



Vermont EMS District Six



Training Policy

I. **EMS District Six Mission Statement:**

To coordinate high-quality pre-hospital care in a patient centered system through education, training, cooperation, and commitment from all EMS District Six agencies and participants.

II. **Purpose**

The purpose of this Training Policy is to ensure consistent, high-quality EMS training and education is provided within and throughout Vermont EMS District Six. This policy will outline the expectations of all entities involved with EMS training throughout the district. It will define the district's organization entities in regards to training and education. It is the expectation that all participants and agencies involved in EMS District Six training will understand and fully comply with this policy.

III. **General Information:**

This policy is designed to ensure a consistent, quality educational experience for all involved parties in any EMS District #6 training program. This policy will affect every instructor, lecturer, teacher, participant, student, and sponsoring agency, and all are expected to understand them and **fully** comply.

IV. **Update and Changes to this Policy**

This policy is a living document. It shall be reviewed by the Educational Advisory Board at the beginning of every odd year for updates and/or changes. This policy may be modified by the Educational Advisory Board and approved by the Board of EMS District Six.

V. **Vermont Statutes:**

Title 24 V.S.A. § 2657. Purposes and powers of emergency medical services districts

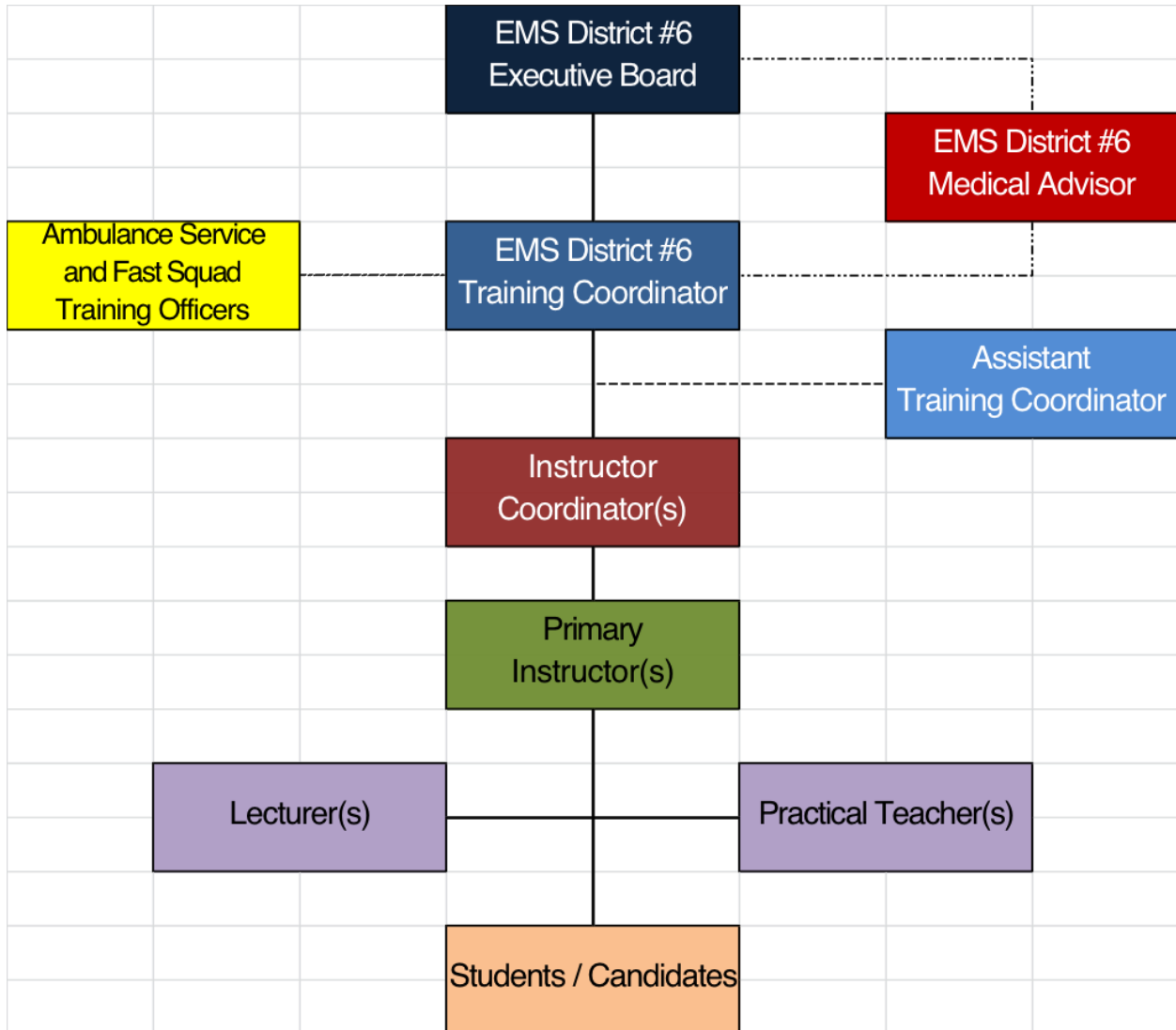
(a) It shall be the function of each emergency medical services district to foster and coordinate emergency medical services within the district, in the interest of affording adequate ambulance services within the district. Each emergency medical services district shall have powers which include the power to:

(8) Sponsor or approve programs of education approved by the Department of Health which lead to the licensure of emergency medical services personnel.

(10) Assist the Department of Health in a program of testing for licensure of emergency medical services personnel.

VI. Organization:

In order to continue the history of EMT District Six holding robust and high-quality educational programs, EMS District Six will maintain the following hierarchy of positions. Each position will have their own responsibilities and expectations, as defined in this policy. The following diagram will be utilized for this hierarchy.



VII. **District Six Education Advisory Board:**

EMS District Six will have an Education Advisory Board that will consist of the District Medical Advisor, the District Training Coordinator, and the District Six Executive Board (Chair, Treasurer, and Clerk). The purpose of the Education Advisory Board will be oversight of the Training Coordinator and to be an appellate body for review of issues or concerns that may arise during training or education programs.

The Education Advisory Board will convene when a complaint is received involving the Training Coordinator, a complaint that was decided by the Training Coordinator and has been appealed to the Education Advisory Board, when covered by this policy, or at the request of the Training Coordinator, Assistant Training Coordinator, an Instructor Coordinator, State EMS or the District Six Board to resolve an issue surrounding EMS education, training, and/or testing. The Education Advisory Board will convene in a timely manner to address any concern promptly. This meeting should occur within seven days of the identification of required action, so that a course syllabus and any student's or instructor's participation will not be placed in jeopardy. If one of the parties on the board (named above) is directly linked to the concern or complaint, he or she will recuse themselves from participation and the Vice-Chair of EMS District Six Board will participate in the meeting in their absence. There must be a minimum of three members sitting in on the meeting and two of the three must reach an agreement as to the outcome of the complaint. With the exception of removal of the District Training Coordinator or Assistant Training Coordinator, all actions and/or recommendations of the Education Advisory Board will be considered final and not open to further appeal. If the Education Advisory Board recommends removal of the District Training Coordinator or the Assistant Training Coordinator, that action must be approved by two-thirds majority the EMS District Six Board.

VIII. **District Training Coordinator (TC):**

A. Purpose:

The District Training Coordinator (TC) will be responsible to oversee, supervise, arrange, and coordinate all inter-department and district training and educational programs. The District Training Coordinator will also represent the district in coordination with State of Vermont Department EMS Training Coordinator and other Vermont EMS Districts.

B. Expectations:

1. The TC will work collaboratively with all Instructor Coordinators and other EMS Districts to ensure all training and education programs are provided at a high-quality within EMS District Six.
2. The TC will review all course applications and if appropriate, make recommendation for approval to the Training Committee and EMS District Six Board. The TC will ensure that all Instructor Coordinators meet the requirements and deadlines for

course request submissions to the EMS District Six Board and State of Vermont Department of EMS.

3. The TC will have oversight of all psychomotor examinations within District Six, utilizing the Vermont Examination Coordinator Guide. The TC will ensure all appropriate rules and regulations for testing are followed and applied. The TC may delegate the application, coordination and operation of specific testing to an Instructor Coordinator.
4. The TC will meet and maintain all the expectations of an Instructor Coordinator.
5. The TC should attend a minimum of twenty-five percent (25%) of the courses held within the district.
6. The TC will work directly with the EMS Training Coordinator for the State of Vermont Department of EMS, representing Vermont EMS District Six.
7. The TC will maintain EMS certification within the State of Vermont and complete appropriate continuing education to maintain such certification, to include obtaining and maintaining Instructor Coordinator certification.
8. The TC will instruct a minimum of twenty-five (25) hours of training or education within EMS District Six per year in order to maintain instructional proficiency.
9. The TC will work directly with the EMS District Six Board to facilitate a variety of educational and training opportunities for new certification, recertification, transition, and continuing education.
10. The TC will be responsible for the maintenance, storage, and upkeep of all training and educational supplies and materials owned by EMS District Six. These supplies include training adjuncts, computer, projector, educational software and files, and other training and education materials
11. The TC may arrange with an instructor coordinator, primary instructor and/or District Six EMS agency the use of the educational supplies and materials for training.
12. The TC will attend and facilitate the monthly meetings of the Training Committee, which are held on the second Tuesday of each month at 6:00PM at Central Vermont Medical Center. This requirement will be waived if the following District Board meeting has been canceled.
13. The TC will ensure that at no time the sexual harassment section of this policy is violated.
14. The TC will perform tasks assigned by the EMS District Six Board as appropriate to his/her position.

