

# CMH EMS Education Manual

## CMH EMS Education Manual

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CMH EMS Education Mission: "Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals."



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# Part 0 - Front Matter

CMH EMS Education Manual

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## Sections:

- [0-190 - Approval Signatures](#)
- [0-380 - Scope](#)

## Change Log:

Date	Link to previous version	Description of change
01/18/16		Updated all position titles based on current personnel in place. Replaced references to Pre-Hospital with EMS. Re-numbered and formatted entire document to align with other EMS department document standards.
01/26/17	<a href="#">pdf</a>	Added mission statements and logo.
02/15/17		Several additions of policies and documents to comply with CoAEMSP accreditation application.
05/08/17		Added QR codes throughout document where internet links were already located.
07/17/19		This version represents a significant change in this document. A re-organization was done where the previous format was based on Missouri BEMS accreditation and the new format is based on Commission on Accreditation of Allied Health Education Programs accreditation.
07/17/19	<a href="#">pdf</a>	Completed major revisions after attending Accreditcon. Replaced all instances of Clinical Education Officer with Field Training Officer.
07/31/19		Changed all references to "semester" to "trimester" to more accurately describe the annual schedule. Changed medical director to Gustavo Nix.
08/01/19		Changed medical director to Tony Cauchi.
01/15/20	<a href="#">pdf</a>	Advisory Committee approved and endorsed changes.
08/22/20		Removed Section 0-570 - Online Location

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# Section 0-190 - Approval Signatures

## CMH EMS Education Manual

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This document is only valid for two years after the corresponding signatures dates below. Official copies of signatures are on file with Theron Becker at Citizens Memorial Hospital.

Title	Name	Signature Date	Notes
Medical Director	Keith Butvilas, DO	2022-12-20 1:34 Signature expires in 16 months	View the 83 changes since last approval
PHS Clinical Chief (Education Program Director)	Theron Becker	2023-07-21 02:07 Signature expires in 23 months	View the 0 changes since last approval

Refer to [Sub-Section 0-190 - Hard-Copy Signature Form](#).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 0.330 to 0.190
04/21/20	<a href="#">pdf</a>	Updated medical director. Several pending changes with new paramedic lead instructor, COVID changes, and new semester getting ready to start. Those changes will need to happen in version 15.
08/22/20		Moved this section to the online format.
01/02/21	<a href="#">pdf</a>	Changed format from version signatures to datestamp signatures.
12/28/22	<a href="#">pdf</a>	Dr. Butvilas reviewed and approved education manual.

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# Section 0-380 - Scope

## CMH EMS Education Manual

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This manual applies to all CMH Pre-Hospital Services (PHS) employees when providing or attending any training activities and to students attending training provided by CMH EMS Education. According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the profession:

The Emergency Medical Services Professions include four levels: Paramedic, Advanced EMT, EMT, and Emergency Medical Responder. CAAHEP accredits educational programs at the Paramedic and Advanced EMT levels. Programs at the EMT and Emergency Medical Responder levels may be included as exit points in CAAHEP-accredited Paramedic and Advanced EMT programs. "Stand-alone" EMT and Emergency Medical Responder programs may be reviewed by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

## Change Log:

Date	Link to previous version	Description of change
03/06/17	<a href="#">pdf</a>	Added CoAEMSP definition of profession.
07/17/19		Changed document number from 0.500 to 0.380
08/22/20		Moved this section to the online format.

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# Part 1 - Administration Manual

## CMH EMS Education Manual

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- [1-040 - Mission Statements](#)
- [1-080 - Accreditation Standards](#)
- [1-100 - Articulation Agreements](#)
- [1-105 - Clinical Agreements \(CMH students to other clinical sites\)](#)
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- [1-800 - Sample Certificate of Completion](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 1-000 to 1-000
07/17/19		Changed document number from 5-000 to 1-000

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# Section 1-040 - Mission Statements

## CMH EMS Education Manual

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### CMH Mission:

Providing compassionate care for all generations by leading physicians and an exceptional health care team.

### CMH Vision:

Be the first choice for health care by delivering the safest, highest quality, and best experience for the communities we serve.

### CMH Values:

I am Safe, Engaged, Respectful, Valued and Empowered. Together, we make a difference by serving others.

### CMH EMS Mission:

Provide safe, exceptional, and compassionate care to our communities with an emphasis on highly trained and empowered staff.

### CMH EMS Education Mission:

Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/21/16		Added CMH and EMS department mission and vision to justify the need for quality training.
01/29/17		Added EMS and EMS Education mission statements.
04/04/17	<a href="#">pdf</a>	Added EMS Education vision statement.
07/17/19		Changed document number from 1-200 to 1-040
08/22/20	<a href="#">pdf</a>	Moved this section to the online format.
12/28/22	<a href="#">pdf</a>	Updated to new CMH mission, vision, and values.



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# Section 1-080 - Accreditation Standards

## CMH EMS Education Manual

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

The following sections are organized according to those accreditation Standards and Guidelines, which are the minimum standards of quality used in accrediting programs that prepare individuals to enter the Emergency Medical Services professions.

CAAHEP standards	Standard details	Documentation of meeting the standard
CAAHEP Standard I.A. - Sponsoring Institution	<p>A sponsoring institution must be at least one of the following, and must either award credit for the program or have an articulation agreement with an accredited post-secondary institution. A post-secondary academic institution accredited by an institutional accrediting agency that is recognized by the U.S. Department of Education, and authorized under applicable law or other acceptable authority to provide a post-secondary program, which awards a minimum of a diploma / certificate at the completion of the program.</p> <p>The Sponsor must ensure that the provisions of these Standards and Guidelines are met.</p>	<p>Articulation agreements with Southwest Baptist University (SBU) and Bolivar Technical College (BTC) are on file with the PHS Clinical Chief. Copies of associated accreditation are also on file.</p> <p><a href="#">Section 1.480 - EMS Education Advisory Board.</a> The Advisory Board has representation from sponsoring institutions.</p> <p>Minutes of Advisory Board meetings are on file with the PHS Clinical Chief which reflect reviewing standards and guidelines and accreditation status.</p>
CAAHEP Standard II.A. - Program Goals and Outcomes	<p>There must be a written statement of the program's goals and learning domains consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the educational program.</p>	<p><a href="#">Sub-Section 3.490.02 - Paramedic Academy Goal.</a></p>

	<p>The communities of interest that are served by the program must include, but are not limited to: students, graduates, faculty, sponsor administration, hospital/clinic representatives, employers, police and/or fire services with a role in EMS services, key governmental officials, physicians, and the public.</p>	<p><a href="#">Section 1.480 - EMS Education Advisory Board.</a></p>
	<p>The Advisory Committee should have significant representation and input from non-program personnel. Advisory committee meetings may include participation by synchronous electronic means.</p>	
	<p>Program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program.</p>	<p>Copies of Advisory Board meeting minutes are on file with the PHS Clinical Chief which reflect approval of program goals.</p>
<p>CAAHEP Standard II.B. - Appropriateness of Goals and Learning Domains</p>	<p>The program must regularly assess its goals and learning domains. Program personnel must identify and respond to changes in the needs and/or expectations of its communities of interest.</p>	<p>Copies of Advisory Board meeting minutes are on file with the PHS Clinical Chief which reflect approval of program goals and learning domains.</p>
	<p>An advisory committee, which is representative of at least each of the communities of interest named in these Standards, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts.</p>	<p><a href="#">Section 1.480 - EMS Education Advisory Board.</a></p>
<p>CAAHEP Standard II.C. - Minimum Expectations</p>	<p>The program must have the following goal defining minimum expectations: Paramedic: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or</p>	<p><a href="#">Sub-Section 3.490.02 - Paramedic Academy Goal.</a></p>

Emergency Medical Technician, and/or Emergency Medical Responder levels.”	
The program must have the following goal defining minimum expectations: Advanced Emergency Medical Technician: “To prepare competent entry-level Advanced Emergency Medical Technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”	No AEMT program currently exists.
Programs adopting educational goals beyond entry-level competence must clearly delineate this intent and provide evidence that all students have achieved the basic competencies prior to entry into the field with or without exit points at the Emergency Medical Technician, and/or Emergency Medical Responder levels. Nothing in this Standard restricts programs from formulating goals beyond entry-level competence.	No additional goals have been identified.
<p>CAAHEP Standard III.A.1. - Program Resources</p> <p>Program resources must be sufficient to ensure the achievement of the program’s goals and outcomes.</p>	<p><a href="#">Section 1.560 - Program Evaluations</a>. Results of student, faculty, and employer surveys are on file with the PHS Clinical Chief. Copies of Advisory Board minutes are on file with the PHS Clinical Chief, which reflect reviewing these survey results.</p>
Resources must include, but are not limited to: faculty; clerical and support staff;	<p><a href="#">Section 1.240 - Faculty, General</a>.  <a href="#">Section 1.280 - Faculty, Program Director</a>.  <a href="#">Section 1.360 - Faculty, Paramedic Lead Instructor</a>.  <a href="#">Section 1.440 - Faculty, Guest Instructors</a>.</p>
curriculum;	<p><a href="#">Sub-Section 3.490.10 - Paramedic Academy Curriculum</a>.</p>
finances;	<p><a href="#">Section 1.160 - Training Budget</a>.</p>
offices; classroom, laboratory, and, ancillary student facilities; equipment; supplies; computer resources; instructional reference materials,	<p><a href="#">Section 1.520 - Physical Facilities</a>.</p>

	<p>clinical affiliates;</p>	<p>Copies of all affiliation agreements are on file with the PHS Clinical Chief.</p>
	<p>and faculty/staff continuing education.</p>	<p><a href="#">Section 1.400 - Faculty, Field Training Officers.</a></p>
<p>CAAHEP Standard III.A.2. - Hospital / Clinical Affiliations and Field / Internship Affiliations</p>	<p>For all affiliations, students must have access to adequate numbers of patients, proportionally distributed by age-range, chief complaint and interventions in the delivery of emergency care appropriate to the level of the Emergency Medical Services Profession(s) for which training is being offered.</p> <p>The clinical/field experience/internship resources must ensure exposure to, and assessment and management of the following patients and conditions: adult trauma and medical emergencies; airway management to include endotracheal intubation; obstetrics to include obstetric patients with delivery and neonatal assessment and care; pediatric trauma and medical emergencies including assessment and management; and geriatric trauma and medical emergencies.</p>	<p><a href="#">Section 1.560 - Program Evaluations.</a></p> <p>Results of student, faculty, and employer surveys are on file with the PHS Clinical Chief. Copies of Advisory Board minutes are on file with the PHS Clinical Chief which reflect reviewing these survey results.</p> <p><a href="#">Section 1.680 - Course and Student Records.</a></p> <p>Student records are available to reflect actual number of patient contacts per clinical hour obtained by previous students in all of the listed categories.</p>
<p>CAAHEP Standard III.B.1. - Program Director</p>	<p>The program director must be responsible for all aspects of the program, including, but not limited to:</p> <ol style="list-style-type: none"> <li>1. The administration, organization, and supervision of the educational program,</li> <li>2. The continuous quality review and improvement of the educational program,</li> <li>3. Long range planning and ongoing development of the program,</li> <li>4. The effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program,</li> <li>5. Cooperative involvement with the medical director,</li> <li>6. The orientation/training and supervision of clinical and field internship preceptors</li> </ol>	<p><a href="#">Section 1.280 - Faculty, Program Director.</a></p>

7. The effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.

The program director must:

1. Possess a minimum of a Bachelor’s degree to direct a Paramedic program and a minimum of an Associate’s degree to direct an Advanced Emergency Medical Technician program, from an accredited institution of higher education. Program Directors should have a minimum of a Master's degree.
2. Have appropriate medical or allied health education, training, and experience,
3. Be knowledgeable about methods of instruction, testing and evaluation of students,
4. Have field experience in the delivery of out-of-hospital emergency care,
5. Have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic,
6. Be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Education Standards, and about evidenced-informed clinical practice.

For most programs, the program director should be a full-time position.

CAAHEP Standard III.B.2. - Medical Director

The medical director must be responsible for medical oversight of the program, and must:

1. Review and approve the educational content of the program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed pre-hospital or emergency care practice,
2. Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in these Standards,
3. Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship,
4. Review the progress of each student throughout the program, and assist in the determination of

[Section 1-200 - Medical Director.](#)

appropriate corrective measures, when necessary. Corrective measures should occur in the cases of adverse outcomes, failing academic performance, and disciplinary action,

5. Ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,
6. Engage in cooperative involvement with the program director,
7. Ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician,
8. Ensure educational interaction of physicians with students. The Medical Director interaction should be in a variety of settings, such as lecture, laboratory, clinical, field internship. Interaction may be by synchronous electronic methods.

The Medical Director must:

1. Be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients,
2. Have adequate training or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
3. Be an active member of the local medical community and participate in professional activities related to out-of-hospital care,
4. Be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative and regulatory issues regarding the education of the Emergency Medical Services Professions.

CAAHEP Standard III.B.5. - Faculty / Instructional Staff

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

[Section 1-400 - Faculty, Field Training Officers.](#)

	<p>knowledgeable in course content and effective in teaching their assigned subjects, and capable through academic preparation, training and experience to teach the courses or topics to which they are assigned.</p>	
	<p>For most programs, there should be a faculty member to assist in teaching and/or clinical coordination in addition to the program director. The faculty member should be certified by a nationally recognized certifying organization at an equal or higher level of professional training than the Emergency Medical Services Profession(s) for which training is being offered.</p>	<p><a href="#">Section 1-440 - Faculty, Guest Instructors.</a></p>
<p>CAAHEP Standard III.B.6. - Lead Instructor</p>	<p>When the Program Director delegates specified responsibilities to a lead instructor, that individual must:</p> <ol style="list-style-type: none"> <li>1. Perform duties assigned under the direction and delegation of the program director,</li> <li>2. The Lead Instructor duties may include teaching paramedic or AEMT course(s) and/or assisting in coordination of the didactic, lab, clinical and/or field internship instruction.</li> </ol> <p>The Lead Instructor must possess:</p> <ol style="list-style-type: none"> <li>1. A minimum of an associate degree. Lead Instructors should have a bachelor's degree,</li> <li>2. Professional healthcare credential(s),</li> <li>3. Experience in emergency medicine / prehospital care,</li> <li>4. Knowledge of instructional methods, and</li> <li>5. Teaching experience to deliver content, skills instruction, and remediation.</li> </ol> <p>The Lead Instructor role may also include providing leadership for course coordination and supervision of adjunct faculty/instructors</p>	<p><a href="#">Section 1-360 - Faculty, Paramedic Lead Instructor.</a></p>
<p>CAAHEP Standard III.C. - Curriculum</p>	<p>The curriculum must ensure the achievement of program goals and learning domains. Instruction must be an appropriate sequence of classroom, laboratory, clinical/field experience, and field internship activities.</p> <p>Progression of learning must be didactic/laboratory integrated with or followed by clinical/field experience followed by the capstone field internship, which must</p>	<p><a href="#">Sub-Section 3-490-10 - Paramedic Academy Curriculum.</a></p> <p><a href="#">Sub-Section 3-490-38 - Paramedic Academy Academic Progress.</a></p>



occur after all core didactic, laboratory, and clinical experience.	
Instruction must be based on clearly written course syllabi that include course description,	<a href="#">Sub-Section 3-490-34 - Paramedic Academy Classroom Details.</a>
course objectives,	<a href="#">Sub-Section 3-490-02 - Paramedic Academy Goal.</a>
methods of evaluation,	<a href="#">Sub-Section 3-490-40 - Paramedic Academy Grade Calculation.</a>
topic outline,	<a href="#">Sub-Section 3-490-50 - EMS 501 (Paramedicine I) Course.</a> <a href="#">Sub-Section 3-490-58 - EMS 511 (Paramedicine II) Course.</a> <a href="#">Sub-Section 3-490-64 - EMS 521 (Paramedicine III) Course.</a>
and competencies required for graduation.	<a href="#">Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form.</a>
The program must demonstrate by comparison that the curriculum offered meets or exceeds the content and competency of the latest edition of the National EMS Education Standards.	<a href="#">Sub-Section 3-490-10 - Paramedic Academy Curriculum.</a>
The program must set and require minimum numbers of patient/skill contacts for each of the required patients and conditions listed in these Standards,	<a href="#">Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenario, and Simulation Requirements.</a> <a href="#">Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements.</a>
and at least annually evaluate and document that the established program minimums are adequate to achieve entry-level competency.	Results of student, faculty, and employer surveys are on file with the PHS Clinical Chief. Copies of Advisory Board minutes are on file with the PHS Clinical Chief which reflect reviewing these survey results.

