy, providing opportunity for questions and discussion. All staff, Council members, instructors, and volunteers will be required to sign the Acknowledgment of their awareness and understanding of their rights and responsibilities under the terms of the Policy. All instructors should review the FLCC Student’s Code of Conduct at www.flcc.edu/offices/judicial/code-of-conduct.

SEXUAL ASSAULT

Including, but not limited to (1) any intentional and uninvited sexually explicit touching or attempt or threat of such touching; (2) any engagement in sexual activity with another person without their consent. Note: The act of consent requires spoken words or behavior that indicates, without doubt to either party, a mutual agreement to participate in sexual intercourse or other sexual activities. Indicators of consent do not include silence or past or present sexual relationships. A person is deemed incapable of consenting when that person is mentally defective, mentally incapacitated, physically helpless (whether induced by drugs, alcohol, or otherwise), or asleep. The use of alcohol or drugs cannot be considered an excuse for rape or sexual assault. An acquaintance or stranger can commit rape or sexual assault.

HAZING

Hazing, defined as intentionally or recklessly subjecting any person to the risk of bodily harm or severe emotional distress, subjecting a person to treatment intended to put that person in a humiliating or disconcerting position, or causing or encouraging any person to commit an act that would be a violation of law or college policies for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with any group, including, but not limited to, student organizations, student groups or athletic teams on College-owned or operated property or at College-sponsored activities is prohibited.

DISORDERLY CONDUCT

Disorderly Conduct, including but not limited to, disorderly, lewd, or indecent behavior; breach of peace; intentionally interfering with College/Council operations; aiding, abetting or procuring another person to breach the peace at locations where EMS classes are offered or on college premises or at functions sponsored by or participated in by the College or members of the academic community is prohibited.

DAMAGE, LOSS THEFT, OR UNAUTHORIZED USE OF PROPERTY OF THE COUNCIL/COLLEGE/PERSON

Intentional or reckless conduct which results in damage (including tampering or defacing), loss, theft, or unauthorized use of property of the Council and/or College or of any person or business is prohibited. The unauthorized use of such property for personal gain is also prohibited. Perpetrators may face legal action and/or removal from the course/program.

VIRAL PANDEMIC PLAN

In the event of a future outbreak/pandemic, FLREMSC will take the following precautions:

- *The classroom will be designed to accommodate acceptably distanced seating for students and faculty.
- *Temperature checks and wellness screening will be completed on every person entering the class area before each class. All will be recorded on appropriate forms.
- *The classroom will be sanitized before and after each class session. Students and staff will be required to thoroughly clean and sanitize all equipment they have used in each class.
- *Students with known or potential exposures will refrain from coming to class, and contact an instructor to notify them of their absence reason. FLREMSC will follow the CDC and NYSDOH BEMS policies about returning to class.
- *Students who are feeling ill will follow the same procedures.
- *PPE will be worn as guided by the CDC/NYSDOH BEMS for that outbreak.
- *Hand sanitizing station(s) will be provided to ensure hand cleanliness and limited transmission.
- *Arrangements will be made for virtual classes if in person learning cannot be completed.
- *Lab sessions may need to be held with smaller group sessions to limit transmission.
- *FLREMSC will follow all recommended and approved adoptions by NYSDOH BEMS to altering the class schedule to allow for completion of the courses/programs.
- *Any changes to original proposed course/program will be made to the NYSDOH BEMS for approval and notation.
- *FLREMSC will follow the guidelines under the NYSDOH BEMS Policy Statement 21-08 for EMS Distance Learning Courses if unable to offer person-to-person instruction.

**Finger Lakes Regional EMS Council, Inc.
63 Pulteney Street, Geneva, NY 14456**

Student's Printed Name – LEGIBLE

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

Student must sign the following statements:

I have read and understand the functional job description of a(n) CFR/EMT/AEMT. I have no conditions which would preclude me from safely, and effectively performing all the functions of the level of CFR/EMT/AEMT for which I am seeking New York State certification. NYSDOHBEMS Policy Statements 00-09 and 00-10.

Signature

Date

I have read and understand the functional job description of a(n) CFR/EMT/AEMT. I have read the NYSDOHBEMS Policy Statement 22-03 regarding EMS Certification Exam ADA Accommodation Requests. IF I wish to apply for accommodations, I will be submitting a request for an accommodation for the New York State Written Certification Examination directly to the address stated on Policy Statement 22-03. I understand that all requests for reasonable accommodations must be received by the Department of Health **no later than 8 weeks prior** to the date of the certification examination scheduled for the class in which the individual is enrolled. Ideally the request should be made at the start of the course or as soon as possible.

Signature

Date

I acknowledge receipt of the DOHBEMS Policy Statement 18-01 regarding Certification for Individuals with Criminal Convictions. I understand that if I am unable to sign the Application for Emergency Medical Services Certification due to a conviction of a misdemeanor or felony, I need to follow these enclosed procedures to gain clearance for EMS certification.

Signature

Date

**Finger Lakes Regional EMS Council, Inc.
63 Pulteney Street, Geneva, NY 14456**

Student's Printed Name – Legible

Student's Social Security Number

Course Number

HARASSMENT POLICY ACKNOWLEDGEMENT FORM

I, _____ (Print), have read the Harassment Policy of the Finger Lakes Regional EMS Council, Inc and am familiar with the policies and procedures for reporting harassment and with the grievance procedure to be followed.

I hereby affirm that I understand my rights and obligations under the Harassment Policy and agree to abide by the policies as stated.

Signature

Date

I, _____ (Print) acknowledge that it is my responsibility to attend all classes, complete all classroom didactic, classroom lab sessions, hospital, and ride clinical as required. I also acknowledge that it is my responsibility to obtain all immunizations and a physical as required to be eligible to complete any/all required hospital and ride clinical requirements.

AND

I, _____ (Print), have read the Finger Lakes Regional EMS Council, Inc., Finger Lakes Community College Student Manual and am familiar with the policies and procedures stated within. I hereby affirm that I understand my obligations and agree to abide by the policies as stated.

Signature

Date

ATTACHMENTS

DOH Policy 18-01 Certification for Individuals with Criminal Conviction

DOH Policy 00-09 Functional Positions for Certified First Responder

DOH Policy 00-10 Functional Positions Basic EMT/AEMT

DOH Policy 22-03 ADA Accommodation Requests for NYS EMS Certifying Examination

DOH Policy 22-09 Extension of Certification for Military Personnel

FLREMSC Course Withdrawal Form (Signature Page)