C. Oversight / Complaint:

The oversight of the performance, administration and operation of the District Training Coordinator resides with the EMS District Six Education Advisor Board. This board may meet with the District Training Coordinator to discuss operations and recommendations.

Any formal complaints or accusation of violations of the Training Coordinator will be submitted in writing to the Chair of the EMS District Six Board. If the Chair of the EMS District Six Board is involved, then such submission will be provided to the Vice-Chair. The Chair, or in their absence the Vice-Chair, will convene a timely meeting of the Education Advisory Board to discuss the written complaint. After discussion with the Training Coordinator, the Education Advisory Board will make recommendation in closed session to the EMS District Six Board on action, if warranted. The vote and/or action of the District Board will be considered final. If warranted, the EMS District Six Board can remove the Training Coordinator by a two-thirds majority vote.

The Training Coordinator will be elected per the EMS District Six bylaws annually. If the position of Training Coordinator becomes vacant, the Assistant Training Coordinator will fulfill the duties and responsibilities of Training Coordinator until at such time that the EMS District Six Board can elect a new Training Coordinator.

IX. Assistant Training Coordinator (ATC):

A. Purpose:

The Assistant Training Coordinator (ATC) will be responsible to assist the Training Coordinator in all inter-department and district training and educational programs. The Assistant Training Coordinator will assume the duties and responsibilities of the Training Coordinator in their absence.

B. Expectations:

1. The ATC will work collaboratively with the Training Coordinator and all Instructor Coordinators to ensure all training and education is providing at a high quality within Vermont EMS District Six.
2. The ATC should attend a minimum of twenty-five percent (25%) of the courses held within the district.
3. The ATC will maintain EMS certification within the State of Vermont and complete appropriate continuing education to maintain such certification, to include obtaining and maintaining Instructor Coordinator certification.

4. The ATC will meet and maintain all the expectations of an Instructor Coordinator.
5. The ATC will instruct a minimum of twenty-five (25) hours of training or education within EMS District Six per year in order to maintain instructional proficiency.
6. The ATC, in coordination of the Training Coordinator, may arrange with an instructor coordinator, primary instructor and/or District Six EMS agency the use of the educational supplies and materials for training.
7. The ATC will attend and, in the absence of the Training Coordinator, facilitate the monthly meetings of the Training Committee, which are held on the second Tuesday of each month at 6:00PM at Central Vermont Medical Center. This requirement will be waived if the following District Board meeting has been canceled. In the absence of the Training Coordinator, the ATC will facilitate the meeting.
8. The ATC will ensure that at no time the sexual harassment section of this policy is violated.
9. The ATC will perform tasks assigned by the Training Coordinator as appropriate to his/her position.

C. Oversight / Complaint:

The oversight of the performance, administration and operation of the Assistant Training Coordinator resides with the Training Coordinator. The Training Coordinator and/or EMS District Six Education Advisory Board may meet with the Assistant Training Coordinator, along with the Training Coordinator, to discuss operations and recommendations.

Any formal complaints or accusation of violations of the Assistant Training Coordinator will be submitted in writing to the Training Coordinator. If the Training Coordinator is involved, then such submission will be provided to the Chair of the EMS District Six Board. The Training Coordinator, or in their absence the Chair, will convene a timely meeting of the District Six Education Advisory Board to discuss the written complaint. After discussion with the Assistant Training Coordinator and Training Coordinator, the Education Advisory Board will make recommendation in closed session to the District Board on action, if warranted. The vote and/or action of the District Board will be considered final. If warranted, the EMS District Six Board can remove the Assistant Training Coordinator by two-thirds majority vote.

X. **Instructor Coordinator(s) [IC]:**

A. Purpose:

The Instructor Coordinator(s) [IC] primary responsibility will be to coordinate and conduct emergency medical services courses and classes within EMS District Six.

The IC will serve as the liaison between the students, the Primary Instructor, the lecturer(s), the practical teacher(s), the sponsoring agency, and the Training Coordinator. The IC is responsible for assuring that the course goals and objectives, as determined by the Vermont Department of EMS, NREMT's, and EMS District Six Education Advisory Board are met. The IC supervises the primary instructor, lecturers, and practical teachers, and may teach classes during the course.

B. Expectations:

1. An IC will coordinate all approved EMR, EMT, and Advanced EMT initial, recertification, refresher, and transition courses within EMS District Six.
2. An IC, in coordination with the Training Coordinator, will ensure that all EMS District Six training and education is conducted at a high-quality and meets or exceeds the expectations for training and education within EMS District Six.
3. An IC will ensure all NREMT certification, recertification, refresher and transition courses are conducted with the course objectives and operational requirements approved by the Vermont Department of EMS based upon the NHTSA National Standard Curricula or National EMS Education Standards for training at that level.
4. An IC must be at least eighteen (18) years old and be a minimum of a high school graduate or equivalent.
5. An IC must be sponsored by EMS District Six and must continue to be sponsored by EMS District Six for recertification.
6. An IC must hold and maintain a current national certification by NREMT and/or Vermont certification as an EMT, Advanced EMT, or Paramedic.
7. An IC must have completed an instructor course of education approved by the Vermont Department of EMS or hold credentials equivalent to such education approved by the Vermont Department of EMS.
8. The IC will instruct a minimum of twenty-five (25) hours of training or education within EMS District Six per year in order to maintain instructional proficiency. An annual report of instruction will be provided to the Training Coordinator.
9. An IC will coordinate a minimum of one certification, recertification, or transition course within EMS District Six every two (2) years. The Training Coordinator may waive this provision under a special circumstance and upon approval of the Education Advisory Board.
10. Advanced EMT courses shall be coordinated by an IC certified at or above the Advanced-EMT licensure.
11. An IC will meet all the expectations for the Primary Instructor for any course they coordinate upon which a separate Primary Instructor is not assigned.

12. An IC will submit an application for course presentation to the Training Coordinator a minimum of one week prior to the EMS District Six Board meeting and a minimum of twenty-two (22) days before the course is supposed to start. The course application packet will include all the items listed on the course section of this policy.
13. The IC will attend a minimum of seventy-five percent (75%) of the course(s) that they are coordinating.
14. The IC will ensure that all instructor(s), both primary instructors, lecturers and practical teachers, are approved by the Training Coordinator prior to their planned instruction time. The IC is directly responsible for all material presented and taught by all instructors, lecturers, and practical teachers during their course.
15. Every instructor(s), including primary instructors, lecturers, and practical teachers, are considered employees of EMS District Six. The IC will ensure that every instructor, lecturer, and practical teacher has a W-4 on file with EMS District Six Treasurer and signs the Participant Conduct Agreement (Appendix B) once-per-course.
16. If an instructor or lecturer is new to teaching in EMS District Six, the IC will supervise two complete lectures or classes, and provide a written review of their instruction to the Training Coordinator utilizing the I/C Peer Mentor Comprehensive Evaluation Form for each session. This requirement may be waived by the Training Coordinator if the Lecturer has a known caliber of teaching and/or professional licensure.
17. If a practical teacher is new to teaching in EMS District Six, the IC will supervise two practical lessons and/or demonstrations, and provide a written review of their sessions to the Training Coordinator utilizing the I/C Peer Mentor Comprehensive Evaluation Form.
18. The IC of an initial course, or a course greater than forty hours, will write, administer, correct, and return within one week, quizzes, tests, mid-term exam and/or final exam. The goal of these assessments is to ensure the students are learning and retaining the material and to evaluate the instructional staff. Quizzes and tests may be administered, corrected, and returned by a Primary Instructor in coordination with the IC, but a mid-term and/or a final exam must be administered by the IC. All quizzes, tests, and exams will be corrected and returned to the student within seven (7) days, unless the course schedule does not permit. Scores for any tests, a mid-term exam, and/or a final exam will be provided to the Training Coordinator.
19. After ten (10) hours of a course, the IC will provide the Training Coordinator a list of students, their affiliating agencies, and a copy of their applications. This list will be provided to the EMS District Six Treasurer, who will issue invoices to the sponsoring agencies.
20. The IC will coordinate with either the Training Coordinator or Assistant Training Coordinator for the use of EMS District Six educational supplies and materials.