	<p>Further pre-requisites and/or co-requisites should be required to address competencies in basic health sciences (Anatomy and Physiology)</p>	<p>A&amp;P is integrated into <a href="#">Sub-Section 3-490-50 - EMS 501 (Paramedicine I) Course</a>.</p>
	<p>and in basic academic skills (English and Mathematics).</p>	<p>Degree requirements for general education courses are specifically listed in each of the articulations agreements which are on file with the PHS Clinical Chief.</p>
	<p>The field internship must provide the student with an opportunity to serve as team leader in a variety of pre-hospital advanced life support emergency medical situations.</p>	<p><a href="#">Sub-Section 3-490-70 - EMS 536 (Paramedicine Field Internship) Course</a>.</p>
<p>CAAHEP Standard III.D. - Resource Assessment</p>	<p>AEMT is based on competency, but may be typically 150-250 beyond EMT, which is 150-190, and may be taught separately or combined.</p>	<p>No AEMT program currently exists.</p>
	<p>The program must, at least annually, assess the appropriateness and effectiveness of the resources described in these Standards.</p> <p>The program must include results of resource assessment from at least students, faculty, medical director(s), and advisory committee using the CoAEMSP resource assessment tools</p> <p>The results of resource assessment must be the basis for ongoing planning and appropriate change. An action plan must be developed when deficiencies are identified in the program resources</p> <p>Implementation of the action plan must be documented and results measured by ongoing resource assessment.</p>	<p><a href="#">Section 1-560 - Program Evaluations</a>.</p> <p>Results of student, faculty, and employer surveys are on file with the PHS Clinical Chief. Copies of Advisory Board minutes are on file with the PHS Clinical Chief which reflect reviewing these survey results.</p>
	<p>Evaluation of students must be conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the students' progress toward and achievement of the competencies and learning domains stated in the curriculum.</p> <p>Achievement of the program competencies required for graduation must be assessed by criterion-referenced, summative, comprehensive final evaluations in all learning domains.</p>	<p><a href="#">Sub-Section 3-490-40 - Paramedic Academy Grade Calculation</a>.</p>

	<p>Records of student evaluations must be maintained in sufficient detail to document learning progress and achievements, including all program required minimum competencies in all learning domains in the didactic, laboratory, clinical and field experience/internship phases of the program.</p>	<p><a href="#">Section 1-680 - Course and Student Records.</a></p>
	<p>The program must track and document that each student successfully meets each of the program established minimum patient/skill requirements for the appropriate exit point according to patient age-range, chief complaint, and interventions.</p>	<p><a href="#">Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenario, and Simulation Requirements.</a></p> <p><a href="#">Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements.</a></p>
<p>CAAHEP Standard IV.B. - Outcomes</p>	<p>The program must periodically assess its effectiveness in achieving its stated goals and learning domains. The results of this evaluation must be reflected in the review and timely revision of the program.</p> <p>Outcomes assessments must include, but are not limited to: national or state credentialing examination(s) performance, programmatic retention/attrition, graduate satisfaction, employer satisfaction, job (positive) placement, and programmatic summative measures (i.e. final comprehensive students evaluations in all learning domains). The program must meet the outcomes assessment thresholds established by the CoAEMSP</p> <p>"Positive placement" means that the graduate is employed full or part-time in the profession or in a related field; or continuing his/her education; or serving in the military. A related field is one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the educational program.</p> <p>The program must periodically submit to the CoAEMSP the program goal(s), learning domains, evaluation systems (including type, cut score, and appropriateness/validity), outcomes, its analysis of the outcomes, and an appropriate action plan based on the analysis.</p> <p>Programs not meeting the established thresholds must</p>	<p><a href="#">Section 1-720 - Academy Statistics.</a></p>

	begin a dialogue with the CoAEMSP to develop an appropriate plan of action to respond to the identified shortcomings.	
CAAHEP Standard V.A. - Publications and Disclosure	Announcements, catalogs, publications, and advertising must accurately reflect the program offered.	<a href="#">Part 2 - Student Manual. Section 3.490 - Paramedic Academy.</a>
	At least the following must be made known to all applicants and students: the sponsor's institutional and programmatic accreditation status as well as the name, mailing address, web site address, and phone number of the accrediting agencies;	<a href="#">Sub-Section 3.490.04 - Paramedic Academy Accreditation.</a>
	admissions policies and practices, including technical standards (when used);	<a href="#">Section 3.490.12 - Paramedic Academy Prerequisites. Sub-Section 3.490.20 - Paramedic Academy Application and Selection Process.</a>
	policies on advanced placement,	<a href="#">Sub-Section 3.490.24 - Paramedic Academy Military Advanced Placement. Sub-Section 3.490.26 - Paramedic Academy Registered Nurse Advanced Placement. Sub-Section 3.490.28 - Non-Accredited Paramedic Graduate Advanced Placement. Sub-Section 3.490.32 - Paramedic Academy Retake Advanced Placement.</a>
	transfer of credits,	<a href="#">Sub-Section 3.490.30 - Paramedic Academy Anatomy and Physiology Transfer Credit.</a>
	and credits for experiential learning;	<a href="#">Sub-Section 3.490.22 - Paramedic Academy Experiential Learning.</a>
	number of credits required for completion of the program;	<a href="#">Sub-Section 3.490.38 - Paramedic Academy Academic Progress.</a>
	tuition/fees and other costs required to complete the program;	<a href="#">Sub-Section 3.490.16 - Paramedic Academy Tuition</a>

		<a href="#">Details.</a>
	policies and processes for withdrawal and for refunds of tuition/fees.	<a href="#">Section 2.200 - Refund Policy.</a>
	At least the following must be made known to all students: academic calendar,	<a href="#">Section 2.720 - Generic Education Calendar.</a>
	student grievance procedure,	<a href="#">Section 2.480 - Appeal and Grievance Procedure.</a>
	criteria for successful completion of each segment of the curriculum and for graduation,	<a href="#">Sub-Section 3.490.38 - Paramedic Academy Academic Progress.</a>
	and policies and processes by which students may perform clinical work while enrolled in the program.	<a href="#">Sub-Section 3.490.52 - EMS 506 (Paramedicine Clinical Experience I) Course.</a> <a href="#">Sub-Section 3.490.60 - EMS 516 (Paramedicine Clinical Experience II) Course.</a> <a href="#">Sub-Section 3.490.66 - EMS 526 (Paramedicine Field Experience) Course.</a> <a href="#">Sub-Section 3.490.70 - EMS 536 (Paramedicine Field Internship) Course.</a>
	The sponsor must maintain, and make available to the public, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required in these Standards. The sponsor should develop a suitable means of communicating to the communities of interest the achievement of students/graduates (e.g., through a website or electronic or printed documents).	<a href="#">Section 1.720 - Academy Statistics.</a>
CAAHEP Standard V.B. - Lawful and Non-Discriminatory Practices	All activities associated with the program, including student and faculty recruitment, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations. There must be a faculty grievance procedure made known to all paid faculty.	Refer to CMH Employee Policies.
	A program conducting educational activities in other State(s) must provide documentation to CoAEMSP that the program has successfully informed the state Office of EMS that the program has enrolled students in that state.	No activities occur in other states.

CAAHEP Standard V.C. - Safeguards	The health and safety of patients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. All activities required in the program must be educational and students must not be substituted for staff.	<a href="#">Sub-Section 3.490.48 - Paramedic Academy Clinical Requirements.</a>
CAAHEP Standard V.D. - Student Records	Satisfactory records must be maintained for student admission, advisement, counseling, and evaluation. Grades and credits for courses must be recorded on the student transcript and permanently maintained by the sponsor in a safe and accessible location.	<a href="#">Section 1.680 - Course and Student Records.</a>
CAAHEP Standard V.E. - Substantive Change	<p>The sponsor must report substantive change(s) as described in Appendix A to CAAHEP/CoAEMSP in a timely manner. Additional substantive changes to be reported to CoAEMSP within the time limits prescribed include:</p> <ol style="list-style-type: none"> <li>1. Change in sponsorship</li> <li>2. Change in location</li> <li>3. Addition of a satellite location</li> <li>4. Addition of a distance learning program</li> </ol>	NA
CAAHEP Standard V.F. - Agreements	There must be a formal affiliation agreement or memorandum of understanding between the sponsor and all other entities that participate in the education of the students describing the relationship, roles, and responsibilities of the sponsor and that entity.	Copies of all articulation and affiliation agreements are on file with the PHS Clinical Chief.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/20/20	<a href="#">pdf</a>	Moved this section to the online format.
12/23/21	<a href="#">pdf</a>	Integrated A&P and removed links to BIO courses.

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# Section 1-100 - Articulation Agreements

## CMH EMS Education Manual

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**Note:** Copies of signed documents are kept on file with the Pre-Hospital Services Clinical Chief at Citizens Memorial Hospital.

### Sub-Sections:

Link	Agency	Date signed by agency	Date signed by CMH	Notes
<a href="#">1-100-16</a>	Bolivar Technical College			Awaiting Paramedic AS accreditation
<a href="#">1-100-32</a>	Columbia Southern University			Partnership agreement
<a href="#">1-100-48</a>	Missouri Southern State University	9/29/2020	9/15/2020	
<a href="#">1-100-64</a>	Ozarks Technical Community College			
<a href="#">1-100-80</a>	Southwest Baptist University	4/20/2017	4/16/2017	

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
04/11/17		Created this section and added SBU Articulation Agreement.
04/18/17		Added Mr. Babb signature.
01/15/19	<a href="#">pdf</a>	Moved this entire section to separate documents found on the CMH file server.
09/07/20		Created this section from documents on file.

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# Sub-Section 1-100-80 - Articulation Agreement - SBU

## CMH EMS Education Manual

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## Paramedic Articulation Agreement between Southwest Baptist University and Citizens Memorial Hospital

This Agreement is entered into between Citizens Memorial Hospital (hereinafter CMH), and Southwest Baptist University (hereinafter SBU). This agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Missouri.

CMH has established a Paramedic training program, and SBU has established an A.A.S. in Emergency Medical Technology - Paramedical program, and will facilitate credit transfer and provide a smooth transition from one related program to another. It is mutually agreed:

### Admission Requirements

- A. SBU's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. The student must meet admission requirements that exist at the time of application in order to obtain entry to SBU (which may or may not be different from those in place at the time of this agreement).

### Transfer of Credits

- A. SBU will accept 45 credits from CMH.
- B. Courses will transfer as described in the attached Program Articulation Table once the student demonstrates successful completion of the Paramedic certification exam.

### Implementation and Review

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- B. This Articulation Agreement is effective on the date signed below and shall remain effective until terminated or amended by either party with 90 days prior written notice.
- C. The college and university shall work with students to resolve the transfer of courses should changes to either program occur while the agreement is in effect.

D. When a student notifies SBU of their intent to follow this agreement, SBUn will encode course waivers and substitutions.

## Program Articulation Table

### Section A - Course Transfer Credits

<b>CMH</b>		<b>SBU</b>	
<b>Course prefix, number, and name</b>	<b>Credits</b>	<b>Course prefix, number, and name</b>	<b>Credits</b>
EMS 501 - Paramedicine I	16	PAR - 1004 - Introduction to Paramedic Science	The paramedic block is credited as a single block of courses and does not break out on a course-by-course basis.
EMS 506 - Paramedicine Clinical Experience I	5	PAR 1005 - Clinical and Field Experience I	
EMS 511 - Paramedicine II	8	PAR 2004 - Medical Emergencies	
EMS 516 - Paramedicine Clinical Experience II	12	PAR 1105 - Clinical and Field Experience II	
EMS 521 - Paramedicine III	8	PAR 1104 - The Trauma Patient PAR 2014 - Operational Management	
EMS 526 - Paramedicine Field Experience	6	PAR 2005 - Clinical and Field Experience III	
EMS 536 - Paramedicine Field Internship	9	PAR 2015 - Clinical and Field Experience IV	
<b>TOTAL</b>	<b>64</b>	<b>TOTAL</b>	

**Special notes, if any:** The above courses will be accepted as transfer credit, which would be eligible to apply as elective credit to any degree, which allows for elective credit. In order to receive the A.A.S. in Emergency Medical Technology - Paramedical, the student would need to complete the following requirements.

### Section B - Degree Requirements

<b>CMH</b>		<b>SBU</b>	
<b>Course prefix, number, and name</b>	<b>Credits</b>	<b>Course prefix, number, and name</b>	<b>Credits</b>
		BIB 1013 - Old Testament History	3
		BIB 1023 - New Testament History	3
		CIS 1103 - Computer and Info Mgmt	3
		COM 2393 - Interpersonal Comm	3

	ENG 1113 - English Comp I	3
	ENG 2213 - English Comp II	3
	HPE 1162 / KIN 1162 - Wellness	2
	Humanities Course (from approved list)	3
	Social Studies Course (from approved list)	6
	SPF 2012 - Spiritual Formation	2
<b>TOTAL</b>	<b>TOTAL</b>	<b>31</b>

**Special notes, if any:**

- SBU requires:
  - A minimum of 32 credits must be taken at SBU.
  - A minimum of 40 credits at the 3000 or 4000 level.
  - KIN 1162/1163 - Foundations of Physical Fitness/Wellness, SPF 2012 - Spiritual Formations, BIB 1013 - Old Testament History, and BIB 1023 - New Testament History are required for graduation.
  - Successful completion of Chapel (CLW) requirements for semesters enrolled at SBU.
  - A cumulative grade point average (GPA) of at least 2.00 for courses taken while enrolled at SBU.
  - Successful completion of the SBU graduation requirements for the degree.
- The following limitations also apply:
  - Developmental courses shall not be counted toward graduation.

## Agreement Signatures

A. In witness thereof, the parties have executed this agreement on the date below.

B. **For Southwest Baptist University:**

J. Lee Skinkle, Provost

Signature:

Date:

C. **For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/08/20		Moved online.



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# Section 1-105 - Clinical Agreements (CMH students to other clinical sites)

## CMH EMS Education Manual

Link	Agency	Date signed by agency	Date signed by CMH	Notes
<a href="#">1-105-06.pdf</a>	Belton Fire Department			Put on hold by Belton 1/15/19
<a href="#">1-105-12.pdf</a>	Boone County Fire Protection District			
<a href="#">1-105-18.pdf</a>	Citizens Memorial Hospital	9/15/2020	9/15/2020	
<a href="#">1-105-24.pdf</a>	CoxHealth	5/1/2018	8/2/2017	
<a href="#">1-105-27.pdf</a>	Dallas County Health Department			
<a href="#">1-105-30.pdf</a>	Ellett Memorial Hospital	10/2/2020	9/22/2020	
<a href="#">1-105-33.pdf</a>	Golden Valley Memorial Hospital	9/28/2020	9/15/2020	
<a href="#">1-105-36.pdf</a>	Greene County Medical Examiner			
<a href="#">1-105-38.pdf</a>	Hickory County Health Department	2/6/2023	2/9/2023	
<a href="#">1-105-39.pdf</a>	Lake Regional Hospital		9/22/2020	
<a href="#">1-105-48.pdf</a>	Mercy Hospital	4/16/2021	4/9/2021	
<a href="#">1-105-54.pdf</a>	Nevada Regional Medical Center		9/15/2020	
<a href="#">1-105-57.pdf</a>	Ozarks Community Health Center	1/4/2023	2/9/2023	
<a href="#">1-105-60.pdf</a>	Polk County Central Dispatch	3/29/2017	3/29/2017	
<a href="#">1-105-66.pdf</a>	Polk County Health Center	12/1/2016	12/1/2016	

<a href="#">1-105-69.pdf</a>	St Clair County Health Center			
<a href="#">1-105-72.pdf</a>	Taney County Ambulance District	2/5/2019	2/13/2019	
<a href="#">1-105-78.pdf</a>	Vernon County Ambulance District	9/29/2020	9/15/2020	
<a href="#">1-105-84.pdf</a>	Warsaw-Lincoln Ambulance District	9/28/2020	9/15/2020	
<a href="#">1-105-90.pdf</a>	West Peculiar Fire Department			

## Change Log:

Date	Link to previous version	Description of change
01/21/16		Added this section to have a location to place signed agreements.
08/17/16		Added health department clinical agreement.
01/29/17	<a href="#">pdf</a>	Added scanned signatures for CMH Pre-Hospital, CMH ER, and Polk County Health Center.
02/01/17		Added signed clinical agreement from CMH Infusion Center.
03/01/17	<a href="#">pdf</a>	Added signed clinical agreements from the following CMH departments: Anesthesia, Cardiology, Geriatric Psych, ICU, L&D, Laboratory, RT Surgery.
03/06/17		Added CMH Infusion Center agreement.
04/04/17		Added Polk County Central Dispatch signatures.
04/25/17		Added clinical details for each clinical agreement.
05/02/17		Added agreements for Bolivar Family Care Center, Bolivar Walk-In Clinic, and Dallas County Walk-In Clinic, Mercy ER, and Mercy EMS. Made adjustments to Pediatric Walk-In Clinic agreement to reduce hours to 10 and allow for other locations.
05/08/17		Added signature for CMH Pediatric Walk-In Clinic.
05/09/17		Added signature for CMH Dallas County Walk-In Clinic.
06/08/17		Added signed clinical agreement from Mercy EMS.
07/20/17	<a href="#">pdf</a>	Added draft clinical agreement from CoxHealth.
07/02/18	<a href="#">pdf</a>	Added CoxHealth signatures.
09/10/18		Added Mercy Hospital agreement.
01/15/19	<a href="#">pdf</a>	Moved this entire section to separate documents found on the CMH file server.
09/08/20		Created this section from documents on file.
02/25/21	<a href="#">pdf</a>	Updated signatory dates for VCAD.
12/29/22	<a href="#">pdf</a>	Added links for Dallas Health, Hickory Health, St Clair Health, and OCHC.
02/13/23	<a href="#">pdf</a>	Added HCHD and OCHC.

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# Sub-Section 1-105-06 - Clinical Agreement - BELTON FIRE

CMH EMS Education Manual

## Clinical Student Agreement between Belton Fire Department and Citizens Memorial Hospital

### I. Parties

#### A. Belton Fire Department

1. John Sapp, Battalion Chief / Training
2. 816-265-6169
3. Belton, MO
4. Hereinafter referred to as BELTON FIRE

#### B. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

A. **AGREEMENT:** This agreement is made and entered into by and between Belton Fire Department, hereinafter known as BELTON FIRE, and Citizens Memorial Hospital, hereinafter known as CMH.

B. **PURPOSE:** The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and BELTON FIRE to provide satisfactory clinical experiences for students enrolled in the programs at CMH. CMH and BELTON FIRE agree to the following provisions:

1. **REPLACING STAFF:** Students assigned to BELTON FIRE will have the status of "learners" and will not replace BELTON FIRE's staff employees or have final responsibility for patient care. BELTON FIRE will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. BELTON FIRE will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS:** Students will be treated as trainees who have no expectation of receiving compensation or future employment from BELTON FIRE.
3. **BENEFITS:** It is understood and agreed that students are not employed by BELTON FIRE and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. **NON-DISCRIMINATION:** Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES:** BELTON FIRE shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE:** All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to BELTON FIRE's property resulting from any act or omission of any student in the program shall be reported by BELTON FIRE to CMH.
7. **INJURIES:** BELTON FIRE will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide BELTON FIRE with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.
8. **INSURANCE:** All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to BELTON FIRE general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to BELTON FIRE prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY:** The confidentiality of patient records and student records will be maintained at all times.

10. **POLICIES:** Students are subject to the policies and regulations of BELTON FIRE, and during clinical assignments, students will abide by the standards set for BELTON FIRE's employees in matters relating to patient care, along with BELTON FIRE's practices and policies, including confidentiality of all patient and employee related information.
  11. **SAFETY TRAINING:** CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet BELTON FIRE's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to BELTON FIRE's a list of completed trainings and related student names upon request.
  12. **VACCINATIONS:** CMH will provide BELTON FIRE with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
    - a. Measles, Mumps, Rubella, and Rubeola (MMR),
    - b. Seasonal Influenza (if between November and February)
    - c. Hepatitis B
    - d. Tetanus, Diphtheria, and Pertussis (TDAP).
  13. **OTHER VERIFICATIONS:** CMH will provide BELTON FIRE with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.
  14. **ORIENTATION:** BELTON FIRE's personnel will orient CMH's instructors with BELTON FIRE's policies and practices prior to the arrival of students for field assignments.
  15. **SCHEDULING:** BELTON FIRE shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and BELTON FIRE shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
  16. **UNIFORM:** While working with BELTON FIRE, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by BELTON FIRE while performing clinical rotations. If BELTON FIRE does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by BELTON FIRE's guidelines for PPE usage.
  17. **CLINICAL COORDINATOR:** BELTON FIRE will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
  18. **PRECEPTORS:** BELTON FIRE will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
    - a. **IN-HOSPITAL PRECEPTORS:** Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by BELTON FIRE as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
    - b. **AMBULANCE FIELD EXPERIENCE FTOS:** Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by BELTON FIRE as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
    - c. **AMBULANCE FIELD INTERNSHIP MENTORS:** Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by BELTON FIRE upon request. If BELTON FIRE does not have formal preceptor training, CMH can provide access to online education.
  19. **ACCREDITATION SITE VISIT:** BELTON FIRE will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. BELTON FIRE will permit authorities responsible for accreditation of CMH's curriculum to inspect BELTON FIRE clinical facilities and services as necessary.
  20. **STUDENT DISCIPLINE:** Students may be permanently dismissed from participation in clinical experiences at BELTON FIRE after the appropriate disciplinary policies and procedures of BELTON FIRE have been followed. BELTON FIRE may require any student to immediately leave its premises if BELTON FIRE reasonably believes the student poses an immediate threat or danger. BELTON FIRE and CMH will immediately notify the other of the removal of a student from clinical sessions. If BELTON FIRE is providing notice to CMH, it will provide an explanation of the basis for removal.
- C. **DELAY:** The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.
- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

- A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

#### IV. Execution

A. In witness thereof, the parties have executed this agreement on the date below.

**B. For Belton Fire Department:**

John Sapp, Battalion Chief / Training

Signature:

Date:

**C. For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature:

Date:

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# Sub-Section 1-105-18 - Clinical Agreement - CMH HOSPITAL

CMH EMS Education Manual  
Current version: 14

## Clinical Student Agreement between Citizens Memorial Hospital and Citizens Memorial Hospital

### I. Parties

#### A. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH HOSPITAL

#### B. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

A. **AGREEMENT**: This agreement is made and entered into by and between Citizens Memorial Hospital, hereinafter known as CMH HOSPITAL, and Citizens Memorial Hospital, hereinafter known as CMH.

B. **PURPOSE**: The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician,, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and CMH HOSPITAL to provide satisfactory clinical experiences for students enrolled in the programs at CMH. CMH and CMH HOSPITAL agree to the following provisions:

1. **REPLACING STAFF**: Students assigned to CMH HOSPITAL will have the status of “learners” and will not replace CMH HOSPITAL’s staff employees or have final responsibility for patient care. CMH HOSPITAL will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. CMH HOSPITAL will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS**: Students will be treated as trainees who have no expectation of receiving compensation or future employment from CMH HOSPITAL.
3. **BENEFITS**: It is understood and agreed that students are not employed by CMH HOSPITAL and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. **NON-DESCRIMINATION**: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES**: CMH HOSPITAL shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE**: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to CMH HOSPITAL's property resulting from any act or omission of any student in the program shall be reported by CMH HOSPITAL to CMH.
7. **INJURIES**: CMH HOSPITAL will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide CMH HOSPITAL with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.

8. **INSURANCE**: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to CMH HOSPITAL general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to CMH HOSPITAL prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY**: The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES**: Students are subject to the policies and regulations of CMH HOSPITAL, and during clinical assignments, students will abide by the standards set for CMH HOSPITAL's employees in matters relating to patient care, along with CMH HOSPITAL's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING**: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet CMH HOSPITAL's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to CMH HOSPITAL's a list of completed trainings and related student names upon request.
12. **VACCINATIONS**: CMH will provide CMH HOSPITAL with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B
  - d. Tetanus, Diphtheria, and Pertussis (TDAP).
13. **OTHER VERIFICATIONS**: CMH will provide CMH HOSPITAL with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.
14. **ORIENTATION**: CMH HOSPITAL's personnel will orient CMH's instructors with CMH HOSPITAL's policies and practices prior to the arrival of students for field assignments.

15. **SCHEDULING**: CMH HOSPITAL shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and CMH HOSPITAL shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
16. **UNIFORM**: While working with CMH HOSPITAL, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by CMH HOSPITAL while performing clinical rotations. If CMH HOSPITAL does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by CMH HOSPITAL's guidelines for PPE usage.
17. **CLINICAL COORDINATOR**: CMH HOSPITAL will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
18. **PRECEPTORS**: CMH HOSPITAL will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
  - a. **IN-HOSPITAL PRECEPTORS**: Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by CMH HOSPITAL as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - b. **AMBULANCE FIELD EXPERIENCE FTOS**: Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by CMH HOSPITAL as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - c. **AMBULANCE FIELD INTERNSHIP MENTORS**: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have

documented preceptor training. Such documentation shall be provided to CMH by CMH HOSPITAL upon request. If CMH HOSPITAL does not have formal preceptor training, CMH can provide access to online education.

19. **ACCREDITATION SITE VISIT**: CMH HOSPITAL will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. CMH HOSPITAL will permit authorities responsible for accreditation of CMH's curriculum to inspect CMH HOSPITAL clinical facilities and services as necessary.
20. **STUDENT DISCIPLINE**: Students may be permanently dismissed from participation in clinical experiences at CMH HOSPITAL after the appropriate disciplinary policies and procedures of CMH HOSPITAL have been followed. CMH HOSPITAL may require any student to immediately leave its premises if CMH HOSPITAL reasonably believes the student poses an immediate threat or danger. CMH HOSPITAL and CMH will immediately notify the other of the removal of a student from clinical sessions. If CMH HOSPITAL is providing notice to CMH, it will provide an explanation of the basis for removal.
- C. **DELAY**: The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.
- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

- A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

### IV. Execution

- A. In witness thereof, the parties have executed this agreement on the date below.

B. **For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature:

*Gary Fulbright*

Date:

*9/15/20*

**C. For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature:

*Gary Fulbright*

Date:

*9/15/20*

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[OzarksEMS.com Main page](#).

## 6.060.65 - Cox Health Clinical Agreement

THIS COOPERATIVE AGREEMENT (“Agreement”) effective April 1<sup>st</sup>, 2018 (“Effective Date”), by and between **Citizens Memorial Hospital** (“School”) and **CoxHealth**, a Missouri not-for-profit corporation, and its affiliates and subsidiaries (“CoxHealth”).

WHEREAS, CoxHealth is the parent corporation of a five hospital health care system in the state of Missouri which includes: Lester E. Cox Medical Centers (Cox North and Cox South), Cox Medical Center Branson, Meyer Orthopedic Hospital and Rehabilitation Center, Cox Monett Hospital, Oxford HealthCare, Home Parenteral Services, CoxHealth Foundation, Cox College, Cox HealthPlans, and more;

WHEREAS, the School is an educational institution credentialed for the education and preparation of health professionals, and desires to provide to its students (“Students”) a clinical learning experience through the application of knowledge and skills to become competent professionals at one or more of CoxHealth’s facilities; and

WHEREAS, CoxHealth desires to make its facilities available to the School for the purpose of experiential learning for Students.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the parties hereto, it is understood and agreed by the parties as follows:

1. **General Representations and Warranties.** Each party represents and warrants that it has the full power and authority to enter into this Agreement, to consummate the transactions contemplated to be consummated hereby, and to perform the obligations hereunder. This Agreement has been duly executed and delivered, and this Agreement constitutes valid and binding obligations, enforceable in accordance with its terms.
2. **Duties and Obligations of School.**
  - A. **Clinical Practicum.** School shall be responsible for the development, implementation, and operation of the clinical component of its educational programs offered and conducted at CoxHealth pursuant to this Agreement (collectively referred to herein as the “Practicum”). Such responsibilities of School include the following:
    - a. Maintain responsibility for the educational curriculum and learning environment for Students including providing practical instruction to Students prior to their clinical assignments at CoxHealth;
    - b. Appoint qualified faculty or indicate appropriate preceptors/supervisors responsible for guiding the Students’ experiences;
    - c. Assign to CoxHealth only those Students who have satisfactorily completed the prerequisites for clinical experience;

- d. Determine by mutual consent of CoxHealth and School the dates and times for Student placement and School must notify CoxHealth in advance of its planned schedule of Student assignments, including the dates of assignments, number of Students participating, and type of educational experience expected;
  - e. Acquaint CoxHealth personnel with the overall objectives of the School and provide the appropriate educational objectives and documents for clinical experiences to CoxHealth;
  - f. Participate in the supervision of Students and performance at CoxHealth including assuming responsibility for ensuring that both Students and faculty/supervisors comply with CoxHealth's rules and regulations;
  - g. Maintain all records regarding Students' experiences.
- B. Student Health. School acknowledges that CoxHealth is not responsible for the personal health of the Students or for injuries sustained by Students while performing their clinical responsibilities under this Agreement.
- C. CoxHealth Rules and Regulations. School shall require all of its Students, faculty, employees and agents participating in the Practicum at CoxHealth to be subject to its generally applicable rules and regulations as is reasonable for the purposes of this Agreement.
- D. Dress Code; Identification. School shall require the Students to dress in accordance with such reasonable dress and personal appearance standards reasonably required by CoxHealth. School shall require Students to wear and/or display such nametags or other identification as CoxHealth may require.
- E. Applicable Laws. School agrees to abide by all applicable state and federal laws and regulations governing its operation.
- F. Student Screenings and Vaccinations: The School shall assume all responsibility for the screening and vaccinations of Students (and faculty) who wish to participate in the Practicum to ensure that said students/faculty meet all educational requirements and that such persons pose no threat to the physical safety or psychological well-being of CoxHealth's patients, and are otherwise appropriate for participation in such practicum. Such requirements are as follows:
- a. OSHA Blood Borne Pathogen Regulations: School shall ensure that, where appropriate, all faculty and Students are trained in compliance with OSHA Blood-Borne Pathogen Regulations and that the Students and faculty practice these standards. School shall furnish CoxHealth proof of each Student's and faculty member's Hepatitis B Immunization status or a signed statement declining Hepatitis B Vaccine.



- b. TB Screening: School shall provide proof that all faculty and Students have tested negative for TB within one month prior to beginning the practicum at CoxHealth. If a Student or faculty's testing is positive, School must notify CoxHealth's Employee Health Department prior to sending the Student/faculty to CoxHealth, to determine the next steps.
- c. Hepatitis A Vaccination: If the practicum involves food service, School shall provide proof of Hepatitis A vaccination series for all Students and Faculty.
- d. Tdap Vaccination: School shall provide proof of Tetanus/Diphtheria/ Pertussis (Tdap) vaccination for Students and faculty.
- e. Measles, Mumps and Rubella immunity: School shall provide laboratory evidence of all Students and faculty members' immunity to Rubella, Measles and Mumps, or record of Measles, Mumps, Rubella (MMR) vaccination series after one (1) year of age.
- f. Varicella: School shall provide laboratory evidence of immunity to Varicella or record of Varicella vaccination series for all faculty/Students.
- g. Seasonal Influenza Vaccination: School shall insure that, where appropriate, all faculty and Students receive the seasonal influenza vaccination at least fifteen (15) days prior to participation in the practicum, if the practicum will occur during active flu season in Greene County, Missouri. School shall consult with CoxHealth prior to each Student's (and faculty member's) participation to determine if the practicum will occur during Greene County's active flu season. School shall provide proof of each Student's and/or faculty member's vaccination status. Individual requests for exemption from the flu vaccination requirement shall be made to CoxHealth's Employee Health Department.
- h. Urine screen: School shall require each Student to submit to a urine drug screen prior to participating in the practicum. The urine drug screen must be negative and school shall provide proof of the negative drug screen upon request.

- i. Background Checks and Exclusion Lists: Students are required to have a criminal background check done for all states in which the individual has lived or worked in the previous seven years in addition to a federal background check for the past seven years. A criminal background check for the State of Missouri will also be done whether or not the individual has lived or worked in the State of Missouri. All such background checks are done at the School's expense, and records will be provided to CoxHealth before the Student is permitted to begin his/her Practicum at CoxHealth. For positions that have direct contact and routine access to hospital patients, students with convictions involving violence to persons or sex offenses within the past ten years will be excluded from participating. For positions that have access to, or prescribe, order, or administer controlled substances, students with convictions relating to controlled substances within the past ten years will be excluded. Convictions relating to dishonesty shall be evaluated through an individualized assessment process. Individuals convicted of terrorism and related offenses within the past ten years will be excluded. CoxHealth will review convictions that are more than ten years old in making an individualized assessment as to whether an individual should be excluded or not pursuant to this policy. Exhibit A contains a non-exhaustive list of criminal convictions, which shall include suspended impositions of sentence, which CoxHealth will consider in making the above determinations for each student. In any matters involving discretion, CoxHealth will consider whether the practicum position has a reasonably tight nexus to the nature and gravity of the offense at issue; and the time that has passed since the offense in determining whether the individual should be excluded. In addition, a Student may not participate in clinical experiences at CoxHealth if he or she has been placed on the Office of Inspector General Exclusion List, the EPLS (GSA search) Exclusion List, or the Department of Health and Senior Services EDL Unit Exclusion list. Searches of all exclusion lists shall be done at School's expense, and records will be provided to CoxHealth upon request.
  - j. Family Care Safety Registry: Students and faculty who participate in experiences at the Cox Learning Centers shall be required to have first registered with the Family Care Safety Registry Program. Further, the background screening provided by the Family Care Registry must indicate "no finding" with regard to such students.
- G. HIPAA Privacy Regulations. School shall ensure that Students and faculty are trained in compliance with HIPAA Privacy Regulations. School shall maintain a Statement of Confidentiality, signed annually by each student and faculty member. Copies shall be available upon request. School agrees that it and the Students/faculty shall keep strictly confidential all confidential information of CoxHealth and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of CoxHealth, except as required or permitted by law.
- H. Performance of Services. If applicable, any faculty or professional staff provided by School shall be duly licensed, certified, or otherwise qualified to participate in the Practicum at CoxHealth. School and all Students shall perform its and their duties and

services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of CoxHealth and any rules and regulations of School as may be in effect from time to time.

- I. **Insurance.** School shall, at its expense, obtain and maintain commercial professional liability insurance coverage acceptable to CoxHealth to be effective at all times during the term of this Agreement and until the expiration of the applicable statute of limitations period for the activities undertaken by School and the Students hereunder. A certificate of insurance shall be provided to CoxHealth upon request. Such coverage shall have separate limits of at least one million dollars (\$1,000,000) per claim or occurrence and three million dollars (\$3,000,000) per year in the aggregate.

3. **Duties and Obligations of CoxHealth.**

- A. **General Participation.** CoxHealth shall accept the Students assigned by the School and cooperate in the orientation of all Students to CoxHealth. CoxHealth shall provide learning opportunities for the Students, who shall be supervised by CoxHealth personnel, to observe and assist in various aspects of professional practice. CoxHealth shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. CoxHealth shall make its facilities available to Students as necessary to complete the experience.
  - a. CoxHealth shall permit Students to use the facilities and resources of CoxHealth when available, such as libraries, lounges, conference rooms, and audio-visual and other teaching equipment, consistent with the policies and procedures of CoxHealth.
  - b. CoxHealth will provide Students and faculty with all protective equipment required during the clinical experience.
  - c. CoxHealth's staff will be accessible as resources to assist School in planning the Student experience.
  - d. CoxHealth will notify School of its policies and procedures that may affect the Students' learning experience. Faculty are encouraged to attend formal orientation sessions offered.
  - e. CoxHealth's staff will be accessible to meet with School's faculty to discuss the expected roles of the Students while at CoxHealth.
  - f. CoxHealth will make available to the Students and faculty at their own expense use of the cafeteria or other eating facilities while Students are receiving clinical instruction at CoxHealth.