C. Oversight / Complaint:

The oversight of the performance of the IC(s) and the coordination of their courses resides with the Training Coordinator. The Training Coordinator and/or EMS District Six Education Advisory Board may meet with an IC to discuss operations and recommendations.

In the event that any participant of an EMS District Six training or education program participant believes that an IC is in violation of this policy or in poor representation of EMS District Six, they shall inform the Training Coordinator in writing. If the Training Coordinator is involved, then such notification will be provided to the Chair of the EMS District Six Board. The Training Coordinator, or in their absence, the Chair, will informally meeting with the complainant and the Instructor Coordinator to discuss the concern. This meeting will be documented, along with any resolutions or understandings from the meeting going forward. All parties involved will sign this documentation to represent their understandings and/or resolutions. If such complaints and/or violations are repeated or if further violations occur, the Training Coordinator and Assistant Training Coordinator will formally meet with the IC and will make recommendation in closed session to the Education Advisory Board, if warranted. The vote and/or action of the Education Advisory Board will be considered final. If warranted, the Education Advisory Board may remove district support for IC certification of an individual and make such notification to Vermont Department of EMS.

XI. **Primary Instructor (PI):**

A. Purpose:

The responsibility of the Primary Instructor (PI) will be to instruct an emergency medical service course within EMS District Six under the coordination of an Instructor Coordinator. The PI may serve as the liaison between students, lecturers, practical teachers, and the course Instructor Coordinator. The PI is responsible for teaching, or the supervision of teaching, all lessons, demonstrations, and practical sessions within a course. The PI will assure that all instructorship meets the course goals and objectives, as determined by the Vermont Department of EMS, NREMTs, and District Six Education Advisory Board. An Instructor Coordinator may concurrently perform the role of PI for their courses.

B. Expectations:

1. The PI will instruct, or supervise the instruction, of all approved EMR, EMT, and Advanced EMT initial, recertification, and transition courses in EMS District Six.
2. The PI will ensure all education and training is conducted at a high-quality and meets or exceeds the expectations for training and education in EMS District Six.

3. The PI will ensure all NREMT certification, recertification, and transition courses are instructed with the course objectives and operations requirements approved by the Vermont Department of EMS based upon the NHTSA National Standard Curricula or National EMS Education Standards for training at that level.
4. A PI must be at least eighteen (18) years old and be a minimum of a high school graduate or equivalent.
5. The PI must hold and maintain a current national certification by NREMT and/or Vermont certification as an EMT, Advanced EMT, or Paramedic.
6. The PI will prepare a written lesson plan for each class or lecture a minimum of seven (7) days prior to presentation. The PI will provide these lesson plans, projection materials, and planned handouts to the Instructor Coordinator for their review.
7. The PI will ensure that all instructors and practical teachers utilize a variation of learning techniques to best communicate the course materials and objectives.
8. The PI will ensure that each instruction session starts and concludes on time as outlined in the course syllabus.
9. The PI will ensure that a minimum ten-to-fifteen (10-15) minute rest period is provided to students for each three hours of instruction session.
10. The PI, in coordination with the Instructor Coordinator, will ensure all instructors, to include lecturers and practical teachers, arrive at least fifteen (15) minutes prior to class start time to ensure that they have all materials and equipment prepared and ready to go.
11. The PI will ensure all instructional staff maintain proper professional environment. This includes maintaining an environment that is free of interruptive technology and harassment to ensure to foster a positive learning environment for all in attendance.
12. The PI will ensure that the expectation of all instructors will be to maintain an educational environment that allows for all students to have the ability to hear and understand all educational content.
13. The PI must be approved by the Training Coordinator prior to the start of a course. The PI must have lectured a minimum of five (5) classes within EMS District Six in the past two (2) years and have a written recommendation by the Instructor Coordinator.
14. The PI may create, administer, correct, and return quizzes and/or tests in coordination with the Instructor Coordinator. The goals of these assessments are to ensure the students are learning and retaining the material and to evaluate the instructional staff. All quizzes, tests, and exams will be corrected and returned to the

student within seven (7) days, unless the course schedule does not permit. The PI may not administer mid-term or final exams.

15. The PI may coordinate with the IC and the District Training Coordinator or Assistant Training Coordinator for the use of EMS District Six educational supplies and materials.

C. Oversight / Complaint:

The oversight of the performance of the PI and their instruction resides with the course Instructor Coordinator. The Instructor Coordinator and/or Training Coordinator may meet with a PI to discuss operations and recommendations.

In the event that any participant of a course believes that a PI is in violation of this policy or in poor representation of EMS District Six, they shall inform the Instructor Coordinator. If the Instructor Coordinator is involved, then such notification will be provided to the Training Coordinator. The Instructor Coordinator, or in their absence, the Training Coordinator, will informally meet with the complainant and the Primary Instructor to discuss the concern. This meeting will be documented, along with any resolutions or understandings from the meeting going forward. All parties involved will sign this documentation to represent their understandings and/or resolutions. If such complaints and/or violations are repeated or if further violations occur, the Instructor Coordinator and the Training Coordinator will formally meet with the PI and make recommendation. The action of the Training Coordinator may be appealed to the Education Advisory Board, upon which their decision will be considered final. If warranted, the Training Coordinator may recommend the removal of instruction for an individual and make such notification to EMS District Six Board.

XII. **Lectures / Practical Teachers:**

A. Purpose:

The responsibility of Lecturers and Practical Teachers will be to assist the Primary Instructor and Instructor Coordinator with the instruction of lessons and practical demonstration of courses within EMS District Six. Each Lecturer and Practical Teacher will assure that all instructorship meets the course goals and objectives as outlined by the course syllabus and directed by the Primary Instructor and/or Instructor Coordinator.

B. Expectations:

1. The Lecturer will assist the Primary Instructor and/or the Course Coordinator in providing guest lecturing and lesson presentations for courses in EMS District Six.

2. The Practical Teacher will assist the Primary Instructor and/or the Course Coordinator in providing practical demonstrations and/or exercises for courses in EMS District Six.
3. All Lecturers and Practical Teachers will ensure that all education and training is conducted at a high quality and meets or exceeds the expectations for training and education in EMS District Six.
4. All Lecturers and Practical Teachers will utilize a variation of learning techniques to best communicate the course materials and practical sessions.
5. All Lecturers and Practical Teachers will maintain proper professional environment. This includes maintaining an environment that is free of interruptive technology and harassment to ensure to foster a positive learning environment for all in attendance.
6. All Lecturers and Practical Teachers will ensure that they maintain an educational environment that allows for all students to have the ability to hear, understand, and demonstrate all educational and practical content.
7. Each Lecturer or Practical Teacher arrive at least fifteen (15) minutes prior to their session start time to ensure that they have all materials and equipment prepared and ready to go.
8. A Lecturer must be at least eighteen (18) years old and be a minimum of a high school graduate or equivalent. A Practical Teacher must be at least sixteen (16) years old.
9. A Lecturer will receive a written lesson plan, projection materials, and planned handouts a minimum of seven (7) days prior to presentation from the Primary Instructor.
10. Each Lecturer will ensure that they provide a minimum ten-to-fifteen (10-15) minute rest period is provided to the student for each three hours of instruction session.
11. All Practical Teachers will assist the Primary Instructor and/or Instructor Coordinator in setting up practical stations before class, if necessary, and remaining after class to clean up those stations.
12. All Lecturers must be approved by the Training Coordinator prior to the start of their presentation. If a Lecturer is new to teaching in EMS District Six, the Instructor Coordinator will supervise two complete lectures or classes, and provide a written review of their instruction to the Training Coordinator utilizing the I/C Peer Mentor Comprehensive Evaluation Form for each session. This may be waived by the Training Coordinator if the Lecturer has a known caliber of teaching and/or professional licensure.
13. All Practical Teachers must be approved by the Training Coordinator prior to the start of their session. If a Practical Teacher is new to teaching in EMS District Six, the Instructor Coordinator will supervise two practical demonstrations and/or exercises, and provide a written review of their sessions to the Training Coordinator utilizing the I/C Peer Mentor Comprehensive Evaluation Form.

14. All Lecturers and Practical Teachers will present any concerns and/or issues immediately to the Primary Instructor and/or Instructor Coordinator.

C. Oversight / Complaint:

The oversight of the performance of all Lecturers and Primary Teachers ultimately resides with the course Instructor Coordinator. The Primary Instructor and/or Instructor Coordinator may meet with a PI to discuss operations and recommendations.

In the event that any participant of a course believes that a Lecturer or Practical Teacher is in violation of this policy or in poor representation of EMS District Six, they shall inform the both the Primary Instructor and the Instructor Coordinator immediately. If the Primary Instructor is involved, then such notification will be provided to the Instructor Coordinator. The Instructor Coordinator and Primary Instructor will informally meet with the complainant and to discuss the concern. The Instructor Coordinator will then attempt to resolve the concern with the Lecturer or Practical Teacher. If such complaints and/or violations are repeated or if further violations occur, or if a complaint is severe in nature, the Instructor Coordinator will notify the Training Coordinator. Any further action of the Instructor Coordinator may be appealed to the Training Coordinator, and ultimately to the Education Advisory Board. Ultimately, an Instructor Coordinator has the authority to remove and not allow back any Lecturer and/or Practical Teacher from their course. If warranted, the Training Coordinator may prevent of further instruction by an individual within EMS District Six and make such notification to EMS District Six Board.