- B. **Insurance.** CoxHealth shall, at its expense, obtain and maintain commercial professional liability insurance coverage, via commercial insurance or self-funded trust, with limits of at least one million dollars (\$1,000,000) per claim or occurrence and three million dollars (\$3,000,000) per year in the aggregate.
4. **No Compensation.** Neither party shall earn or receive any compensation from the other party in return for the performance of the duties and obligations described herein. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from CoxHealth or School. Any courtesy appointments to faculty or staff by either the School or CoxHealth shall be without entitlement of the individual to compensation or benefits for the appointed party.
5. **Removal of Students.** CoxHealth may immediately remove from the premises any Student who poses an immediate threat or danger to personnel or to the quality of patient care or for unprofessional behavior. CoxHealth may request School to withdraw or dismiss a Student from the Practicum at CoxHealth when his or her clinical performance is unsatisfactory to CoxHealth or his or her behavior, in CoxHealth's sole discretion, is disruptive or detrimental to CoxHealth and/or its patients. In such event, said Student's participation in the Practicum shall immediately cease; however, only School has ultimate control or discretion over any grades given to the Students.
6. **Non-Discrimination.** In the performance of this Agreement, there shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of Students for participation in the Practicum, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the Student's effective participation in the Practicum.
7. **Indemnification.** Each party shall defend, indemnify, and hold the other party harmless from any and all claims, actions, liabilities, and expenses (including costs of judgments, settlements, court costs, and reasonable attorney's fees) resulting from, or based upon the negligent or intentional acts or omissions, or any failure to perform any obligation undertaken or any covenant by, the indemnifying party in this Agreement. Upon notice from the indemnified party, the indemnifying party will defend against, at its expense, any such claim or action, provided that the indemnifying party's selection of counsel shall be subject to the indemnified party's approval, and indemnified party shall have the right to participate in the defense and to approve any settlement.

8. **Term and Termination.** The initial term of this Agreement shall commence as of the Effective Date and shall continue for two (2) years or until terminated in accordance with the terms hereof. This Agreement shall automatically renew for successive two (2) year terms, not to exceed four renewal terms, such that the total life of this agreement shall be ten (10) years. Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon at least thirty (30) days prior written notice to the other party, provided that all Students currently enrolled or participating in the Practicum at CoxHealth at the time of such notice of termination shall be given the opportunity to continue such participation and the parties shall continue to perform under the terms hereof with regard to the Students, until the sooner of each Student's individual completion of the Practicum or three (3) months from the date of the notice of termination.
  
9. **Miscellaneous Terms.**
  - A. **Change in Law.** In the event of any changes in applicable laws occur during the term of this Agreement which materially affect either party, such affected party may request renegotiation of the applicable terms of this Agreement by written notice to the other party. If no new agreement is reached within sixty (60) days of receipt of such notice, then either party may terminate this Agreement upon an additional thirty (30) days written notice. The parties further agree that in the event that legislation is enacted or a regulation is promulgated or a judicial or administrative decision is rendered that affects, or may affect, the legality of this Agreement or adversely affect the ability of either party to perform its obligations or receive the benefits intended hereunder, then, within fifteen (15) days following notice by either party of such event, each party will negotiate in good faith a substitute Agreement which will carry out the original intention of the parties to the extent possible in light of such legislation, regulation or decision. Failure to renegotiate the terms within the 15-day-period will result in automatic termination of this Agreement unless the parties otherwise agree in writing.
  
  - B. **Severability.** Each and every provision, section, subsection, paragraph, and clause herein shall be separable from each and every other part hereof so that the invalidity of any part hereof shall not affect the validity of the remainder.
  
  - C. **No Waiver.** No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach. Every right and remedy of each of the parties shall be cumulative and either party, in its sole discretion, may exercise any and all rights or remedies stated in this Agreement or otherwise available at law or in equity.

- D. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it being agreed that the agents of both parties have participated in the preparation hereof.
- E. Applicable Law. This Agreement shall be construed under and in accordance with the laws of the State of Missouri. Both parties further agree that venue shall be proper in the United States District for the Western District of Missouri, Southern Division, or the Circuit Court of Greene County, Missouri.
- F. No Assignment. The rights and obligations provided under this Agreement are not assignable without written consent of the non-assigning party. Any such assignment made or attempted without such required consent is void.
- G. Amendments. Amendments may be made to this Agreement only upon the mutual consent and approval in writing by both parties.
- H. Headings. Headings contained in this Agreement have been inserted herein only as a matter of convenience and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.
- I. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes any and all prior or contemporaneous representations, negotiations, promises, covenants or discussions between the parties relating to the subject matter herein.
- J. Third Party Beneficiary. This Agreement is solely for the benefit of the parties and their respective successors and permitted assigns, and no other person has any right, benefit, priority or interest under or because of the existence of this Agreement.
- K. Successors and Assigns. All provisions of this Agreement are binding upon, inure to the benefit of and are enforceable by or against the parties and their respective heirs, executors, administrators or other legal representatives and permitted successors and assigns.
- L. No Joint Venture or Partnership. The parties agree that they are independent parties contracting together, and that nothing contained herein is to be construed as making the parties joint venturers or partners.



## **EXHIBIT A**

### **Criminal Background Check Requirements for Students Coming To CoxHealth for Clinical Experiences**

An SIS or attempt to commit any of the below crimes may also prohibit a student from participating in clinical experiences at CoxHealth.

#### **Dishonesty (including, but not limited to)**

- Blackmail or Extortion
- Bribery
- Burglar's Tools Violations
- Buying, Receiving or Possessing Stolen Property
- Embezzlement
- Forgery or Counterfeiting
- Fraud
- Larceny or Theft
- Motor Vehicle Theft
- Perjury or Suborning Perjury

#### **Violence (including, but not limited to)**

- Aggravated Assault
- Arson
- Burglary or Attempted Burglary
- Criminal Homicide
- Explosives violations
- Forcible Rape or Sexual Assault
- Hate Crime Violation
- Kidnapping
- Other Assaults
- Robbery
- Weapons Violation

#### **Sex Offenses (including, but not limited to)**

- Incest
- Indecent Exposure
- Intercourse with Impaired Person
- Sale of Obscene Literature
- Sodomy
- Statutory Rape
- Other Sex Offenses Involving a Minor

#### **Controlled Substance Abuse (including, but not limited to)**

- Sale
- Possession
- Paraphernalia
- Manufacture
- Growing
- Intent to Sell
- Intent to Manufacture
- Intent to Grow
- Use

#### **Terrorism and Related Offenses**

Any and All Offenses



# Sub-Section 1-105-30 - Clinical Agreement - ELLETT

CMH EMS Education Manual

Current version: 14

## Clinical Student Agreement between Ellett Memorial Hospital and Citizens Memorial Hospital

### I. Parties

#### A. Ellett Memorial Hospital

1. Laura Smith, CEO
2. 660-476-2111
3. Appleton City, MO 64724
4. Hereinafter referred to as ELLETT

#### B. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

A. **AGREEMENT**: This agreement is made and entered into by and between Ellett Memorial Hospital, hereinafter known as ELLETT, and Citizens Memorial Hospital, hereinafter known as CMH.

B. **PURPOSE**: The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and ELLETT to provide satisfactory clinical experiences for students enrolled in the programs at CMH. CMH and ELLETT agree to the following provisions:

1. **REPLACING STAFF**: Students assigned to ELLETT will have the status of “learners” and will not replace ELLETT’s staff employees or have final responsibility for patient care. ELLETT will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. ELLETT will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS**: Students will be treated as trainees who have no expectation of receiving compensation or future employment from ELLETT.
3. **BENEFITS**: It is understood and agreed that students are not employed by ELLETT and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. **NON-DISCRIMINATION**: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES**: ELLETT shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE**: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to ELLETT's property resulting from any act or omission of any student in the program shall be reported by ELLETT to CMH.
7. **INJURIES**: ELLETT will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide ELLETT with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.
8. **INSURANCE**: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to ELLETT general liability and

professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to ELLETT prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.

9. **CONFIDENTIALITY**: The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES**: Students are subject to the policies and regulations of ELLETT, and during clinical assignments, students will abide by the standards set for ELLETT's employees in matters relating to patient care, along with ELLETT's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING**: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet ELLETT's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to ELLETT's a list of completed trainings and related student names upon request.
12. **VACCINATIONS**: CMH will provide ELLETT with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B
  - d. Tetanus, Diptheria, and Pertussis (TDAP).
13. **OTHER VERIFICATIONS**: CMH will provide ELLETT with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.
14. **ORIENTATION**: ELLETT's personnel will orient CMH's instructors with ELLETT's policies and practices prior to the arrival of students for field assignments.
15. **SCHEDULING**: ELLETT shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling

at all reasonable times of all clinical experiences and opportunities. CMH and ELLETT shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.

16. **UNIFORM**: While working with ELLETT, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by ELLETT while performing clinical rotations. If ELLETT does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by ELLETT's guidelines for PPE usage.
17. **CLINICAL COORDINATOR**: ELLETT will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
18. **PRECEPTORS**: ELLETT will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
  - a. **IN-HOSPITAL PRECEPTORS**: Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by ELLETT as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - b. **AMBULANCE FIELD EXPERIENCE FTOS**: Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by ELLETT as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - c. **AMBULANCE FIELD INTERNSHIP MENTORS**: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by ELLETT upon request. If ELLETT does not have formal preceptor training, CMH can provide access to online education.

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  20. **STUDENT DISCIPLINE**: Students may be permanently dismissed from participation in clinical experiences at ELLETT after the appropriate disciplinary policies and procedures of ELLETT have been followed. ELLETT may require any student to immediately leave its premises if ELLETT reasonably believes the student poses an immediate threat or danger. ELLETT and CMH will immediately notify the other of the removal of a student from clinical sessions. If ELLETT is providing notice to CMH, it will provide an explanation of the basis for removal.
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- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### **III. Duration**

- A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

### IV. Execution

A. In witness thereof, the parties have executed this agreement on the date below.

**B. For Ellett Memorial Hospital:**

Laura Smith, CEO

Signature:

*Laura Smith*

Date:

10/2/2020

**C. For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature:

*Gary Fulbright*

Date:

9/22/20

CMH EMS Education Mission: *"Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals."*

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# Sub-Section 1-105-33 - Clinical Agreement - GOLDEN VALLEY

CMH EMS Education Manual

Current version: 14

## Clinical Student Agreement between Golden Valley Memorial Hospital and Citizens Memorial Hospital

### I. Parties

#### A. Golden Valley Memorial Hospital

1. Craig Thompson, CEO
2. 660-885-5511
3. 1600 N 2nd St, Clinton, MO 64735
4. Hereinafter referred to as GOLDEN VALLEY

#### B. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

- A. **AGREEMENT**: This agreement is made and entered into by and between Golden Valley Memorial Hospital, hereinafter known as GOLDEN VALLEY, and Citizens Memorial Hospital, hereinafter known as CMH.
- B. **PURPOSE**: The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and GOLDEN VALLEY to provide satisfactory clinical experiences for students enrolled



in the programs at CMH. CMH and GOLDEN VALLEY agree to the following provisions:

1. **REPLACING STAFF**: Students assigned to GOLDEN VALLEY will have the status of “learners” and will not replace GOLDEN VALLEY's staff employees or have final responsibility for patient care. GOLDEN VALLEY will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. GOLDEN VALLEY will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS**: Students will be treated as trainees who have no expectation of receiving compensation or future employment from GOLDEN VALLEY.
3. **BENEFITS**: It is understood and agreed that students are not employed by GOLDEN VALLEY and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. **NON-DESCRIMINATION**: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES**: GOLDEN VALLEY shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE**: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to GOLDEN VALLEY's property resulting from any act or omission of any student in the program shall be reported by GOLDEN VALLEY to CMH.
7. **INJURIES**: GOLDEN VALLEY will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide GOLDEN

VALLEY with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.

8. **INSURANCE**: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to GOLDEN VALLEY general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to GOLDEN VALLEY prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY**: The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES**: Students are subject to the policies and regulations of GOLDEN VALLEY, and during clinical assignments, students will abide by the standards set for GOLDEN VALLEY's employees in matters relating to patient care, along with GOLDEN VALLEY's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING**: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet GOLDEN VALLEY's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to GOLDEN VALLEY's a list of completed trainings and related student names upon request.
12. **VACCINATIONS**: CMH will provide GOLDEN VALLEY with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B
  - d. Tetanus, Diphtheria, and Pertussis (TDAP).
13. **OTHER VERIFICATIONS**: CMH will provide GOLDEN VALLEY with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.

14. **ORIENTATION**: GOLDEN VALLEY's personnel will orient CMH's instructors with GOLDEN VALLEY's policies and practices prior to the arrival of students for field assignments.
15. **SCHEDULING**: GOLDEN VALLEY shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and GOLDEN VALLEY shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
16. **UNIFORM**: While working with GOLDEN VALLEY, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by GOLDEN VALLEY while performing clinical rotations. If GOLDEN VALLEY does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by GOLDEN VALLEY's guidelines for PPE usage.
17. **CLINICAL COORDINATOR**: GOLDEN VALLEY will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
18. **PRECEPTORS**: GOLDEN VALLEY will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
  - a. **IN-HOSPITAL PRECEPTORS**: Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by GOLDEN VALLEY as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - b. **AMBULANCE FIELD EXPERIENCE FTOS**: Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by GOLDEN VALLEY as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.

c. **AMBULANCE FIELD INTERNSHIP MENTORS**: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by GOLDEN VALLEY upon request. If GOLDEN VALLEY does not have formal preceptor training, CMH can provide access to online education.

19. **ACCREDITATION SITE VISIT**: GOLDEN VALLEY will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. GOLDEN VALLEY will permit authorities responsible for accreditation of CMH's curriculum to inspect GOLDEN VALLEY clinical facilities and services as necessary.
20. **STUDENT DISCIPLINE**: Students may be permanently dismissed from participation in clinical experiences at GOLDEN VALLEY after the appropriate disciplinary policies and procedures of GOLDEN VALLEY have been followed. GOLDEN VALLEY may require any student to immediately leave its premises if GOLDEN VALLEY reasonably believes the student poses an immediate threat or danger. GOLDEN VALLEY and CMH will immediately notify the other of the removal of a student from clinical sessions. If GOLDEN VALLEY is providing notice to CMH, it will provide an explanation of the basis for removal.

C. **DELAY**: The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.

D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

- A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

### IV. Execution

A. In witness thereof, the parties have executed this agreement on the date below.

**B. For Golden Valley Memorial Hospital:**

Craig Thompson, CEO

Signature:



Date: 09/28/2020

**C. For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature:



Date: 9/15/20

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**Clinical Student Agreement between  
Greene County Medical Examiner  
and  
Citizens Memorial Hospital EMS Education Department**

**I. PARTIES**

A. Greene County Medical Examiner

1. *Dr. Keith Norton, Medical Examiner*
2. *Springfield, MO 65802; 417-868-4822*
3. *Hereinafter referred to as "GCME"*

B. Citizens Memorial Hospital

1. *Donald Babb, CEO*
2. *Bolivar, MO 65613; 417-326-6000*
3. *Hereinafter referred to as "CMH"*

**II. RECITALS**

A. **AGREEMENT:** This agreement is made and entered into this **First day of February, 2019 (2/1/19)**, by and between **GREENE COUNTY MEDICAL EXAMINER**, hereinafter known as GCME, and **CITIZENS MEMORIAL HOSPITAL**, hereinafter known as CMH.

B. **PURPOSE:** The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in the **Emergency Medical Responder (EMR) Academy, Emergency Medical Technician (EMT) Academy, and/or Paramedic Academy** programs offered by CMH. It is to the mutual benefit of CMH and GCME to provide satisfactory clinical experiences for students enrolled in the programs at CMH. CMH and GCME agree to the following provisions:

1. **REPLACING STAFF:** *Students assigned to GCME will have the status of "learners" and will not replace GCME's staff employees or have final responsibility for patient care. GCME will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. GCME will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.*

Clinical Agreement: GCME & CMH

2. EMPLOYMENT EXPECTATIONS: Students will be treated as trainees who have no expectation of receiving compensation or future employment from GCME.
3. BENEFITS: It is understood and agreed that students are not employed by GCME and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. NON-DESCRIMINATION: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. EXPENSES: GCME shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. DAMAGE: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to GCME's property resulting from any act or omission of any student in the program shall be reported by GCME to CMH.
7. INJURIES: GCME will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide GCME with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.
8. INSURANCE: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to GCME general liability and professional malpractice insurance for any act or omission of any SCHOOL participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to GCME prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. CONFIDENTIALITY: The confidentiality of patient records and student records will be maintained at all times.
10. POLICIES: Students are subject to the policies and regulations of GCME, and during clinical assignments, students will abide by the standards set for GCME's employees in matters relating to patient care, along with GCME's practices and policies, including confidentiality of all patient and employee related information.

Clinical Agreement: GCME & CMH

11. SAFETY TRAINING: CMH agrees to provide “core” HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet GCME’s requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to GCME a list of completed trainings and related student names upon request.
12. RESPIRATORY PROTECTION: CMH agrees to perform qualitative fit testing for respiratory protection with a N95 mask. This testing will ensure that all students are compliant with GCME’s respiratory protection guidelines, and that the respiratory protection equipment supplied by GCME during the ride shift will work as designed by the manufacturer. Results of the fit testing will be made available to GCME upon request.
13. VACCINATIONS: CMH will provide GCME with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a) Measles, Mumps, Rubella, and Rubeola (MMR),
  - b) Seasonal Influenza (if between November and February),
  - c) Hepatitis B,
  - d) Tetanus, Diptheria, and Pertussis (TDAP).
14. OTHER VERIFICATIONS: CMH will provide GCME with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.
15. ORIENTATION: GCME’s personnel will orient CMH’s instructors with GCME’s policies and practices prior to the arrival of students for field assignments.
16. SCHEDULING: GCME shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and GCME shall meet periodically at mutually convenient times throughout the term of this Agreement to coordinate routine administrative matters incident to this Agreement.
17. UNIFORM: While working with GCME, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by GCME while performing clinical rotations. If GCME does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by GCME’s guidelines for PPE usage.



Clinical Agreement: GCME & CMH

18. CLINICAL COORDINATOR: GCME will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.

19. PRECEPTORS: GCME will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).

- a) IN-HOSPITAL PRECEPTORS: Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by GCME as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
- b) AMBULANCE FIELD EXPERIENCE FTOS: Student riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by GCME as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
- c) AMBULANCE FIELD INTERNSHIP MENTORS: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by GCME upon request. If GCME does not have formal preceptor training, CMH can provide access to online education.

20. ACCREDITATION SITE VISIT: GCME will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. GCME will permit authorities responsible for accreditation of CMH's curriculum to inspect GCME clinical facilities and services as necessary.

21. STUDENT DISCIPLINE: Students will be permanently dismissed from participation in clinical experiences at GCME after the appropriate disciplinary policies and procedures of GCME have been followed. GCME may require any student to immediately leave its premises if GCME reasonably believes the student poses an immediate threat or danger. GCME and CMH will immediately notify the other of the removal of a student from clinical sessions. If GCME is providing notice to CMH, it will provide an explanation of the basis for removal.

- C. DELAY: The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.
- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

**III. DURATION**

- A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

**IV. EXECUTION**

- A. In witness thereof, the parties have executed this agreement on the **First day of February, 2019 (2/1/19)**.

For Greene County Medical Examiner:

\_\_\_\_\_  
Dr. Keith Norton, Medical Examiner

\_\_\_\_\_  
Date

For Citizens Memorial Hospital:

\_\_\_\_\_  
Donald Babb, CEO

\_\_\_\_\_  
Date

# Sub-Section 1-105-38 - Clinical Agreement - HCHD

CMH EMS Education Manual

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## Clinical Student Agreement between Hickory County Health Department and Citizens Memorial Hospital

### I. Parties

#### A. Hickory County Health Department

1. Dawn Vader, Administrator
2. 417-745-2138
3. 24885 Hwy 254, Hermitage, MO 65668
4. Hereinafter referred to as HCHD

#### B. Citizens Memorial Hospital

1. Michael Calhoun, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

A. **AGREEMENT:** This agreement is made and entered into by and between Hickory County Health Department, hereinafter known as HCHD, and Citizens Memorial Hospital, hereinafter known as CMH.

B. **PURPOSE:** The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and HCHD to provide satisfactory clinical experiences for students enrolled in the programs at CMH. CMH and HCHD agree to the following provisions:

1. **REPLACING STAFF:** Students assigned to HCHD will have the status of "learners" and will not replace HCHD's staff employees or have final responsibility for patient care. HCHD will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. HCHD will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS:** Students will be treated as trainees who have no expectation of receiving compensation or future employment from HCHD.
3. **BENEFITS:** It is understood and agreed that students are not employed by HCHD and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.

4. **NON-DISCRIMINATION**: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES**: HCHD shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE**: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to HCHD's property resulting from any act or omission of any student in the program shall be reported by HCHD to CMH.
7. **INJURIES**: HCHD will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide HCHD with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.
8. **INSURANCE**: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to HCHD general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to HCHD prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY**: The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES**: Students are subject to the policies and regulations of HCHD, and during clinical assignments, students will abide by the standards set for HCHD's employees in matters relating to patient care, along with HCHD's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING**: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet HCHD's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to HCHD's a list of completed trainings and related student names upon request.
12. **VACCINATIONS**: CMH will provide HCHD with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B
  - d. Tetanus, Diphtheria, and Pertussis (TDAP).
13. **OTHER VERIFICATIONS**: CMH will provide HCHD with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.
14. **ORIENTATION**: HCHD's personnel will orient CMH's instructors with HCHD's policies and practices prior to the arrival of students for field assignments.

15. **SCHEDULING:** HCHD shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and HCHD shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
  16. **UNIFORM:** While working with HCHD, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by HCHD while performing clinical rotations. If HCHD does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by HCHD's guidelines for PPE usage.
  17. **CLINICAL COORDINATOR:** HCHD will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
  18. **PRECEPTORS:** HCHD will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
    - a. **IN-HOSPITAL PRECEPTORS:** Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by HCHD as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
    - b. **AMBULANCE FIELD EXPERIENCE FTOS:** Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by HCHD as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
    - c. **AMBULANCE FIELD INTERNSHIP MENTORS:** Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by HCHD upon request. If HCHD does not have formal preceptor training, CMH can provide access to online education.
  19. **ACCREDITATION SITE VISIT:** HCHD will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. HCHD will permit authorities responsible for accreditation of CMH's curriculum to inspect HCHD clinical facilities and services as necessary.
  20. **STUDENT DISCIPLINE:** Students may be permanently dismissed from participation in clinical experiences at HCHD after the appropriate disciplinary policies and procedures of HCHD have been followed. HCHD may require any student to immediately leave its premises if HCHD reasonably believes the student poses an immediate threat or danger. HCHD and CMH will immediately notify the other of the removal of a student from clinical sessions. If HCHD is providing notice to CMH, it will provide an explanation of the basis for removal.
- C. **DELAY:** The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.
- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

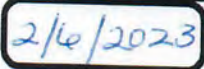
### IV. Execution

A. In witness thereof, the parties have executed this agreement on the date below.

**B. For Hickory County Health Department:**

Dawn Vader, Administrator

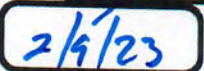
Signature: 

Date: 

**C. For Citizens Memorial Hospital:**

Michael Calhoun, CEO

Signature: 

Date: 

---

CMH EMS Education Mission: "Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals."



# Sub-Section 1-105-39 - Clinical Agreement - LAKE REGIONAL

CMH EMS Education Manual

Current version: 14

## Clinical Student Agreement between Lake Regional Hospital and Citizens Memorial Hospital

### I. Parties

#### A. Lake Regional Hospital

1. James Judas, Jr., President
2. 573-348-8000
3. 54 Hospital Dr, Osage Beach, MO 65065
4. Hereinafter referred to as LAKE REGIONAL

#### B. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

A. **AGREEMENT**: This agreement is made and entered into by and between Lake Regional Hospital, hereinafter known as LAKE REGIONAL, and Citizens Memorial Hospital, hereinafter known as CMH.

B. **PURPOSE**: The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician,, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and LAKE REGIONAL to provide satisfactory clinical experiences for students enrolled

in the programs at CMH. CMH and LAKE REGIONAL agree to the following provisions:

1. **REPLACING STAFF**: Students assigned to LAKE REGIONAL will have the status of "learners" and will not replace LAKE REGIONAL's staff employees or have final responsibility for patient care. LAKE REGIONAL will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. LAKE REGIONAL will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS**: Students will be treated as trainees who have no expectation of receiving compensation or future employment from LAKE REGIONAL.
3. **BENEFITS**: It is understood and agreed that students are not employed by LAKE REGIONAL and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. **NON-DISCRIMINATION**: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES**: LAKE REGIONAL shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE**: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to LAKE REGIONAL's property resulting from any act or omission of any student in the program shall be reported by LAKE REGIONAL to CMH.
7. **INJURIES**: LAKE REGIONAL will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide LAKE



REGIONAL with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.

8. **INSURANCE**: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to LAKE REGIONAL general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to LAKE REGIONAL prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY**: The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES**: Students are subject to the policies and regulations of LAKE REGIONAL, and during clinical assignments, students will abide by the standards set for LAKE REGIONAL's employees in matters relating to patient care, along with LAKE REGIONAL's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING**: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet LAKE REGIONAL's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to LAKE REGIONAL's a list of completed trainings and related student names upon request.
12. **VACCINATIONS**: CMH will provide LAKE REGIONAL with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B
  - d. Tetanus, Diptheria, and Pertussis (TDAP).
13. **OTHER VERIFICATIONS**: CMH will provide LAKE REGIONAL with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.

14. **ORIENTATION**: LAKE REGIONAL's personnel will orient CMH's instructors with LAKE REGIONAL's policies and practices prior to the arrival of students for field assignments.
15. **SCHEDULING**: LAKE REGIONAL shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and LAKE REGIONAL shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
16. **UNIFORM**: While working with LAKE REGIONAL, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by LAKE REGIONAL while performing clinical rotations. If LAKE REGIONAL does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by LAKE REGIONAL's guidelines for PPE usage.
17. **CLINICAL COORDINATOR**: LAKE REGIONAL will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
18. **PRECEPTORS**: LAKE REGIONAL will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
  - a. **IN-HOSPITAL PRECEPTORS**: Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by LAKE REGIONAL as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - b. **AMBULANCE FIELD EXPERIENCE FTOS**: Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by LAKE REGIONAL as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.

- c. **AMBULANCE FIELD INTERNSHIP MENTORS**: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by LAKE REGIONAL upon request. If LAKE REGIONAL does not have formal preceptor training, CMH can provide access to online education.
19. **ACCREDITATION SITE VISIT**: LAKE REGIONAL will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. LAKE REGIONAL will permit authorities responsible for accreditation of CMH's curriculum to inspect LAKE REGIONAL clinical facilities and services as necessary.
20. **STUDENT DISCIPLINE**: Students may be permanently dismissed from participation in clinical experiences at LAKE REGIONAL after the appropriate disciplinary policies and procedures of LAKE REGIONAL have been followed. LAKE REGIONAL may require any student to immediately leave its premises if LAKE REGIONAL reasonably believes the student poses an immediate threat or danger. LAKE REGIONAL and CMH will immediately notify the other of the removal of a student from clinical sessions. If LAKE REGIONAL is providing notice to CMH, it will provide an explanation of the basis for removal.
- C. **DELAY**: The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.
- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

- A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

**IV. Execution**

A. In witness thereof, the parties have executed this agreement on the date below.

**B. For Lake Regional Hospital:**

James Judas, Jr., President

Signature:

Date:

**C. For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature:

Date:

CMH EMS Education Mission: "Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals."

Return to [Education Manual Table of Contents](#).

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See [OzarksEMS.com Main page](#).



## ACADEMIC AFFILIATION AGREEMENT

This Academic Affiliation Agreement (“Agreement”) is made and entered into February 25, 2021 (“Effective Date”), by and between Citizens Memorial Hospital (“School”) and Mercy Health Springfield Communities, a Missouri nonprofit corporation (“Mercy”) and the affiliates of Mercy listed on Exhibit B.

**WHEREAS**, Mercy and its affiliates operate health care facilities; and

**WHEREAS**, School, a public hospital district educational institution, in its educational programs has the responsibility for the training of students (“Student”) who are enrolled in mutually agreed upon educational programs at School listed in Exhibit A (“Educational Programs”) and who require practical experiences (which may be clinical or non-clinical) (“Practical Experience”) to complete their professional development; and

**WHEREAS**, the parties enter into this Agreement to afford Students the opportunity to participate in these Practical Experiences and to provide School and its faculty (“Faculty”) with a site for the education of the Students.

**NOW, THEREFORE**, the parties agree:

1. Term. This Agreement begins on the Effective Date and continues for one year. This Agreement automatically renews for an unlimited number of successive one year periods unless terminated under the provisions of this Agreement.
2. School Duties.
  - a. Administration of Educational Program. School shall satisfy all applicable accreditation guidelines for the Educational Program and will permit only those Students who have satisfactorily completed all applicable prerequisites of School’s Educational Program to participate in the Practical Experience. School has responsibility for supervision of Students, and for planning and determining the adequacy of the didactic and practical educational experiences of the Students participating in the Educational Program as to theoretical training, technical and practical skills, professional ethics, conduct, standards, and behaviors. School shall further require Faculty serving on-site at Mercy to provide the appropriate level of supervision to Students to ensure that Students perform clinical services, if applicable, in compliance with all applicable standards of practice, federal and state laws and regulations and Mercy’s policies, procedures, rules, regulations, and processes. School shall also require a member of its faculty or management staff to coordinate the Practical Experience with a designated member of Mercy’s staff (“Designee”). School shall, if requested, provide to Mercy administration an annual report which summarizes the activities of the Educational Program for the year and indicates to the extent which the objectives of the course have been obtained. There shall be a continuing review of the Practical Experience by School and Mercy. School shall continuously monitor and evaluate the performance of

each Student and Faculty and shall remove any Student or Faculty who is not competent or qualified to participate in the Practical Experience.

- b. Policies and Procedures. Students shall adhere to policies and procedures of Mercy relative to matters which relate to the internal operation of Mercy.
- c. Student Information. School covenants that it has and shall, upon request by Mercy, provide Mercy with each Student's and, as applicable, each Faculty member's full name and identification (copy of government-issued identification), license(s), health status reports, vaccination, and certification requirements as required by law and Mercy policy. School shall further obtain and provide verification of a criminal background check for each Student prior to that Student's participation in a Practical Experience. If adverse information is obtained from the criminal background check, School shall provide the information to Mercy after obtaining an authorization and release from the Student. Mercy may disqualify any such Student from participation with Mercy. If such authorization and release are not given by the Student, the Student shall be disqualified from participation in the Practical Experience. It is the School's responsibility to ensure that any applicable drug screens have been completed and that Students with unacceptable results will not participate in Practical Experience at Mercy.
- d. Student Professional Liability Insurance. School shall secure general and professional liability insurance coverage in amounts of at least \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate covering School, its Students, and its employees. In addition, the School shall maintain excess insurance coverage of at least \$5,000,000 above the primary limits, which shall apply if the primary limits are exhausted. Should any of the insurance policies be written on a claims-made basis, insurance requirements shall survive the termination of this Agreement and extended reporting coverage shall be afforded for at least two years after the effective date of termination of this Agreement. Such insurance shall be non-cancelable and not subject to material change without a prior 30 day written notice to Mercy. Mercy shall have a right to immediately terminate this Agreement if changes occur in the insurance maintained by School that are unacceptable to Mercy. School shall provide Mercy with certificates of insurance, upon request. **Notwithstanding the foregoing, if School is a state institution, the provisions of this paragraph will be superseded by applicable state laws.**
- e. Student Health Insurance. School shall encourage its Students to obtain and maintain health insurance. Students are responsible for their own healthcare costs.
- f. Confidentiality.
  - i. Mercy Information. School and Students may have access to certain information of Mercy that is confidential. School agrees that neither it nor any Students will disclose to others, use, copy or permit to be copied any

confidential or proprietary information of Mercy, without Mercy's express prior written consent.

- ii. Confidentiality; Patient Information; HIPAA Compliance. Both parties agree to comply with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology Economic and Clinical Health Act of 2009 ("HITECH"), and associated implementing regulations of HIPAA and HITECH (HIPAA, HITECH, and all associated regulations are together referred to as the "Regulations"). Both parties shall not use or further disclose any protected health information, as defined in 45 CFR 164.504, or individually identifiable health information, as defined in 42 U.S.C. § 1320d (collectively, the "Protected Health Information"), other than as permitted by this Agreement or applicable law including the requirements of the Regulations. Both parties will implement appropriate safeguards to prevent the use or disclosure of Protected Health Information other than as permitted by law or contemplated by this Agreement. Each party will promptly report to the other any use or disclosures, of which either party becomes aware, of Protected Health Information in violation of the Regulations. Both parties will make their respective internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Regulations. No attorney-client, accountant-client, or other legal or equitable privilege shall be deemed to have been waived by either party by virtue of this Section.

3. Mercy Duties.

- a. Authority. Mercy has final authority over all activities that influence the operation of Mercy and the care of Mercy's patients. Mercy has the right to approve the participation of Students and Faculty to engage in Practical Experiences at Mercy. Mercy may revoke approval of Student or Faculty participation for patient safety or other for-cause concerns.
- b. Patient Care. If applicable to the Practical Experience, Mercy shall provide Students with the opportunity to participate in providing patient care services. Students will not be solely or independently responsible for the care delivered to any patient. Mercy shall permit Students to work, perform assignments, and participate in the delivery of clinical and non-clinical services, patient evaluations, patient assessment rounds, staff meetings, and in-service programs at the discretion of Mercy's designated staff. Students participating in the Practical Experience are trainees and shall not replace or substitute for Mercy staff. Mercy's licensed, certified or registered health care professional staff and employees retain ultimate responsibility for all patient care and administrative functions.



- c. Rules and Regulations. Mercy shall provide School with its written policies and procedures relevant to Faculty and Students participating in Mercy activities. During periods of the Practical Experience, Students will be subject to all rules and regulations of Mercy.
  - d. Program Coordinator. Mercy's Designee shall be the coordinator of the Practical Experience who shall oversee and/or function as preceptor and supervisor with whom Faculty and/or School's Educational Program coordinator will communicate with regarding the Educational Program.
  - e. Liability Coverage. Mercy, through its affiliate's pooled liability program, shall secure and maintain comprehensive general and professional liability coverage with limits of liability of \$1,000,000 per occurrence with an annual aggregate of \$3,000,000 or such other limits as Mercy deems appropriate.
4. Obligations of Both.
- a. Program Administration. School and Mercy shall mutually agree upon the beginning dates and length of the Practical Experience, the periods of assignment for each Student, the number of Students eligible to participate concurrently in the Practical Experience with Mercy, and the particular Mercy practice site(s) where the Practical Experience will occur. School and Mercy shall arrange, provide, and/or cooperate as necessary in the orientation of the Faculty and Students concerning Mercy's policies, procedures, rules and regulations, emergency preparedness, medical record systems, and other operational matters as necessary to assure an appropriate orientation.
  - b. Student Education and Health Records. School and Mercy agree to protect the privacy of student educational records and to refrain from use or disclosure of a Student's educational records without the Student's written consent or as otherwise allowed without consent under the federal Family Educational Rights and Privacy Act and the regulations promulgated thereunder ("FERPA") as applicable to the records in question. School agrees to have each Student sign an appropriate consent form when necessary to comply with FERPA and/or other laws for the exchange/disclosure of educational records and student health records between the parties.
  - c. Claims. Each party shall provide the other prompt written notice of any claims, complaints, and inquiries arising under this Agreement. The parties shall cooperate in the investigation and defense of such claims, complaints, and inquiries.
  - d. External Requests. The parties will provide reasonable assistance to the other in connection with regulatory or accreditation reviews and any duly authorized state or federal government requests. School agrees for a minimum of six years after the last Practical Experience under this Agreement to retain this Agreement and any of

School's books, documents and records, which may serve to verify the Practical Experience covered by this Agreement.