XIII. **Candidates / Students:**

A. Definition:

1. Candidates are individuals that interested and apply to take a course within EMS District Six.
2. Students are individuals that have been accepted by the Instructor Coordinator and are regularly participating in an EMS District Six course.

B. Candidate Expectations:

1. Candidates must submit a formal application for all approved EMS District Six courses. A copy of a formal application can be found in the Appendix A of this policy.
2. Candidates must have a sponsoring Vermont EMS agency. The Head of Service, or his/her designee, will sign the application indicating sponsorship and financial acceptance for the student to take the course.
3. It is up to the sponsoring agency to determine if a candidate is appropriate for an EMS District Six course. This includes an initial criminal background check. An

agency signature indicates full support and recommendation of a candidate for a EMS District Six course.

4. Each candidate must be present at the first session of the course, unless they have specific approval from the Instructor Coordinator.
5. No candidate will be allowed to join a course after they have missed the first ten hours, unless there are special circumstances and they have approval from the Instructor Coordinator.
6. Any candidate that appears at the first meeting of a course without a completed application will be allowed no more than seven (7) days or ten (10) course hours, whichever is sooner, to obtain a sponsoring signature and completed application. Otherwise, they will be dropped from the course. No candidate will receive a textbook until the application is completed and accepted.
7. Any candidate of an initial EMR or EMT course that has a criminal history of any fashion will meet privately with the Instructor Coordinator. The Instructor Coordinator will inform the Training Coordinator immediately. The Training Coordinator will work with the State of Vermont Department of EMS to determine if the candidate will be allowed to participate and/or test for the course.
8. Candidates are allowed to withdrawal from a course within the first ten (10) hours of class. A candidate must notify the Instructor Coordinator in writing. The Instructor Coordinator will attempt to retrieve any issued textbooks or materials. If such items are not in adequate condition or not returned, the sponsoring agency will be charged the cost.
9. Candidates that do not withdrawal after the first ten (10) hours of a course and have been accepted by the Instructor Coordinator in the course will become students. Their agency will then be financial responsible for the full cost of the course.

C. Student General Expectations:

1. Students can expect to receive a high-quality EMS education and training from any EMS District Six course.
2. Students can expect that each Instructor Coordinator and Primary Instructor has the support of EMS District Six to provide their EMS education.
3. Students can expect that each initial, re-certification, refresher, and transition course will be conducted with the course objectives and operational requirements approved by the Vermont Department of EMS based upon the NHTSA National Standard Curricula or National EMS Education Standards for training at that level.
4. Students are encouraged to notify the Instructor Coordinator, and if needed, the Training Coordinator, if any of the above expectations is not being met to their satisfaction.

D. Expectations of Students – Conduct:

1. By accepting to participate in a course and signing the Participant Conduct Agreement (Appendix B), each student agrees to maintain an appropriate conduct

that will continuously reflect positively on the course, their sponsoring agency, and EMS District Six.

2. Inappropriate conduct such as offensive language, harassment, sexual harassment, disrespect of students or instructors, or any other behaviors that reflect poorly on the student, their course, their sponsoring agency, or EMS District Six will not be tolerated.
3. Inappropriate conduct is not limited to the classroom. Each student will conduct themselves professionally during the length of the course, both within and outside the classroom. This includes, but is not limited to, practical sessions, clinical time, ride-along experiences, participation with affiliated services, etc. This also includes any conduct or representation that could reflect poorly upon other students, the course, the instructors, the sponsoring agency, or EMS District Six. Specifically, this includes, but is not limited to, public media, the internet, or social media sites.
4. Academic dishonesty in any form will not be tolerated. Any student found to be academically dishonest will be immediately removed from the course and must meet with the Instructor Coordinator. The Instructor Coordinator will report the student to the Training Coordinator. Examples of academic dishonesty include, but are not limited to:
 - a. Cheating in any form
 - b. Falsification or forgery of any academic documents, applications, clinical evaluation, course materials, evaluations, etc.
 - c. Plagiarism (including copying and pasting of electronic text into assigned work)
5. Any student or participant who conducts them self as outlined above will be immediately removed from a course until a meeting can occur with the Instructor Coordinator as outlined below.

E. Expectations of Students – Classroom:

1. Candidates must sign acknowledgement of receipt of this policy as outlined in the EMS District Six Participant Conduct Agreement (Appendix B) at the start of every course.
2. Students will arrive to each session ten (10) minutes early so that they are prepared to start the lecture or class as scheduled and on time.
3. Students will arrive and be prepared for each class. They will bring appropriate materials and equipment with them for each session. This includes wearing appropriate attire for practical sessions. If a student arrives for a practical session in attire that is considered by the instructor or teacher as inappropriate or unsafe, the student will not be allowed to participate in that session and will be sent home.
4. Students will be expected to **pre-read** all course materials and chapters **before** each class. Students will be prepared to participate in discussions regarding the material being presented. This includes preparation for all practical sessions. The Instructor Coordinator and/or Primary Instructor may administer quizzes to ensure this is occurring.

5. All EMS District Six classroom environments are “technology free”. No student will have technology distracting devices turned on during a class. Radios and pagers will be turned off. Cell phones will be placed on vibrate for emergency calls only. Anyone receiving an emergency call will be expected to briefly step-out of the educational environment. Texting, e-mailing, or communicating with others via cell phone or electronic device during a class is prohibited. Practical sessions and clinical sites are included in this requirement.
6. Students may bring personal tablets or computers to use for course purposes only. Texting, e-mailing, communicating with others, surfing the web, or visiting non-course websites during classroom time is prohibited. Violation of this may necessitate the Instructor Coordinator to require the student to no longer bring the device to the course.
7. Students will refrain from disruptions, side conversations, counterproductive behavior, or distracting conduct. Students will be given a verbal warning and then, upon reoccurrence, will be asked to leave the class. Any student that is removed from a class must meet with the Instructor Coordinator to discuss further participation in the course as outlined below.
8. Students will respect all instructors, lecturers, practical teachers and their fellow students at all times. Any student being disrespectful will be asked to leave the class. Any student that is removed from a class must meet with the Instructor Coordinator to discuss further participation in the course as outlined below.
9. Smoking during breaks is permitted in the designated area away from any entrance of a building, unless the course site is smoke-free. Central Vermont Medical Center is a smoke-free campus. Any smokers will ensure to clean up and properly dispose of their cigarette butts. Students should be respectful of other participants and those who may have particular allergies or interactions to smoke, food, perfume, or other environmental exposures.

F. Expectations of Students – Attendance:

1. Students that arrive ten (10) minutes after the scheduled start of a class will be considered tardy. If a student is tardy more than three times, they will receive a written warning from the Instructor Coordinator. If they are tardy again without special circumstance after receiving a written warning, the student will be required to meet with the Instructor Coordinator upon each occurrence to discuss further participation and returning to the course as outlined below.
2. Students are expected to be present and participate in each classroom and practical session. This includes wearing appropriate attire for practical sessions. Any student that arrives at a practical session wearing inappropriate clothing or jewelry will be sent home by the instructor and must meet with the Instructor Coordinator to discuss further participation in the course as outlined below.
3. Students are expected to stay for the length of each class. Students will only be allowed to leave early in an emergency or if given approval by the Instructor Coordinator.

4. Students are allowed one (1) non-excused absence. A non-excused absence is defined as missing a course session with failure to notify the Instructor Coordinator and Primary Instructor by phone or other communication method within a minimum of four hours before the course. If a student has more than one (1) non-excused absence, they will not be allowed to return until they meet with the Instructor Coordinator to discuss further participation in the course as outlined below.
5. Students are allowed excused absences in summation not to exceed ten percent (10%) of the course hours and/or sessions. (Example: 24-Hour Refresher Course may have three (3) hours of excused absence / 120-Hour Initial Course may have twelve (12) hours of excused absence.) An excused absence is defined as notification to the Instructor Coordinator and Primary Instructor with receipt of approval of the absence greater than four (4) hours before the course session. If a student has more than ten percent (10%) of the course hours and/or sessions, they will not be allowed to return until they meet with the Instructor Coordinator to discuss further participation in the course as outlined below.
6. Students will be required to make-up and submit all missed work due to absence within two course sessions. The Instructor Coordinator and/or Primary Instructor may assign additional work or special assignments to ensure the student has obtained the information that they missed. Any student that does not complete the course work will have their absence be considered unexcused as outlined above.