5. Termination.

- a. Without Cause. Either Party may terminate this Agreement without cause by providing 60 days prior written notice. Students participating in a Practical Experience shall be allowed to complete such assignment, and the Agreement's terms continue in force with respect to such Students.
- b. Breach/Cause. This Agreement shall terminate immediately upon the occurrence of any of the following: (i) a party breaches this Agreement and such breach is not cured within five days after receipt by the breaching party of written notice of such breach; (ii) a party loses its license, accreditation or is convicted of a criminal offense related to health care or is listed by a federal agency as debarred, excluded or otherwise ineligible for federal health care program participation; (iii) a party no longer is able to provide the service for which this Agreement was sought; or (iv) a party fails to maintain insurance coverage as required by this Agreement. This Agreement may be immediately terminated by Mercy upon written notice to School for cause if patient safety or other operational safety or regulatory concerns.

6. General Provisions.

- a. Miscellaneous. Missouri law governs this Agreement. If School is a state institution whose state constitution or statutes provide restrictions with respect to School's indemnity, insurance, or agreement to be governed by the law of Missouri, the applicable laws override the foregoing choice of law. There are no third party beneficiaries to this Agreement. Except as provided in Section 6.g below, this Agreement can only be amended by a writing signed by both parties. Neither party may assign its rights or delegate its duties under this Agreement without consent of the other party. Waiver of a breach on one occasion does not constitute waivers of other breaches. A party's failure to perform its obligations under this Agreement will be excused to the extent such failure arises from force majeure. Headings are for convenience only and do not affect interpretation. This Agreement may be signed in counterparts (including scanned copies) and together the signed counterparts constitute one contract. School and Mercy are independent contractors of each other. This Agreement is the final expression of the parties' agreement with respect to its subject matter. Neither party may use the other party's name for publicity or other similar purposes without that party's consent.
- b. Non-Discrimination. The Parties shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations, as amended from time to time, and all other applicable laws and regulations. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment,

training, or promotion of students or personnel engaged in the performance of this Agreement.

- c. Ethical and Religious Directives. Each Party hereby acknowledges that Mercy is bound by the *Ethical and Religious Directives for Catholic Healthcare Services* as promulgated, from time to time, by the United States Conference of Catholic Bishops, Washington, D.C., of the Roman Catholic Church, and that the principles and beliefs of the Roman Catholic Church (“Ethical and Religious Directives”) which precludes Mercy from performing health care services that in any way contravene the Ethical and Religious Directives.
  
- d. Indemnity. School agrees to indemnify and hold harmless Mercy, its directors, officers, employees, agents, representatives, successors, assigns, and subcontractors from and against any and all claims, demands, actions, settlements or judgments, including reasonable attorneys’ fees and litigation expenses, based upon or arising out of the activities described in this Agreement, where such claims, demands, actions, settlements or judgments relate to the negligence, actions or omissions of School. School shall assume responsibility for the cost of equipment and supplies of Mercy that are negligently or willfully broken or damaged by Students. Mercy agrees to indemnify and hold harmless School, its directors, officers, employees, agents, representatives, successors, assigns, and subcontractors from and against any and all claims, demands, actions, settlements or judgments, including reasonable attorneys’ fees and litigation expenses, based upon or arising out of the activities described in this Agreement, where such claims, demands, actions, settlements or judgments relate to the negligence, actions or omissions of Mercy. **Notwithstanding the foregoing, if School is a state institution, the provisions of this paragraph will be superseded by applicable state laws.**
  
- e. Legal Jeopardy. Notwithstanding anything to the contrary in this Agreement, if performance by either party of this Agreement jeopardizes: (i) the licensure of either party; (ii) its participation in or the payment or reimbursement from Medicare, state sponsored Medicaid program, Blue Cross or other reimbursement or payment programs; (iii) its full accreditation by The Joint Commission or any other state or nationally recognized accreditation organization; (iv) the tax-exempt status of a party; (v) any of its property or financing (or the interest income, as applicable); (vi) will prevent or prohibit any physician, or any other health care professionals or their patients from utilizing a Party or any of its services; (vii) for any other reason said performance should be in violation of any statute, ordinance, be otherwise deemed illegal, or be deemed unethical by any recognized body, agency, or association in the medical or hospital fields; then the party in jeopardy may at its option either: (i) terminate this Agreement immediately; or (ii) initiate negotiations to resolve the matter through amendments to this Agreement and if the parties are unable to resolve the matter within 30 days such Party may terminate this Agreement immediately.

- f. Warranty of Non-Exclusion. Each Party represents and warrants to the other that it is not: excluded from participation in any Federal Health Care Program, including Medicare and Medicaid; debarred, suspended or otherwise excluded from participating in any other federal or state procurement or non-procurement program or activity; or designed a Specially Designed National or Blocked Person by the office of Foreign Asset Control of the U.S. Department of Treasury. Each Party further represents and warrants to the other Party that to its knowledge, there are no pending or threatened governmental investigations that may lead to such exclusions. If School or any individual providing services to Mercy, including any Student, is in breach of this section, this Agreement shall automatically terminate as of the date of such exclusion or breach. School further agrees that any individual employed or contracted by School who is excluded from participation in federally funded health care programs during the term of this Agreement shall automatically be deemed ineligible from participating in the Practical Experience at Mercy.
  
- g. Exhibit A. The parties may agree, in a signed writing, to amend Exhibit A to add or remove Educational Programs from this Agreement. If a program is removed from this Agreement, students in that program currently participating in a Practical Experience will be allowed to complete the ongoing experience.
  
- h. Termination of Prior Agreement. Upon the effectiveness of this Agreement, any and all prior Affiliation Agreements between Mercy Health Springfield Communities, Inc, including the parties listed on Exhibit B, and School shall terminate and be of no further force and effect, and shall be superseded and replaced in its entirety by this Agreement

[Signature Page Follows]

IN WITNESS WHEREOF, the parties executed this Agreement as of the Effective Date.

**SCHOOL:**

CITIZENS MEMORIAL HOSPITAL

By: *Gary Fulbright*  
Name: Gary Fulbright  
Title: CEO  
Date: 4/9/21

**MERCY:**

MERCY HEALTH SPRINGFIELD  
COMMUNITIES

DocuSigned by:  
*R. Craig McCoy*  
By: 4BFAC271827D4AA...  
Name: Craig McCoy  
Title: President  
Date: 4/16/2021

**Exhibit A**  
**Educational Programs**

Emergency Medical Technician  
Paramedic

**Exhibit B**  
**Mercy Entities**

Mercy Hospital Springfield  
Mercy Clinic Springfield Communities  
Mercy Hospital Aurora  
Mercy Hospital Cassville  
Mercy Hospital Lebanon  
Mercy St. Francis Hospital

### Certificate Of Completion

Envelope Id: 6D6C0974F0ED4CF08834F3F9C8357C72	Status: Completed
Subject: Please DocuSign: 2021-04-09 CMH and Mercy Academic Affiliation Agreement.pdf	
Source Envelope:	
Document Pages: 10	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Nicole Cologna
Time Zone: (UTC-06:00) Central Time (US & Canada)	Cassandra.Cologna@Mercy.Net
	IP Address: 170.29.64.4

### Record Tracking

Status: Original 4/16/2021 2:52:36 PM	Holder: Nicole Cologna Cassandra.Cologna@Mercy.Net	Location: DocuSign
Status: Original 4/16/2021 4:23:11 PM	Holder: Mercy Legal Services legal@mercy.net	Location: DocuSign

### Signer Events

R. Craig McCoy  
Richard.McCoy@Mercy.Net  
President, Springfield Communities  
Mercy Health  
Security Level: Email, Account Authentication (Optional)

### Signature

Signature Adoption: Pre-selected Style  
Using IP Address: 170.29.1.10

### Timestamp

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Signed: 4/16/2021 4:23:07 PM

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Not Offered via DocuSign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Mercy Legal Services  
legal@Mercy.Net  
Paralegal II  
Mercy Health  
Security Level: Email, Account Authentication (Optional)

**COPIED**

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Viewed: 4/16/2021 4:26:49 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Julie Cook  
Julie.Cook@Mercy.Net  
Mercy Health  
Security Level: Email, Account Authentication (Optional)

**COPIED**

Sent: 4/16/2021 4:23:08 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign



Carbon Copy Events	Status	Timestamp
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<p>Brice Flynn brice.flynn@citizensmemorial.com Security Level: Email, Account Authentication (Optional)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 4/16/2021 4:23:09 PM Viewed: 4/19/2021 7:13:11 AM</p>
<p>Walker, Luke D Luke.Walker@Mercy.Net Deputy Director - Operations Security Level: Email, Account Authentication (Optional)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 4/16/2021 4:23:09 PM</p>

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	4/16/2021 4:23:09 PM

Payment Events	Status	Timestamps
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# Sub-Section 1-105-54 - Clinical Agreement - NEVADA HOSPITAL

CMH EMS Education Manual

Current version: 14

## Clinical Student Agreement between Nevada Regional Medical Center and Citizens Memorial Hospital

### I. Parties

#### A. Nevada Regional Medical Center

1. Steve Bransetter, CEO
2. 417-667-3355
3. 800 S Ash St, Nevada, MO 64772
4. Hereinafter referred to as NEVADA HOSPITAL

#### B. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

A. **AGREEMENT**: This agreement is made and entered into by and between Nevada Regional Medical Center, hereinafter known as NEVADA HOSPITAL, and Citizens Memorial Hospital, hereinafter known as CMH.

B. **PURPOSE**: The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and NEVADA HOSPITAL to provide satisfactory clinical experiences for students

enrolled in the programs at CMH, CMH and NEVADA HOSPITAL agree to the following provisions:

1. **REPLACING STAFF**: Students assigned to NEVADA HOSPITAL will have the status of “learners” and will not replace NEVADA HOSPITAL’s staff employees or have final responsibility for patient care. NEVADA HOSPITAL will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. NEVADA HOSPITAL will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS**: Students will be treated as trainees who have no expectation of receiving compensation or future employment from NEVADA HOSPITAL.
3. **BENEFITS**: It is understood and agreed that students are not employed by NEVADA HOSPITAL and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. **NON-DISCRIMINATION**: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES**: NEVADA HOSPITAL shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE**: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to NEVADA HOSPITAL's property resulting from any act or omission of any student in the program shall be reported by NEVADA HOSPITAL to CMH.
7. **INJURIES**: NEVADA HOSPITAL will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide NEVADA

HOSPITAL with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.

8. **INSURANCE**: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to NEVADA HOSPITAL general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to NEVADA HOSPITAL prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY**: The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES**: Students are subject to the policies and regulations of NEVADA HOSPITAL, and during clinical assignments, students will abide by the standards set for NEVADA HOSPITAL's employees in matters relating to patient care, along with NEVADA HOSPITAL's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING**: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet NEVADA HOSPITAL's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to NEVADA HOSPITAL's a list of completed trainings and related student names upon request.
12. **VACCINATIONS**: CMH will provide NEVADA HOSPITAL with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B
  - d. Tetanus, Diphtheria, and Pertussis (TDAP).
13. **OTHER VERIFICATIONS**: CMH will provide NEVADA HOSPITAL with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.

14. **ORIENTATION**: NEVADA HOSPITAL's personnel will orient CMH's instructors with NEVADA HOSPITAL's policies and practices prior to the arrival of students for field assignments.
15. **SCHEDULING**: NEVADA HOSPITAL shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and NEVADA HOSPITAL shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
16. **UNIFORM**: While working with NEVADA HOSPITAL, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by NEVADA HOSPITAL while performing clinical rotations. If NEVADA HOSPITAL does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by NEVADA HOSPITAL's guidelines for PPE usage.
17. **CLINICAL COORDINATOR**: NEVADA HOSPITAL will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
18. **PRECEPTORS**: NEVADA HOSPITAL will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
  - a. **IN-HOSPITAL PRECEPTORS**: Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by NEVADA HOSPITAL as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - b. **AMBULANCE FIELD EXPERIENCE FTOS**: Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by NEVADA HOSPITAL as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.

c. **AMBULANCE FIELD INTERNSHIP MENTORS**: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by NEVADA HOSPITAL upon request. If NEVADA HOSPITAL does not have formal preceptor training, CMH can provide access to online education.

19. **ACCREDITATION SITE VISIT**: NEVADA HOSPITAL will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. NEVADA HOSPITAL will permit authorities responsible for accreditation of CMH's curriculum to inspect NEVADA HOSPITAL clinical facilities and services as necessary.
20. **STUDENT DISCIPLINE**: Students may be permanently dismissed from participation in clinical experiences at NEVADA HOSPITAL after the appropriate disciplinary policies and procedures of NEVADA HOSPITAL have been followed. NEVADA HOSPITAL may require any student to immediately leave its premises if NEVADA HOSPITAL reasonably believes the student poses an immediate threat or danger. NEVADA HOSPITAL and CMH will immediately notify the other of the removal of a student from clinical sessions. If NEVADA HOSPITAL is providing notice to CMH, it will provide an explanation of the basis for removal.

C. **DELAY**: The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.

D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

### IV. Execution

A. In witness thereof, the parties have executed this agreement on the date below.

**B. For Nevada Regional Medical Center:**

Steve Bransetter, CEO

Signature:

Date:

**C. For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature: *Gary Fulbright*

Date: *9/15/20*

Return to [Education Manual Table of Contents](#).

Search education manual:



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[OzarksEMS.com Main page](#).

# Sub-Section 1-105-57 - Clinical Agreement - OCHC

CMH EMS Education Manual

## Clinical Student Agreement between Ozarks Community Health Center and Citizens Memorial Hospital

### I. Parties

#### A. Ozarks Community Health Center

1. Scott Crouch, CEO
2. 417-745-2121
3. 1816 Jackson St, Hermitage, MO 65668
4. Hereinafter referred to as OCHC

#### B. Citizens Memorial Hospital

1. Michael Calhoun, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

A. **AGREEMENT:** This agreement is made and entered into by and between Ozarks Community Health Center, hereinafter known as OCHC, and Citizens Memorial Hospital, hereinafter known as CMH.

B. **PURPOSE:** The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and OCHC to provide satisfactory clinical experiences for students enrolled in the programs at CMH. CMH and OCHC agree to the following provisions:

1. **REPLACING STAFF:** Students assigned to OCHC will have the status of "learners" and will not replace OCHC's staff employees or have final responsibility for patient care. OCHC will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. OCHC will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS:** Students will be treated as trainees who have no expectation of receiving compensation or future employment from OCHC.
3. **BENEFITS:** It is understood and agreed that students are not employed by OCHC and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.



4. **NON-DISCRIMINATION:** Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES:** OCHC shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE:** All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to OCHC's property resulting from any act or omission of any student in the program shall be reported by OCHC to CMH.
7. **INJURIES:** OCHC will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide OCHC with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.
8. **INSURANCE:** All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to OCHC general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to OCHC prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY:** The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES:** Students are subject to the policies and regulations of OCHC, and during clinical assignments, students will abide by the standards set for OCHC's employees in matters relating to patient care, along with OCHC's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING:** CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet OCHC's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to OCHC's a list of completed trainings and related student names upon request.
12. **VACCINATIONS:** CMH will provide OCHC with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B
  - d. Tetanus, Diptheria, and Pertussis (TDAP).
13. **OTHER VERIFICATIONS:** CMH will provide OCHC with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.
14. **ORIENTATION:** OCHC's personnel will orient CMH's instructors with OCHC's policies and practices prior to the arrival of students for field assignments.

15. **SCHEDULING:** OCHC shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and OCHC shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
  16. **UNIFORM:** While working with OCHC, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by OCHC while performing clinical rotations. If OCHC does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by OCHC's guidelines for PPE usage.
  17. **CLINICAL COORDINATOR:** OCHC will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
  18. **PRECEPTORS:** OCHC will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
    - a. **IN-HOSPITAL PRECEPTORS:** Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by OCHC as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
    - b. **AMBULANCE FIELD EXPERIENCE FTOS:** Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by OCHC as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
    - c. **AMBULANCE FIELD INTERNSHIP MENTORS:** Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by OCHC upon request. If OCHC does not have formal preceptor training, CMH can provide access to online education.
  19. **ACCREDITATION SITE VISIT:** OCHC will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. OCHC will permit authorities responsible for accreditation of CMH's curriculum to inspect OCHC clinical facilities and services as necessary.
  20. **STUDENT DISCIPLINE:** Students may be permanently dismissed from participation in clinical experiences at OCHC after the appropriate disciplinary policies and procedures of OCHC have been followed. OCHC may require any student to immediately leave its premises if OCHC reasonably believes the student poses an immediate threat or danger. OCHC and CMH will immediately notify the other of the removal of a student from clinical sessions. If OCHC is providing notice to CMH, it will provide an explanation of the basis for removal.
- C. **DELAY:** The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.
- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

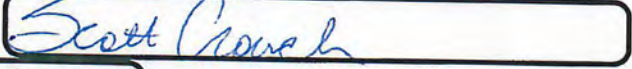
A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

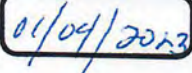
### IV. Execution

A. In witness thereof, the parties have executed this agreement on the date below.

B. For Ozarks Community Health Center:

Scott Crouch, CEO

Signature: 

Date: 

C. For Citizens Memorial Hospital:

Michael Calhoun, CEO

Signature: 

Date: 

---

CMH EMS Education Mission: "Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals."



**Polk County Central Dispatch Clinical Agreement for Dispatch Clinicals.**

CMH EMS Training Entity may send interns to **Polk County Central Dispatch** for clinical time in the **dispatch center**. All students will be scheduled with appointed clinical coordinator. Any employee has the authority to dismiss any intern from clinical time if deemed necessary. Immediate contact must be made to the training entity program director if an intern is dismissed. Primary patient care and safety is the responsibility of the clinical site agency. The clinical site agency has the responsibility for teaching interns and will permit interns to participate in procedures limited to the scope of practice for the licensure the intern is currently pursuing. All procedures will be conducted under the appropriate supervision of the clinical site agency staff.

If an intern is injured or exposed to blood or body fluids during clinical internship, the clinical site agency will follow its standard practices and shall provide the exposed intern the same counseling, testing, and immediate medication as it does for its employees. The clinical site agency will hold CMH and each intern harmless for any claim, suit, or other liability arising in connection with the performance of the intern under this agreement.

The clinical site agency will provide CMH EMS Training Entity with an evaluation of the intern performance through written or online evaluations of the intern's competency. Preceptors will be given appropriate access and training to complete online evaluation tools.

ID name badges provided by CMH will be required to be worn by interns during their internship. Interns will be required to be in uniform during their internship. The clinical site agency may provide interns with different uniforms at its own cost if required, such as scrubs.

Only those interns who have met the following requirements will be eligible to attend clinical training:

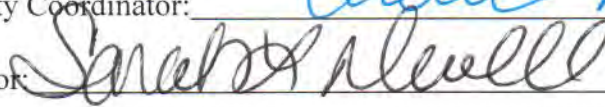
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPPA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Training Entity may be considered a "business associate" under the Health Insurance Portability and Accountability Act of 1996 Privacy and Security Rule, and to the extent Protected Health Information (PHI) is provided to interns and or instructors may access PHI in review of intern performance, CMH EMS Training Entity agrees that it will use only a Limited Data Set (LDS) in the reporting gathered from and by interns in their clinical experience.

Any party may terminate this agreement at any time with 90 days prior written notice. Such termination shall apply only to future rotations of interns and shall not affect the current rotation of interns. This agreement does not create a joint venture or partnership, is not a third party beneficiary agreement, and creates no rights for interns.

Date of agreement: 3/29/17

Signature of Training Entity Coordinator: 

Signature of PCCD Director: 

# **Clinical Student Agreement Between Polk County Health Center & Citizens Memorial Hospital EMS Education Department**

CMH EMS Education Department may send interns to **Polk County Health Center**. All students will be scheduled with appointed clinical coordinator. Any employee has the authority to dismiss any intern from clinical time if deemed necessary. Immediate contact must be made to the training entity program director if an intern is dismissed. Primary patient care and safety is the responsibility of the clinical site agency. The clinical site agency has the responsibility for teaching interns and will permit interns to participate in procedures limited to the scope of practice for the licensure the intern is currently pursuing. All procedures will be conducted under the appropriate supervision of the clinical site agency staff.

If an intern is injured or exposed to blood or body fluids during clinical internship, the clinical site agency will follow its standard practices and shall provide the exposed intern the same counseling, testing, and immediate medication as it does for its employees. The clinical site agency will hold CMH and each intern harmless for any claim, suit, or other liability arising in connection with the performance of the intern under this agreement.

The clinical site agency will provide CMH EMS Education Department with an evaluation of the intern performance through written or online evaluations of the intern's competency.

ID name badges provided by CMH will be required to be worn by interns during their internship. Interns will be required to be in uniform during their internship. The clinical site agency may provide interns with different uniforms at its own cost if required, such as scrubs.

Only those interns who have met the following requirements will be eligible to attend clinical training:

- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPAA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.


To the extent that CMH EMS Education Department may be considered a "business associate" under the Health Insurance Portability and Accountability Act of 1996 Privacy and Security Rule, and to the extent Protected Health Information (PHI) is provided to interns and or instructors may access PHI in review of intern performance, CMH EMS Education Department agrees that it will use only a Limited Data Set (LDS) in the reporting gathered from and by interns in their clinical experience.

CMH EMS Education Clinical Agreement

Any party may terminate this agreement at any time with 90 days prior written notice. Such termination shall apply only to future rotations of interns and shall not affect the current rotation of interns. This agreement does not create a joint venture or partnership, is not a third party beneficiary agreement, and creates no rights for interns.

Date of agreement: 12-1-2016

Signature of Training Entity Coordinator: 

Signature of PCHC Administrator: 

**Clinical Student Agreement between  
Taney County Ambulance District  
and  
Citizens Memorial Hospital EMS Education Department**

**I. PARTIES**

**A. Taney County Ambulance District**

1. *Darryl Coontz, Chief*
2. *Hollister, MO 65672; 417-334-6586*
3. *Hereinafter referred to as "TCAD"*

**B. Citizens Memorial Hospital**

1. *Donald Babb, CEO*
2. *Bolivar, MO 65613; 417-326-6000*
3. *Hereinafter referred to as "CMH"*

**II. RECITALS**

- A. **AGREEMENT:** This agreement is made and entered into this **First day of February, 2019 (2/1/19)**, by and between **TANEY COUNTY AMBULANCE DISTRICT**, hereinafter known as TCAD, and **CITIZENS MEMORIAL HOSPITAL**, hereinafter known as CMH.
- B. **PURPOSE:** The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in the **Emergency Medical Responder (EMR) Academy, Emergency Medical Technician (EMT) Academy, Advanced Emergency Medical Technician (AEMT), and/or Paramedic Academy** programs offered by CMH. It is to the mutual benefit of CMH and TCAD to provide satisfactory clinical experiences for students enrolled in the programs at CMH. CMH and TCAD agree to the following provisions:
1. ***REPLACING STAFF:*** *Students assigned to TCAD will have the status of "learners" and will not replace TCAD's staff employees or have final responsibility for patient care. TCAD will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. TCAD will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.*

Clinical Agreement: TCAD & CMH

2. EMPLOYMENT EXPECTATIONS: Students will be treated as trainees who have no expectation of receiving compensation or future employment from TCAD.
3. BENEFITS: It is understood and agreed that students are not employed by TCAD and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. NON-DESCRIMINATION: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. EXPENSES: TCAD shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. DAMAGE: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to TCAD's property resulting from any act or omission of any student in the program shall be reported by TCAD to CMH.
7. INJURIES: TCAD will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide TCAD with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.
8. INSURANCE: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to TCAD general liability and professional malpractice insurance for any act or omission of any SCHOOL participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to TCAD prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. CONFIDENTIALITY: The confidentiality of patient records and student records will be maintained at all times.
10. POLICIES: Students are subject to the policies and regulations of TCAD, and during clinical assignments, students will abide by the standards set for TCAD's employees in matters relating to patient care, along with TCAD's practices and policies, including confidentiality of all patient and employee related information.



Clinical Agreement: TCAD & CMH

11. SAFETY TRAINING: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet TCAD's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to TCAD a list of completed trainings and related student names upon request.
12. RESPIRATORY PROTECTION: CMH agrees to perform qualitative fit testing for respiratory protection with a N95 mask. This testing will ensure that all students are compliant with TCAD's respiratory protection guidelines, and that the respiratory protection equipment supplied by TCAD during the ride shift will work as designed by the manufacturer. Results of the fit testing will be made available to TCAD upon request.
13. VACCINATIONS: CMH will provide TCAD with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a) Measles, Mumps, Rubella, and Rubeola (MMR),
  - b) Seasonal Influenza (if between November and February),
  - c) Hepatitis B,
  - d) Tetanus, Diphtheria, and Pertussis (TDAP).
14. OTHER VERIFICATIONS: CMH will provide TCAD with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.
15. ORIENTATION: TCAD's personnel will orient CMH's instructors with TCAD's policies and practices prior to the arrival of students for field assignments.
16. SCHEDULING: TCAD shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and TCAD shall meet periodically at mutually convenient times throughout the term of this Agreement to coordinate routine administrative matters incident to this Agreement.
17. UNIFORM: While working with TCAD, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by TCAD while performing clinical rotations. If TCAD does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by TCAD's guidelines for PPE usage.

Clinical Agreement: TCAD & CMH

18. CLINICAL COORDINATOR: TCAD will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
19. PRECEPTORS: TCAD will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
- a) IN-HOSPITAL PRECEPTORS: Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by TCAD as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - b) AMBULANCE FIELD EXPERIENCE FTOS: Student riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by TCAD as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - c) AMBULANCE FIELD INTERNSHIP MENTORS: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by TCAD upon request. If TCAD does not have formal preceptor training, CMH can provide access to online education.
20. ACCREDITATION SITE VISIT: TCAD will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. TCAD will permit authorities responsible for accreditation of CMH's curriculum to inspect TCAD clinical facilities and services as necessary.
21. STUDENT DISCIPLINE: Students will be permanently dismissed from participation in clinical experiences at TCAD after the appropriate disciplinary policies and procedures of TCAD have been followed. TCAD may require any student to immediately leave its premises if TCAD reasonably believes the student poses an immediate threat or danger. TCAD and CMH will immediately notify the other of the removal of a student from clinical sessions. If TCAD is providing notice to CMH, it will provide an explanation of the basis for removal.
- C. DELAY: The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.
- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

**III. DURATION**

- A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

**IV. EXECUTION**

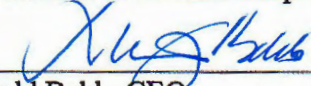
- A. In witness thereof, the parties have executed this agreement on the **First day of February, 2019 (2/1/19).**

For Taney County Ambulance District:

  
\_\_\_\_\_  
Darryl Coontz, Chief

2-5-19  
\_\_\_\_\_  
Date

For Citizens Memorial Hospital:

  
\_\_\_\_\_  
Donald Babb, CEO

2-13-19  
\_\_\_\_\_  
Date

# Sub-Section 1-105-78 - Clinical Agreement - VERNON AMBULANCE

CMH EMS Education Manual  
Current version: 14

## Clinical Student Agreement between Vernon County Ambulance District and Citizens Memorial Hospital

### I. Parties

#### A. Vernon County Ambulance District

1. Leland Splitter, Director
2. 417-667-5079
3. 515 E Walnut St, Nevada, MO 64772
4. Hereinafter referred to as VERNON AMBULANCE

#### B. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

- A. **AGREEMENT**: This agreement is made and entered into by and between Vernon County Ambulance District, hereinafter known as VERNON AMBULANCE, and Citizens Memorial Hospital, hereinafter known as CMH.
- B. **PURPOSE**: The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician,, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and VERNON AMBULANCE to provide satisfactory clinical experiences for students

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enrolled in the programs at CMH, CMH and VERNON AMBULANCE agree to the following provisions:

1. **REPLACING STAFF**: Students assigned to VERNON AMBULANCE will have the status of “learners” and will not replace VERNON AMBULANCE’s staff employees or have final responsibility for patient care. VERNON AMBULANCE will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. VERNON AMBULANCE will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS**: Students will be treated as trainees who have no expectation of receiving compensation or future employment from VERNON AMBULANCE.
3. **BENEFITS**: It is understood and agreed that students are not employed by VERNON AMBULANCE and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. **NON-DISCRIMINATION**: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES**: VERNON AMBULANCE shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE**: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to VERNON AMBULANCE's property resulting from any act or omission of any student in the program shall be reported by VERNON AMBULANCE to CMH.
7. **INJURIES**: VERNON AMBULANCE will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide VERNON AMBULANCE with the name, phone number, and address of

CMH's Worker Compensation carrier in the event of a student or faculty member injury.

8. **INSURANCE**: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to VERNON AMBULANCE general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to VERNON AMBULANCE prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY**: The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES**: Students are subject to the policies and regulations of VERNON AMBULANCE, and during clinical assignments, students will abide by the standards set for VERNON AMBULANCE's employees in matters relating to patient care, along with VERNON AMBULANCE's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING**: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet VERNON AMBULANCE's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to VERNON AMBULANCE's a list of completed trainings and related student names upon request.
12. **VACCINATIONS**: CMH will provide VERNON AMBULANCE with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B
  - d. Tetanus, Diphtheria, and Pertussis (TDAP).
13. **OTHER VERIFICATIONS**: CMH will provide VERNON AMBULANCE with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.

14. **ORIENTATION**: VERNON AMBULANCE's personnel will orient CMH's instructors with VERNON AMBULANCE's policies and practices prior to the arrival of students for field assignments.
15. **SCHEDULING**: VERNON AMBULANCE shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and VERNON AMBULANCE shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
16. **UNIFORM**: While working with VERNON AMBULANCE, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by VERNON AMBULANCE while performing clinical rotations. If VERNON AMBULANCE does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by VERNON AMBULANCE's guidelines for PPE usage.
17. **CLINICAL COORDINATOR**: VERNON AMBULANCE will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
18. **PRECEPTORS**: VERNON AMBULANCE will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
  - a. **IN-HOSPITAL PRECEPTORS**: Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by VERNON AMBULANCE as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
  - b. **AMBULANCE FIELD EXPERIENCE FTOS**: Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by VERNON AMBULANCE as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.

c. **AMBULANCE FIELD INTERNSHIP MENTORS**: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by VERNON AMBULANCE upon request. If VERNON AMBULANCE does not have formal preceptor training, CMH can provide access to online education.

19. **ACCREDITATION SITE VISIT**: VERNON AMBULANCE will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. VERNON AMBULANCE will permit authorities responsible for accreditation of CMH's curriculum to inspect VERNON AMBULANCE clinical facilities and services as necessary.

20. **STUDENT DISCIPLINE**: Students may be permanently dismissed from participation in clinical experiences at VERNON AMBULANCE after the appropriate disciplinary policies and procedures of VERNON AMBULANCE have been followed. VERNON AMBULANCE may require any student to immediately leave its premises if VERNON AMBULANCE reasonably believes the student poses an immediate threat or danger. VERNON AMBULANCE and CMH will immediately notify the other of the removal of a student from clinical sessions. If VERNON AMBULANCE is providing notice to CMH, it will provide an explanation of the basis for removal.

C. **DELAY**: The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.

D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

### IV. Execution



A. In witness thereof, the parties have executed this agreement on the date below.

**B. For Vernon County Ambulance District:**

Leland Splitter, Director

Signature: 

Date: 9-29-20

**C. For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature: 

Date: 9/15/20

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# Sub-Section 1-105-84 - Clinical Agreement - WARSAW-LINCOLN AMBULANCE

CMH EMS Education Manual

Current version: 14

## Clinical Student Agreement between Warsaw-Lincoln Ambulance District and Citizens Memorial Hospital

### I. Parties

#### A. Warsaw-Lincoln Ambulance District

1. Nathan Burton, Administrator
2. 660-438-2993
3. Warsaw, MO 65355
4. Hereinafter referred to as WARSAW-LINCOLN AMBULANCE

#### B. Citizens Memorial Hospital

1. Gary Fulbright, CEO
2. 417-326-6000
3. 1500 N Oakland Ave, Bolivar, MO 65613
4. Hereinafter referred to as CMH

### II. Recitals

- A. **AGREEMENT**: This agreement is made and entered into by and between Warsaw-Lincoln Ambulance District, hereinafter known as WARSAW-LINCOLN AMBULANCE, and Citizens Memorial Hospital, hereinafter known as CMH.
- B. **PURPOSE**: The purpose of this agreement is to provide guidelines regarding the clinical experience of students enrolled in Emergency Medical Services (EMS) Academy (including, but not limited to: Emergency Medical Responder, Emergency Medical Technician, Paramedic, Critical Care Paramedic, and/or Community Paramedic) programs offered by CMH. It is to the mutual benefit of CMH and

WARSAW-LINCOLN AMBULANCE to provide satisfactory clinical experiences for students enrolled in the programs at CMH. CMH and WARSAW-LINCOLN AMBULANCE agree to the following provisions:

1. **REPLACING STAFF**: Students assigned to WARSAW-LINCOLN AMBULANCE will have the status of “learners” and will not replace WARSAW-LINCOLN AMBULANCE’s staff employees or have final responsibility for patient care. WARSAW-LINCOLN AMBULANCE will maintain at all times a sufficient level of staff employees to carry out its regular duties and, when appropriate, to provide adequate supervision of students. WARSAW-LINCOLN AMBULANCE will retain complete responsibility for patient care. It is the expectation and desire of the parties that students will observe, assist, and apply skills and techniques in accordance with their abilities and skills, as developed during the course of their study.
2. **EMPLOYMENT EXPECTATIONS**: Students will be treated as trainees who have no expectation of receiving compensation or future employment from WARSAW-LINCOLN AMBULANCE.
3. **BENEFITS**: It is understood and agreed that students are not employed by WARSAW-LINCOLN AMBULANCE and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. CMH will provide Workers' Compensation insurance for CMH faculty and students in connection with their activities under this contract.
4. **NON-DESCRIMINATION**: Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
5. **EXPENSES**: WARSAW-LINCOLN AMBULANCE shall have no responsibility to CMH for any expense, meal cost, laundering costs or medical expense of any student participating in any way connected with or relating to such student's participation, including any illness contracted while participating.
6. **DAMAGE**: All breakage, loss or waste of supplies, damage to facilities or equipment, and all damage to WARSAW-LINCOLN AMBULANCE's property resulting from any act or omission of any student in the program shall be reported by WARSAW-LINCOLN AMBULANCE to CMH.