G. Expectations of Students – Quizzes and Exams:

1. Initial courses, or a course greater than forty (40) hours, will have quizzes, tests, a mid-term exam and/or a final exam. The goal of these assessments is to ensure the students are learning and retaining the material and to evaluate the instructional staff. Quizzes and tests may be administered, corrected, and return by a Primary Instructor in coordination with the Instructor Coordinator, but mid-term and final exams must be administered by the Instructor Coordinator. Scores for the tests, mid-term exam, and final exam will be communicated to the Training Coordinator.
2. All quizzes, tests, and exams will be corrected and returned to the student within seven (7) days, unless the course schedule does not permit.
3. Students must successfully pass all didactic tests with a minimum score of seventy percent (70%) to continue with a course. If a student is unsuccessful in passing, they will be granted one (1) additional attempt that must be completed outside of class time within two weeks of the original test. They may continue to participate in the course during these two weeks. If the student is unsuccessful in passing after their second attempt, they must meet with the Instructor Coordinator to discuss further participation in the course as outlined below.
4. Students must successfully pass any mid-term or final exams with a minimum score of eighty percent (80%) to continue with a course. If a student is unsuccessful in

passing, they will be granted two (2) additional attempts that must be completed outside of class within three weeks of the original mid-term or final. They may continue to participate in the course during these two weeks. If the student is unsuccessful in passing after their third attempt, they must meet with the Instructor Coordinator to discuss further participation in the course as outlined below.

5. Students may be tested and must successfully pass all practical examination stations to continue with a course, including a possible final practical exam. If a student is unsuccessful in passing, they will be granted one (1) additional attempt that must be completed within two weeks of the original test or exam. The student must schedule this additional attempt with the Instructor Coordinator. They may continue to participate in the course during these two weeks. If the student is unsuccessful in passing after their second attempt, they must meet with the Instructor Coordinator to discuss further participation in the course as outlined below.
6. Students that are dropped from a course for unsuccessfully passing didactic tests, practical examination stations, or a mid-term will be deemed to have not successfully completed the course. Their sponsoring agency will be notified by the Instructor Coordinator in writing within seven (7) days of being dropped from a course.
7. Students that do not successfully pass a final didactic test or practical examination stations will be deemed to have not successfully completed the course. Students will be required to audit and complete a refresher course of the same level within six (6) months, upon which they may attempt the final didactic or practical exam again. Students will only be allowed this fourth and final attempt. If a student is not successful, their sponsoring agency will be notified by the Instructor Coordinator in writing within seven (7) days.
8. Students must complete all course requirements and meet all the above attendance and testing requirements prior to receiving approval to participate in any National Registry testing. All students must successfully pass their practical examination stations prior to receiving approval to participate in any National Registry testing. A course Instructor Coordinator has final authority to approve a student for licensure testing.

H. Expectations of Students – Clinical Participation:

1. Students of initial licensure courses may be required to complete clinical rotations in order to successfully pass a course. The Instructor Coordinator will set the number of required hours and type of clinical rotations, as guided by the course objectives and operational requirements approved by the Vermont Department of EMS based upon the NHTSA National Standard Curricula or National EMS Education Standards for training at that level.

2. Students are expected to maintain professional conduct during all clinical rotations that will continuously reflect positively on the course, their sponsoring agency, and EMS District Six.
3. All students are required to provide the Instructor Coordinator with written proof of immunization prior to participating in any clinical rotation. Immunizations must be current to meet the requirements of the CDC guidelines for "Immunization of Health-Care Workers". These include providing written documentation of immunization, or written documentation of titer showing immunity, for the following diseases:
 - a. Hepatitis B
 - b. Measles
 - c. Mumps
 - d. Rubella
 - e. Varicella
 - f. Influenza
4. All students are required to complete and provide to the Instructor Coordinator the Student Health Form in Appendix C prior to starting any clinical rotations. The Instructor Coordinator may discuss student limitations and/or concerns with the Medical Advisor before authorizing participation in clinical rotations.
5. All students participating in clinical rotations (a.k.a. hospital rotations) and ride-along experiences will be required to wear an EMS District Six tee shirt, polo-shirt and/or an EMS District Six work sweatshirt. Students will wear khaki pants for in-hospital rotations and dark pants or EMS duty pants for ride-along rotations. Students will wear closed-toe-and-heel shoes or sneakers for clinical rotations and may wear clean and polished boots for ride-along rotations. The tee shirt, polo shirt and/or work sweatshirt will be included in the cost of the course and provided to the student before clinical rotations.
6. Student must be clean and neatly groomed upon arrival and throughout all clinical and ride-along rotations. Cologne and perfume should be kept to a minimum.
7. Any student that arrives at a clinical, ride-along rotation or practical participation in attire that is found to be inappropriate, unprofessional, or unsafe as determined by the clinical site, ride-along agency, sponsoring agency, and/or instructor will be sent home immediately with notification provided to the Instructor Coordinator.
8. Students will arrive early for a scheduled clinical and ride-along rotations. If a student is unable to attend a clinical or ride-along rotation, they will notify both the Instructor Coordinator and the clinical site or ride-along agency. Any non-emergent absence without a minimum of four hour notice to the Instructor Coordinator will be considered an unexcused absence.

9. Students will obey the policies and procedures of all clinical organizations and ride-along agencies. Students will follow the directions of all clinical staff and EMS responders at all times.
10. Students will only perform those skills that are appropriate to the level of their training and course. At no time will a student perform a skill that is beyond the scope of practice for the level of licensure of the course.
10. Students will schedule their clinical rotations a minimum of seven (7) days in advance following the instructions of the Instructor Coordinator.
11. Only students in good academic standing (passing) with all tests and exams successfully completed will be allowed to schedule and attend clinical rotations. Students failing to maintain good academic standing and/or participation will forfeit all scheduled clinical rotations and ride-along experiences until at such time they return to good academic standing with the approval of the Instructor Coordinator.
12. If required by the Instructor Coordinator, students will complete appropriate clinical documentation, which may include, but is not limited to, time participating, assessments performed, skills performed, journal of the experience, or other documentation.
13. Students are not allowed to take any type of picture or video of any clinical rotation and ride-along experience.
14. Should a student have an exposure or injury during their clinical rotation or ride-along experience, they should seek immediate medical care as necessary and inform their charge nurse or EMS ride-along leader. As soon as practical, the student will notify the Instructor Coordinator, who in turn will immediately notify the Training Coordinator. The Training Coordinator will notify the EMS District Six Chair and EMS District Six insurance of a participant exposure and/or injury, along with the treatment and/or care rendered.

I. Student Oversight / Complaint:

The oversight of the performance of all students ultimately resides with the course Instructor Coordinator. The Primary Instructor and/or Instructor Coordinator may meet with any student to discuss their participation and recommendations.

In the event that any participant of a course believes that a student is in violation of this policy or in poor representation of them self, their sponsoring agency, or EMS District Six, shall inform the Instructor Coordinator immediately. The Instructor Coordinator will formally or informally meet with the complainant to discuss the concern. The Instructor Coordinator will then attempt to resolve the concern by meeting with the involved student. If such complaints and/or violations are repeated or if further violations occur, or if a complaint is severe in nature, the Instructor Coordinator will notify the Training Coordinator. Any action of the Instructor

Coordinator may be appealed to the Training Coordinator, and ultimately to the Education Advisory Board. Ultimately, an Instructor Coordinator has the authority to remove any student and not allow further participation from their course. If warranted, the Training Coordinator may prevent further participation of any individual within EMS District Six and make such notification to EMS District Six Board.

XIV. **Student Sponsoring / Affiliating Agencies:**

A. Purpose:

The sponsoring agency is the EMS service that is supporting, recommending and sponsoring a student for an EMS District Six course. The agency is responsible for aiding their student(s) throughout the course. This includes support through financial cost, personnel, exam preparation and/or equipment.

B. Expectations:

1. Every candidate and student of every EMS District Six course must have and maintain sponsorship and affiliation through a licensed Vermont Ambulance Service or Fast Squad. This sponsorship and affiliation must continue throughout the course and through licensure testing.
2. By signing the candidate's application, the sponsoring service will be pledging to assist their students outside of the classroom environment. This includes, but is not limited to, knowledge questions, test and exam preparation, practical opportunities, possible ride-along experiences, and other educational prospects as needed.
3. If during a course, an EMS agency revokes affiliation or support of a student, the service will be required to notify the Instructor Coordinator within seventy-two (72) hours. The student will no longer be allowed to participate in the course until they obtain affiliation and sponsorship again. The original sponsoring agency retains financial responsibility for the cost of the student, unless it is agreed upon by the new sponsoring service.
4. After ten (10) hours of a course, the sponsoring EMS agency will be invoiced the full cost of the course for each of their students. By signing a candidate's application for a course, the sponsoring EMS agency agrees to pay for the course. Each service will have thirty (30) days upon receipt to pay the invoice to EMS District Six. The sponsoring agency may make payment arrangements directly with the Treasurer of EMS District Six. The sponsoring agency, and not EMS District Six, is responsible to obtain payment from a student, if they so wish.
5. If a sponsored candidate withdraws from a course before the first ten (10) hours and does not return all issued texts, equipment and supplies in adequate condition, the sponsoring agency will be financially responsible for the replacement value of these texts, equipment and supplies.

6. Affiliated agencies are expected to regularly supply approved practical instructor(s) for courses that they have sponsored students. Agencies should regularly supply a minimum of one (1) practical instructor for every one-to-three sponsored students in a course.
7. Affiliated agencies with students in initial licensure courses are expected to provide one-to-two mentors for their students. Notification of these mentors will be supplied to the Instructor Coordinator, who will have final approval. These mentors are expected to provide a professional example of their service and support the student in the areas outline above (point #2).
8. Assigned agency mentors are expected to provide the the Instructor Coordinator written documentation about each educational opportunity that a student participates in. These include practical demonstrations or practice, ride-along experiences, and other educational participation.
9. Sponsoring agencies may be expected to supply their students with any expendable training materials for they to utilize during the course. (Example: IV supplies) These will be identified at the start of the course by the Instructor Coordinator. An agency may coordinate with the Instructor Coordinator for the purchase and replacement of these supplies directly through EMS District Six.

C. Oversight / Complaint:

In the event that an Instructor Coordinator believes that an agency is not supporting their sponsored students during an EMS District Six course, they shall inform the Training Coordinator in writing of their concerns. This may include, but is not limited to, both financial and personnel support. The Training Coordinator will contact the Head of Service for the sponsoring agency and discuss these concerns. If such concerns cannot be resolved or are repeated, or if the initial concern is grievous in nature, the Training Coordinator will notify the Education Advisory Board. This board will meet with representatives of the agency to resolve the complaint quickly. The decision, vote and/or action of the Education Advisory Board will be considered final. If warranted, the Education Advisory Board may disallow students from certain EMS agencies to participate in EMS District Six courses and notify the Vermont Department of EMS

XV. **District Agencies EMS Training Officers:**

A. Purpose:

All EMS District Six agencies will maintain an EMS training officer that will oversee, supervise, arrange, and coordinate all agency EMS training and educational programs. The Department Training Officer will also represent their agency in coordination with the Training Coordinator and other Vermont EMS Districts Six agencies.

B. Expectations:

1. Every EMS District Six agency will maintain an EMS Training officer. The agency will notify the Training Coordinator annually the name and contact information for their agency training officer.
2. EMS Training Officers will oversee, supervise, arrange, and coordinate their intra-department EMS training for their respective agencies. EMS Training Officer will ensure that their members receive regular EMS training, utilizing various methods.
3. EMS Training Officers will provide a list of all EMS providers and their e-mail information to the Training Coordinator annually by July 1st.
4. EMS Training Officers will ensure that each of the members of their agency maintain licensure, transition, and protocol requirements as outlined by Vermont Department of EMS.
5. EMS Training Officers will ensure that each of the members of their agency utilizes, trains with and updates their profile on the EMSLearn online system.
6. EMS Training Officers will coordinate with the Training Coordinator for the EMS training and licensure needs of their members.
7. EMS Training Officer will ensure that each of the members of their agency understand, utilize, and follow all current and new EMS protocols as outlined by Vermont Department of EMS.
8. EMS Training Officers may coordinate with either the Training Coordinator or Assistant Training Coordinator for the use of EMS District Six educational supplies and materials.
9. EMS Training Officers will supervise all mentors of initial licensure students for their agency. The EMS Training Officer will work with the Instructor Coordinator of the student's course to ensure the education needs of the initial licensure student is met.
10. EMS Training Officers will supervise and coordinate all ride-along experiences within their agency. A Training Officer of a Fast Squad may coordinate ride-along experiences with the Training Officer of an ambulance service. All ride-along experiences will be coordinated with the Instructor Coordinator of the student's initial licensure course.
11. EMS Training Officers will ensure their agency provides participants of EMS District Six practical examinations, as outlined in this policy.

C. Oversight / Complaint:

In the event that any Instructor Coordinator, the Assistant Training Coordinator or Training Coordinator believes that a Training Officer is not supporting their agency or students, they shall inform the Training Coordinator in writing of their concerns. The Training Coordinator will contact the Head of Service for the sponsoring agency and discuss these concerns. If such concerns cannot be resolved or are repeated, or if the original complaint is grievous in nature, the Training Coordinator will notify the Education Advisory Board. This Board will meet with representatives of the agency

to resolve the complaint quickly. The decision, vote and/or action of the Education Advisory Board will be considered final. If warranted, the Education Advisory Board may disallow students from certain EMS agencies to participate in EMS District Six courses and notify Vermont Department of EMS.

XVI. **Course Administration:**

A. Pre-Course Administration

1. Instructor Coordinators interested in holding any EMS course within EMS District Six are expected to discuss their intentions with the Training Coordinator. This will allow for inter-district coordination of all educational opportunities.
2. Instructor Coordinators wanting to coordinate an EMR, EMT, and Advanced EMT initial, recertification, refresher, and transition courses within EMS District Six will apply to the EMS District Six Board via the Training Coordinator. This application will include a Vermont EMS Course Approval Form, a Course Syllabus (Appendix E), and Course Budget (Appendix D). The board of EMS District Six has the authority to approve or disprove any of these course applications.
3. Instructors wanting to teach an inter-departmental, non-Vermont licensure course (examples: ACLS, PEPP, ITLS, etc.) will notify the EMS District Six Board via the Training Coordinator. This notification shall be in written letter and shall include a Course Syllabus (Appendix E) and Course Budget (Appendix D). The board of EMS District Six does not have the authority to approve or disprove these course applications, but can recommend or oppose these courses.
4. The EMS District EMS Medical Advisor has independent authority to approve, disprove, recommend or oppose applications or notifications of any course within EMS District Six.
5. Any Course Syllabus will include Instructor Coordinator contact information; Primary Instructor contact information (if applicable); course location; course description; course objectives; any required texts, equipment and supplies; course cost(s); student completion requirements; attendance expectations; a course schedule and an examination date (if applicable). See Appendix E for an example of a Course Syllabus.
6. Any Course Budget will include the payments/fees required of students; expected expenses for texts, supplies, and/or equipment; expected expenses for course location; and payments to instructors, teachers, and the coordinator; and any other costs. See Appendix D for a Course Budget spreadsheet.
7. A course rate of \$70-per-course-hour and a student fee of \$8.50-per-course-hour is an example of a rate and fee to use for budgeting. There is no requirement to use these amounts. The Instructor Coordinator has the authority to propose whatever course rate and student fee as they seem necessary, which will be reviewed by the EMS District Six Board as outlined above.

8. All course that require licensure psychomotor testing will require a \$40-per-student examination fee.
9. All applications and notifications will be provided to the Training Coordinator a minimum of seven (7) days prior to the EMS District Six Board Meeting that is a minimum of fifteen (15) days before the start of a course.

B. Inter-Course Administration:

1. On or before the first session of a course, each candidate will be expected to complete a course application (see appendix A). This application must be completed and provided to the Instructor Coordinator within seven (7) days or ten (10) course hours, whichever is sooner, after starting a course. The course application must include a signature of sponsoring EMS agency.
2. On the first sessions of a course, each candidate must sign a Participant Conduct Agreement (see Appendix B). Each participant, to include lecturers, instructors and teachers must also sign the Participant Conduct Agreement once-per-course.
3. If a course includes clinical and/or ride-along participation, than each candidate must complete the Student Health Form (Appendix C) and provide verification of immunizations
4. Once available and within two weeks of the start of a course, the Instructor Coordinator will provide a list participating students with their contact information and sponsoring agencies to the Training Coordinator.
5. The Training Coordinator will provide the above student list to the EMS District Six Treasurer so the sponsoring agencies can be invoiced for the course. Payments should be written or issued to Vermont EMS District Six.
6. The Instructor Coordinator will provide a list of all lecturers, instructors, and teachers to the Training Coordinator and ensure they have EMS District Six approval.
7. The Instructor Coordinator will submit a minimum of two written reviews all lecturers, instructors, and/or practical teachers that are new to teaching in EMS District Six utilizing the I/C Peer Mentor Comprehensive Evaluation Form. This may be waived for lecturers by the Training Coordinator if the lecturer, teacher or instructor has a known caliber of teaching and/or professional licensure.
8. The Primary Instructor and/or Instructor Coordinator will notify the Training Coordinator of any canceled or missed course sessions. The Training Coordinator will assist the Primary Instructor and/or Instructor Coordinator with notification of all participants.
9. The Instructor Coordinator will provide to the Training Coordinator a copy and results of any test, examination, mid-term, or final.
10. The Instructor Coordinator will provide a request for payment and receipt for any expenses during the course to the Training Coordinator for approval. The Training Coordinator will forward these approved submittals to the District EMS Six Treasurer for payment.

11. The Instructor Coordinator will provide a list of instructor's teaching time and requests for payments to the Training Coordinator for approval. The Training Coordinator will forward these approved submittals to the District EMS Six Treasurer for payment.
 12. EMS District Six has set the following instructor rates for all EMS District Six Courses:
 - A. Instructor Coordinator: \$5.00-per-course-hour
 - B. Primary Instructor: \$5.00-per-course-hour
 - C. Lecturer: \$35-per-hour lectured
 - D. Practical Teacher: \$10-per-hour taught
 13. The Instructor Coordinator will coordinate with the Training Coordinator for any clinical participation of students during a course. This includes providing student documentation to the clinical site.
 14. If any student is required by this policy to formally meet with the Instructor Coordinator, a written explanation will be provided by the Instructor Coordinator to the Training Coordinator.
 15. If any student is removed from a course for any reason, a written incident report will be completed within seventy-two (72) hours by the Instructor Coordinator and provided to the Training Coordinator. The Training Coordinator may notify the Education Advisory Board, if necessary.
 16. If any student has an exposure or injury during participation of any EMS District Six course shall seek immediate medical care as necessary. As soon as practical, the student will notify the Instructor Coordinator, who in turn will immediately notify the Training Coordinator. The Training Coordinator will notify the EMS District Six Chair and EMS District Six insurance of a participant exposure and/or injury, along with the treatment and/or care rendered.
- C. Post Course Administration:
1. Upon completion of a course, the Instructor Coordinator will provide a written report to the Training Coordinator to be submitted to EMS District Six Board. The report shall include a list of both successful and unsuccessful students with their academic standings, issues or concerns that occurred during the course, and recommendations for future courses.
 2. The Instructor Coordinator will notify the Training Coordinator and the Head of Service for the sponsoring agency the results of any psychomotor and didactic final examinations of any student, as soon as available.
 3. The Instructor Coordinator will update the Training Coordinator and the Head of Service for the sponsoring agency the results of any repeated attempts at any psychomotor or didactic final examinations of any student, as soon as possible.
 4. The Instructor Coordinator will ensure that all requests and receipts for payment of expenses are received by the Training Coordinator no later than two (2) weeks completion of a course.

XVII. **Practical Examination Administration:**

1. EMS District Six will be expected to hold an EMS Psychomotor Examination on the second Saturday of October, as outlined by State of Vermont Examination Coordinator Guide. The EMS District Six Board may cancel this examination if there are not enough participants, not enough examiners, or a location cannot be secured and upon direct notification to Vermont Department of EMS.
2. EMS District Six may apply to host an additional (“independent”) examination using the Vermont EMS Exam Request form. This request must be received a minimum of two (2) months before the examination date. This additional examination requires a minimum of twenty (20) examiners.
3. The Training Coordinator will be the Exam Site Coordinator for all EMS District Six examinations, utilizing the Vermont Examination Coordinator Guide. The Training Coordinator will ensure all appropriate rules and regulations for testing are followed and applied. The Training Coordinator may delegate the application, coordination and operation of specific examination to an Instructor Coordinator.
4. EMS District Six will secure an examination facility and equipment that meets the requirements as outlined in Vermont Examination Coordinator Guide. The Training Coordinator, or their delegate, will have approval to make purchases to achieve all necessary supplies for examinations in coordination with EMS District Six Treasurer.
5. All EMS District Six examination Skill Evaluators shall have a minimum of one year licensure and out-of-hospital experience for the level that they are evaluating.
6. Any Skill Evaluator that has not been an Evaluator for a previous Vermont EMS examination at the current testing level will have their first three evaluations observed by a mentor of higher experience in Skill Examinations.
7. District EMS Six agencies are expected to provide one (1) participant (evaluator or patient model) for every twenty-five (25) members on their service for the October required examination.
8. Sponsoring Agencies are expected to provide one (1) participant (evaluator or patient model) for every three (3) examiners on their initial attempt for “independent” examinations.
9. All participants and evaluators are considered employees of EMS District Six. The Exam Site Coordinator will ensure that each participant has a W-4 on file with the EMS District Six Treasurer. Each participant that is over the age of sixteen (16) will be paid the following amount for participating in a Psychomotor Examination within EMS District Six:
 - a. Patient Model - \$40
 - b. Runner - \$40
 - c. EMT Assistants - \$40 (must participate in a minimum of five (5) evaluations)
 - d. Dispatcher - \$50
 - e. Registration Clerk / Paperwork Administrator - \$50
 - f. Evaluator - \$50
 - g. Exam Site Coordinator - \$50

XVIII. **Sexual Harassment Policy:**

It is against the policies of EMS District Six for any student, instructor, teacher or participant, male or female, to sexually harass another student, instructor, teacher or participant.

What is "sexual harassment"?

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
3. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of Sexual Harassment:

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of participation (e.g. continued participation, pay rates, evaluation, advancement, assigned duties or work) on the provision of sexual favors;
- touching or grabbing a sexual part of a participant's body;
- touching or grabbing any part of a participant's body after that person has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask a participant to socialize during or outside of a course when that person has indicated s/he is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;

- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- **retaliation** of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an participant's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;
- Out of course conduct which falls within the above definition and affects the educational environment.

APPENDIX A – Formal Student Application

Course Interested in Attending

Start Date of Course

Last Name

First Name

Middle Name

Mailing Address

Town/City

State

ZIP

Physical Address

Town/City

State

ZIP

(_____) _____ - _____
Home Phone

(_____) _____ - _____
Work Phone

M F
Gender

Date of Birth

(_____) _____ - _____
Cell Phone

Email Address(es)

X X X – X X – _____
Last Four Digits of SSN

Year H.S. Diploma / GED

Affiliating / Sponsor Agency

Y N *Are you currently illegally using drugs or have you only recently stopped illegally using drugs?*

Y N *Have you ever been convicted of a crime (misdemeanor or felony), or are you presently a defendant in a criminal proceeding. If yes, have you previously disclosed your crime conviction to the Vermont EMT Office?*

Y N *Have you ever had an action taken against any professional license or certification that you held in Vermont or elsewhere, as covered in Section Eleven (11) of the Vermont EMS Rules?*

I attest the information contained in this application is true and accurate. Any intentional misrepresentation may be deemed by EMS District #6 to be in violation of the Training Policy, and may subject my license to conditions, suspension, or revocation by State of Vermont EMS. I further attest that I have read and understand all information contained in the EMS District Six Training Policy.

Candidate Signature

Date

By signing below, we hereby sponsor and support this candidate's application, pledging to assist our student in the outside classroom environment. This includes, but is not limited to, helping them with knowledge questions, test and exam preparation, practical opportunities, possible ride-along experiences, and other educational prospects as needed. Our agency agrees to be invoiced and pay for the entire course cost, to include texts and supplies, as outlined in the course syllabus. Our agency agrees to provide practical instructors and, if an initial course, mentors as outlined in the EMS District Six Training Policy. Finally, our agency agrees to notify the Instructor Coordinator immediately if this student loses our sponsorship or support anytime during the course.

Sponsoring Agency Head of Service Signature

Date

APPENDIX B – Participant Conduct Agreement

All participants, includes instructors, teachers, and students, must initial each line and sign a copy of this agreement for each EMS District Six course they participate in.

_____ I understand and support that each student can expect to receive a high-quality EMS education and training from any EMS District Six course.

_____ I understand and support that each participant can expect that each Instructor Coordinator and Primary Instructor has the support of EMS District Six to provide their EMS education.

_____ I understand and support that each student can expect that each initial, re-certification, refresher, and transition course will be conducted with the course objectives and operational requirements approved by the Vermont Department of EMS based upon the NHTSA National Standard Curricula or National EMS Education Standards for training at that level.

_____ I acknowledge that I am encouraged to notify the Instructor Coordinator, and if needed, the Training Coordinator, if any of the above expectations are not being met to my satisfaction.

_____ By accepting to participate in an EMS District Six course and signing below, I agree to maintain an appropriate conduct that will continuously reflect positively on the course, my sponsoring agency, and EMS District Six. I have received and will follow the EMS District Six Training Policy.

_____ I acknowledge that inappropriate conduct such as offensive language, harassment, disrespect of students or instructors, or any other behaviors that reflect poorly me, my course, my sponsoring agency, or EMS District Six will not be tolerated.

_____ I acknowledge that inappropriate conduct is not limited to the classroom. I will be expected conduct myself professionally during the length of the course, both within and outside the classroom. This includes, but is not limited to, practical sessions, clinical time, ride-along experiences, participation with affiliated services, etc. This also includes any conduct or representation that could reflect poorly upon other students, the course, the instructors, my sponsoring agency, or EMS District Six. Specifically, this includes, but is not limited to, public media, the internet, or social media sites.

_____ I acknowledge that academic dishonesty in any form will not be tolerated. If I am found to be academically dishonest, I know that I will be immediately removed from the course and must meet with the Instructor Coordinator. Examples of academic dishonesty include, but are not limited to:

- a. Cheating in any form
- b. Falsification or forgery of any academic documents, applications, clinical evaluation, course materials, evaluations, etc.
- c. Plagiarism (including copying and pasting of electronic text into assigned work)

_____ I acknowledge that if any student or participant conducts them self as outlined above, or as outlined in the EMS District Six Training Policy, will be immediately, and may be permanently, removed from any course.

Participant Signature

Date

APPENDIX C – Student Pre-Clinical Health Screening Form

Students of an EMS District Six course requiring clinical rotations must complete the following form prior to starting any clinical rotation. Please answer all questions completely and provide this completed form as well as your adult vaccine record to the Instructor Coordinator of the course.

Name: _____ DOB: _____
 Address: _____ Course Title: _____
 Sponsoring Agency: _____ Student Phone #: _____
 Head of Service: _____ Student e-mail: _____

Did you locate your vaccine record? ___ Yes ___ No Did you provide a copy to the I/C? ___ Yes ___ No

Health History (Please Check)	NO	YES (Explain)
Allergies (Medication, Food, Bee Stings, Latex, etc.)?		
Been operated on or hospitalized in the past 10 years?		
Lost work time in the past year due to illness or injury?		
Currently taking prescribed medications?		
Using any non-prescribed medications?		
Pregnant?		
Tobacco use? If yes, how much and how many years?		
Any current illness/disease?		
Work/school accommodations for disability?		
Hearing loss/hearing aids?		
Do you wear corrective lenses/glasses?		
Frequent headaches requiring medication?		
Frequent Dizziness/fainting/Seizures/Epilepsy/Neurologic disease?		
High blood pressure or heart disease?		
Rheumatic fever?		
COPD (Emphysema)/Asthma/Wheezing or other lung disease?		
Immune Deficiency/blood disorder/anemia/history of cancer?		
Frequent skin rash or eczema?		
Stomach/bowel disorders/hepatitis or liver problems/hernia?		
Muscle/joint problems/arthritis/tendonitis/repetitive motion disorders? (ex. Back pain, fracture, dislocation, foot or leg issues?)		
Numbness or tingling in hands or carpal tunnel syndrome?		
Any back or neck problems that have caused you to limit your work or other activities for more than 1 or 2 days?		
Any lifting restrictions?		
Psychiatric disorders (ex. Depression, bipolar, anxiety/panic attacks)?		
History of outpatient counseling or inpatient treatment for alcohol/other drug abuse/addiction? History of drug abuse?		
Any chemical/environmental sensitivity?		

Do you have any health concerns related to clinical rotations? Yes No If yes, explain:

The above statements are true to the best of my knowledge. I understand that withholding information or misstatements related to my past or present health status may be grounds for immediate removal from the course. I understand that this information will become part of my private student record.

Signature of Student: _____ Date: _____

Reviewed by IC: _____ Date: _____

APPENDIX D – Course Budget Form

Instructor Coordinator:				
Primary Instructor				
Type of Course				
Number of Course Hours:		Number of Lecturer Hours:		
Expected # of Students:		Number of Practical Hours:		
STUDENT FEE REVENUE:				
Recommended Student Fee	\$0.00	Recommended Total Rev.:		\$0.00
Actual Cost-per-Student	\$0.00	Total Revenue Earned:		\$0.00
<i>Note: Any course should estimate a minimum of eight students will pay for all expenses.</i>				
EDUCATIONAL PERSONNEL EXPENSES:				
Instructor Coordinator:	\$5.00	per hour		\$0.00
Primary Instructor	\$5.00	per hour		\$0.00
Lecturer	\$35.00	per hour		\$0.00
Prac Teacher (1-per-4 students)	\$10.00	per hour		\$0.00
PERSONNEL EXPENSES:				\$0.00
FACILITY EXPENSES:				
Training Facility Expense	\$0.00	per hour		\$0.00
FACILITY EXPENSES:				\$0.00
TEXTBOOK EXPENSES:				
Textbook Expenses:	\$0.00	per student		\$0.00
Powerpoint/Ed Materials	\$0.00			\$0.00
FACILITY EXPENSES:				\$0.00
TRAINING EQUIPMENT / SUPPLY EXPENSES:				
Expendable Training Supplies	\$0.00	(Attach list breakdown)		\$0.00
Non-Expendable Supplies	\$0.00	(Attach list breakdown)		\$0.00
Training Equipment / Props	\$0.00	(Attach list breakdown)		\$0.00
Other Supplies	\$0.00	(Attach list breakdown)		\$0.00
EQUIPMENT / SUPPLY EXPENSES:				\$0.00
EXAMINATION EXPENSES:				
Student Examination Expense:	\$40.00	per student	Check if N/A: <input checked="" type="checkbox"/>	\$0.00
FACILITY EXPENSES:				\$0.00
EMS DISTRICT SIX EXPENSES:				
EMS District Six Payment:	(minimum of 10% of student fees paid)			\$0.00
TOTAL EXPENSES:				\$0.00
DIFFERENCE				\$0.00

APPENDIX E – Example of a Course Syllabus

COURE TITLE

Dates: XX/XX/20XX – XX/XX/20XX

Instructor Coordinator: Name
Phone Numbers
e-mail@myemail.com

Primary Instructor: Name
Phone Numbers
e-mail@myemail.com

Other Instructor(s): Name
Phone Numbers
e-mail@myemail.com

Sponsoring Agency: Treat-M Ambulance Service

Course Meeting Dates & Times: Mondays: 18:00-22:00
Thursdays: 18:00-22:00
Occasional Saturdays: 8:00-12:00

Course Location: Northeast Regional Safety Academy
67 Graves Street
Middlesex, VT 05602

Course Prerequisites:

All candidates of the course shall complete the following in application to participate in this course:

- Complete a course candidate application
- Have and maintain a current American Heart Association Healthcare Provider CPR certification
- Interview with the Instructor Coordinator and Primary Instructor.

Course Description:

A copy of the course description, as provided by the course materials.

Course Objectives:

A copy of the course objectives, as provided by the course materials.

1. Objective Number 1
2. Objective Number 2
3. Objective Number 3

Teaching and Learning Methods:

Teaching and learning methods in this course may include, but are not limited to, assigned readings, student presentations, discussions, critical thinking exercises, class activities, practical labs, and other assignments. Evaluation procedures include, but are not limited to, quizzes, written examinations, assignments, and practical tests.

Course Textbook(s):

Author, Im A (2014). EMS Care, 15th Edition. Textbook Capital, VT: EMS Education

Course Completion Requirements:

Students must successfully pass all administered didactic tests with a minimum score of seventy percent (70%) to continue with a course. Students must successfully pass any administered mid-term or final exams with a minimum score of eighty percent (80%) to continue with a course. Students may be tested and must successfully pass all practical examination stations to continue with a course, including a possible final practical exam. Students must complete all course requirements and meet all the above attendance and testing requirements prior to receiving approval to participate in any National Registry testing.

Course Attendance Policy:

Students are allowed to be tardy no more than three times. Students are expected to be present and participate in each classroom and practical session, and stay the length of each class. Students are allowed one (1) non-excused absence. Students are allowed excused absences in summation not to exceed ten percent (10%) of the course hours and/or sessions. Students will be required to make-up and submit all missed work due to absence within two course sessions. The Instructor Coordinator and/or Primary Instructor may assign additional work or special assignments to ensure the student has obtained the information that they missed.

Comportment / Conduct:

By accepting to participate in this course and signing the Participant Conduct Agreement (Appendix B), each student agrees to maintain an appropriate conduct, both within and outside the classroom, that will continuously reflect professionally and positively on the course, their sponsoring agency, and EMS District Six. This includes, but is not limited to, practical sessions, clinical time, ride-along experiences, participation with affiliated services, etc. Inappropriate conduct such as offensive language, harassment, sexual harassment, disrespect of students or instructors, or any other behaviors that reflect poorly on the student, their course, their sponsoring agency, or EMS District Six will not be tolerated. This also includes, but is not limited to, public media, the internet, or social media sites.

Academic Dishonesty:

Academic dishonesty in any form will not be tolerated. Any student found to be academically dishonest will be immediately removed from the course. Examples of academic dishonesty include, but are not limited to:

- a. Cheating in any form
- b. Falsification or forgery of any academic documents, applications, clinical evaluation, course materials, evaluations, etc.
- c. Plagiarism (including copying and pasting of electronic text into assigned work)

Course Didactic Grading and Grading Scale:

2	Assignments	10 points each	A+:	97-100%	C+:	77-79%
5	Exams	5 points each	A:	93-96%	C:	73-76%
	Midterm Exam	20 points	A-:	90-92%	C-:	70-73%
	Final Skills Exam	15 points	B+:	87-89%	D+:	67-69%
	Final Written Exam	30 points	B:	83-86%	D:	60-66%
	Total	100 points	B-:	80-82%	F:	Below 60%