7. **INJURIES**: WARSAW-LINCOLN AMBULANCE will provide or refer for emergency medical treatment for students (and faculty, if applicable) in the event of accident or injury during assigned clinical experience. CMH will provide WARSAW-LINCOLN AMBULANCE with the name, phone number, and address of CMH's Worker Compensation carrier in the event of a student or faculty member injury.
8. **INSURANCE**: All students and other participants pursuant to this agreement shall have and maintain at no cost or expense to WARSAW-LINCOLN AMBULANCE general liability and professional malpractice insurance for any act or omission of any CMH participant in the program having minimum coverage limits of \$1,000,000 per person and \$1,000,000 per occurrence for any and all claims made or arising out of events occurring during the term of the agreement. CMH shall provide written assurance to WARSAW-LINCOLN AMBULANCE prior to commencement of performance of this agreement that all such insurance is issued and outstanding as herein provided.
9. **CONFIDENTIALITY**: The confidentiality of patient records and student records will be maintained at all times.
10. **POLICIES**: Students are subject to the policies and regulations of WARSAW-LINCOLN AMBULANCE, and during clinical assignments, students will abide by the standards set for WARSAW-LINCOLN AMBULANCE's employees in matters relating to patient care, along with WARSAW-LINCOLN AMBULANCE's practices and policies, including confidentiality of all patient and employee related information.
11. **SAFETY TRAINING**: CMH agrees to provide "core" HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogen/Standard Precautions, and fire safety training to meet WARSAW-LINCOLN AMBULANCE's requirements. Training will be provided by CMH to students and faculty as needed. CMH will provide to WARSAW-LINCOLN AMBULANCE's a list of completed trainings and related student names upon request.
12. **VACCINATIONS**: CMH will provide WARSAW-LINCOLN AMBULANCE with verification of student negative TB test and immunization status. CMH requires all students to be vaccinated (at least the first round of vaccinations, if multi-dose) for the following:
  - a. Measles, Mumps, Rubella, and Rubeola (MMR),
  - b. Seasonal Influenza (if between November and February)
  - c. Hepatitis B

## d. Tetanus, Diphtheria, and Pertussis (TDAP).

13. **OTHER VERIFICATIONS:** CMH will provide WARSAW-LINCOLN AMBULANCE with verification of student current CPR certification, criminal background check, and urine drug screen results, if requested.
14. **ORIENTATION:** WARSAW-LINCOLN AMBULANCE's personnel will orient CMH's instructors with WARSAW-LINCOLN AMBULANCE's policies and practices prior to the arrival of students for field assignments.
15. **SCHEDULING:** WARSAW-LINCOLN AMBULANCE shall determine the maximum allowable number of participants at any one time in any clinical setting, and shall control scheduling at all reasonable times of all clinical experiences and opportunities. CMH and WARSAW-LINCOLN AMBULANCE shall meet periodically at mutually convenient times throughout the term of this agreement to coordinate routine administrative matters incident to this agreement.
16. **UNIFORM:** While working with WARSAW-LINCOLN AMBULANCE, students will dress professionally in a uniform that is mutually agreed upon by both agencies. Students will display a photo ID issued by WARSAW-LINCOLN AMBULANCE while performing clinical rotations. If WARSAW-LINCOLN AMBULANCE does not provide photo IDs, a photo ID indicating student status will be provided by CMH. In the interest of student protection during education activities, CMH personnel on the scene of motor vehicle collisions or in other potentially hazardous environments will wear a PPE ensemble as indicated by WARSAW-LINCOLN AMBULANCE's guidelines for PPE usage.
17. **CLINICAL COORDINATOR:** WARSAW-LINCOLN AMBULANCE will designate an appropriate staff member to coordinate educational activities with CMH. CMH faculty will retain overall responsibility for the selection of appropriate learning experiences for students and the evaluation of student performance.
18. **PRECEPTORS:** WARSAW-LINCOLN AMBULANCE will designate specific staff as preceptors or field training officers (FTO's) to facilitate students' learning during agreed upon clinical term(s).
  - a. **IN-HOSPITAL PRECEPTORS:** Students in hospital settings or other non-ambulance settings should be assigned a preceptor that is identified by WARSAW-LINCOLN AMBULANCE as an employee who is an

experienced practitioner and instructor for new hires and students to facilitate learning experiences.

- b. **AMBULANCE FIELD EXPERIENCE FTOS**: Students riding on ambulances (not performing as team lead) should be assigned an FTO that is identified by WARSAW-LINCOLN AMBULANCE as an employee who is an experienced practitioner and instructor for new hires and students to facilitate learning experiences.
- c. **AMBULANCE FIELD INTERNSHIP MENTORS**: Paramedic students riding on ambulance in the final phase of their training must ride with an assigned mentor for a specified number of calls and with FTOs for the remainder of their field internship time. Field internship time is where the student acts as team lead. All mentors and FTOs in this phase must have documented preceptor training. Such documentation shall be provided to CMH by WARSAW-LINCOLN AMBULANCE upon request. If WARSAW-LINCOLN AMBULANCE does not have formal preceptor training, CMH can provide access to online education.

19. **ACCREDITATION SITE VISIT**: WARSAW-LINCOLN AMBULANCE will maintain all standards that make it eligible for approval as a clinical site for instruction in a state-accredited program. WARSAW-LINCOLN AMBULANCE will permit authorities responsible for accreditation of CMH's curriculum to inspect WARSAW-LINCOLN AMBULANCE clinical facilities and services as necessary.

20. **STUDENT DISCIPLINE**: Students may be permanently dismissed from participation in clinical experiences at WARSAW-LINCOLN AMBULANCE after the appropriate disciplinary policies and procedures of WARSAW-LINCOLN AMBULANCE have been followed. WARSAW-LINCOLN AMBULANCE may require any student to immediately leave its premises if WARSAW-LINCOLN AMBULANCE reasonably believes the student poses an immediate threat or danger. WARSAW-LINCOLN AMBULANCE and CMH will immediately notify the other of the removal of a student from clinical sessions. If WARSAW-LINCOLN AMBULANCE is providing notice to CMH, it will provide an explanation of the basis for removal.

C. **DELAY**: The delay or failure of performance by either party will not constitute default under the terms of this agreement, nor will it give rise to any claims against either party for damages. The sole remedy for breach of this agreement will be immediate termination.

- D. This agreement will in no way be interpreted as creating an agency or employment relationship between the parties.

### III. Duration

- A. This agreement may be terminated by either party upon written notice to the other given not less than thirty (30) days in advance. Until such notice is given, this agreement will automatically renew annually.

### IV. Execution

- A. In witness thereof, the parties have executed this agreement on the date below.

**B. For Warsaw-Lincoln Ambulance District:**

Nathan Burton, Administrator

Signature:



Date: 9-28-2020

**C. For Citizens Memorial Hospital:**

Gary Fulbright, CEO

Signature:



Date:

9/15/20

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# Section 1-110 - Clinical Agreements (other schools to CMH)

## CMH EMS Education Manual

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**Note:** Copies of signed documents are kept on file with the Pre-Hospital Services Clinical Chief at Citizens Memorial Hospital.

### Sub-Sections:

Link	Agency	Date signed by agency	Date signed by CMH	Notes
<a href="#">1-110-08</a>	Boone County Fire Protection District	9/1/11	8/23/11	
<a href="#">1-110-16</a>	Central Jackson County Fire Protection District			
<a href="#">1-110-24</a>	Crowder College			
<a href="#">1-110-32</a>	Ebenezer Fire Protection District			
<a href="#">1-110-40</a>	Jim Bayer			
<a href="#">1-110-48</a>	LifeStar			
<a href="#">1-110-56</a>	Morrisville Fire Protection District			
<a href="#">1-110-64</a>	Ozarks Technical Community College	5/6/09	5/22/09	
<a href="#">1-110-72</a>	South Howell County Ambulance District			
<a href="#">1-110-80</a>	Willard Fire Protection District			
<a href="#">1-110-88</a>	University of Missouri Health Care EMS Insitute			



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/09/20		Created this section from documents on file.

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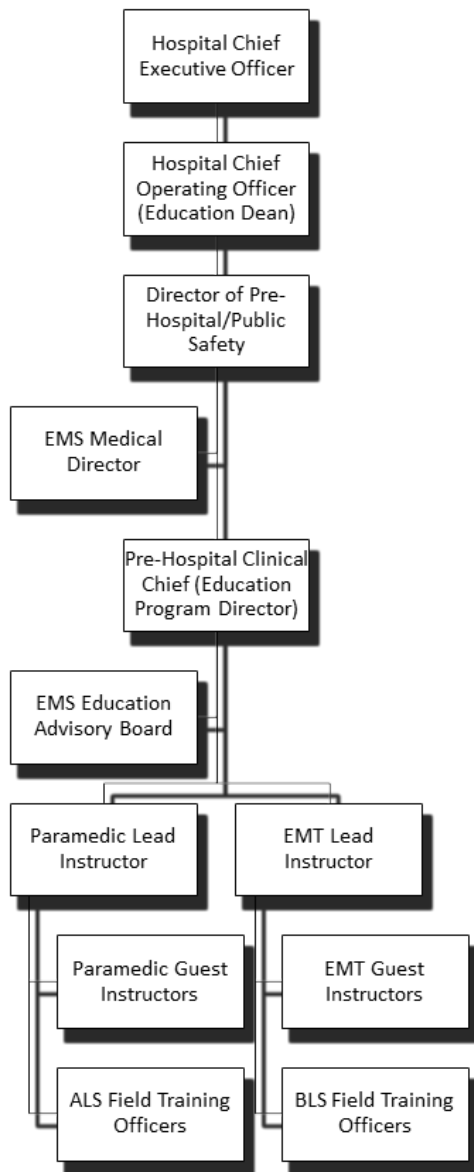
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# Section 1-120 - Organizational Chart

## CMH EMS Education Manual

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Generic organizational chart for the EMS Education Department:



[Link to the most recent detailed Pre-Hospital Services Organizational Chart](#) (must be logged in to view this chart). This link includes individual names for both the operational and clinical departments. Education is a section of the clinical department.

## Change Log:

Date	Link to previous version	Description of change
01/29/17	<a href="#">pdf</a>	Updated org chart.
04/04/17	<a href="#">pdf</a>	Updated org chart.
01/15/19	<a href="#">pdf</a>	Updated org chart.
07/17/19		Changed document number from 1-400 to 1-120
04/15/20	<a href="#">pdf</a>	Updated org chart.
09/20/20		Moved this section to the online format.

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# Section 1-160 - Training Budget

## CMH EMS Education Manual

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### Purpose

Provide fiscal support for personnel, acquisition, and maintenance of equipment, supplies, and faculty/staff continuing education.

### Annual Budgets

Fiscal Year	Budgeted Expenses	Budgeted Income	Budgeted Profit	Notes
2016-2017	\$8,000	\$0	-\$8,000	Integrated into the operations budget as a line-item.
2017-2018	\$206,000	\$117,000	-\$89,000	First year for a standalone EMS Education Department. First paramedic academy with one employee in the department.
2018-2019	\$165,000	\$129,000	-\$36,000	Second paramedic academy with one employee in the department.
2019-2020	\$187,000	\$90,000	-\$97,000	Third paramedic academy with two employees in the department.

Note: Fiscal year starts June 1st.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/21/16		Added this section.
01/29/17		Added 2017 budget request.
07/17/19		Changed document number from 1-500 to 1-160
07/17/19	<a href="#">pdf</a>	Updated based on FY 19-20 budget.
09/09/19	<a href="#">pdf</a>	Updated and reformatted the presentation of education budgets.
09/20/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 1-200 - Medical Director

CMH EMS Education Manual

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## Sub-Sections:

- [1-200-11 - Medical Director Purpose](#)
- [1-200-22 - Medical Director Responsibilities](#)
- [1-200-33 - Medical Director Qualifications](#)
- [1-200-44 - Medical Director Job Description](#)
- [1-200-55 - Medical Director Appointment Letter](#)
- [1-200-66 - Medical Director Acceptance Letter](#)
- [1-200-77 - Medical Director Curriculum Vitae](#)
- [1-200-88 - Medical Director Credentials](#)

## Change Log:

Date	Link to previous version	Description of change
01/21/16	<a href="#">pdf</a>	Added link to reference Section 7.120 - MO BEMS documents
04/11/17	<a href="#">pdf</a>	Corrected a typo on 1.600.50.
07/11/17		Added responsibilities and qualifications for NAEMT PHTLS. Modified appointment and acceptance letters from Dr. Roger Merk to Dr. Megan Carter. Added new CoAEMSP change in medical director form for Dr. Carter. Changed all licenses and certifications to Dr. Carter.
09/10/18	<a href="#">pdf</a>	Moved all curriculum vitae and licenses/certifications copies to another document.
07/17/19		Changed document number from 1-600 to 1-200
08/23/19	<a href="#">pdf</a>	Added Mr. Babb signature to appointment letter.
09/09/19	<a href="#">pdf</a>	Added scanned signatures for new medical director.
04/15/20	<a href="#">pdf</a>	Added Dr. Nicholes as medical director.
10/12/20		Moved this section to the online format.

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# Sub-Section 1-200-11 - Medical Director Purpose

## CMH EMS Education Manual

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Fulfill responsibilities specified in CoAEMSP accreditation standard III.B.2.a and meet qualifications specified in CoAEMSP accreditation standard III.B.2.b.

### Change Log:

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-200-22 - Medical Director Responsibilities

## CMH EMS Education Manual

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These responsibilities are based on CoAEMSP Accreditation Standard II.B.2.a. The medical director must be responsible for medical oversight of the program and must:

1. Review and approve the educational content of the [EMT and paramedic] program[s] curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed pre-hospital or emergency care practices.
2. Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in [this document for the EMT and paramedic programs].
3. Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship.
4. Review the progress of each student throughout the [EMT and paramedic] program, and assist in the determination of appropriate corrective measures, when necessary. Corrective measures should occur in the cases of adverse outcomes, failing academic performance, and disciplinary action.
5. Ensure the competence of each graduate of the [EMT and paramedic] program[s] in the cognitive, psychomotor, and affective domains.
6. Engage in cooperative involvement with the [EMT and paramedic] program director.
7. Ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician.
8. Ensure educational interaction of physicians with students. The Medical Director interaction should be in a variety of settings, such as lecture, laboratory, clinical, and field internship. Interaction may be by synchronous electronic methods.

These responsibilities are based on the NAEMT PHTLS Instructor's Manual. The course medical director has the following responsibilities:

1. The course medical director will be available, on site or by telephone, to the course coordinator to address medical questions that may arise in the progress of the course.
2. Ideally, the course medical director should actively participate in the course by lecturing, presenting skill stations, or evaluating students.
3. The course medical director will advise the national, regional, or state coordinator of any problems with courses or instructors in writing in a timely manner.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.



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# Sub-Section 1-200-33 - Medical Director Qualifications

## CMH EMS Education Manual

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These qualifications are based on CoAEMSP Accreditation Standard II.B.2.b. The Medical Director must:

1. Be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients.
2. Have adequate training and experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care.
3. Be an active member of the local medical community and participate in professional activities related to out-of-hospital care.
4. Be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative, and regulatory issues regarding the education of Emergency Medical Services Professions.

These qualifications are based on NAEMT PHTLS Instructor's Manual:

1. The course medical director must be a licensed physician who is an ATLS or PHTLS provider and preferably an ATLS or PHTLS instructor.

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# Sub-Section 1-200-44 - Medical Director Job Description

CMH EMS Education Manual

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Official job description can be downloaded here: [MD-job-description.pdf](#).

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**CITIZENS MEMORIAL HOSPITAL  
CITIZENS MEMORIAL HEALTHCARE FOUNDATION  
Job Description**

**DEPARTMENT: EMERGENCY SERVICES**

**STATUS: EXEMPT**

**TITLE: MEDICAL DIRECTOR OF EMERGENCY SERVICES**

**JOB CODE:      CONTRACT:**

**REPORTS TO: CHIEF EXECUTIVE OFFICER**

**CITIZENS MEMORIAL HEALTHCARE MISSION**

Caring for every generation through exceptional services by leading physicians and a compassionate healthcare team.

**DEPARTMENT OBJECTIVE**

To provide prompt, quality care (including assessment, intervention, evaluation, and referral) to all persons presenting to the Emergency Department, regardless of race, creed, sex, national origin, or ability to pay.

**JOB SPECIFICATIONS: Review and initial annually adding any new education, training, license, certifications, or experience.**

REQUIRED Education & Training	REQUIRED Licensure & Certifications	REQUIRED LIFE SUPPORT Certifications	REQUIRED Experience
<ul style="list-style-type: none"> <li>• Current Missouri License to practice medicine</li> <li>• Must Pass Annual Competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Current Missouri License to practice medicine</li> <li>• SAFE Training at appropriate level within one year, renew annually</li> </ul>	<ul style="list-style-type: none"> <li>• Health Care Provider CPR within 6 months of employment</li> <li>• ATLS Provider</li> <li>• ACLS Provider</li> <li>• PALS Provider</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Preferred Education & Training	Preferred Certifications	Preferred Experience
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**JOB SUMMARY**

Administers medical treatment to Emergency Services patients, stays current of regulations regarding medical care in the Emergency Room, coordinates policies and procedures with the Director of Emergency Nursing Services, identifies and meets the educational needs of the Emergency Department staff, coordinates departmental activities with other departments and personnel, maintains all required documentation, sets an example to staff and other employees by professional attitude and behavior; behaves in a manner consistent with mission and objectives of CMH and performs other duties as requested.

**FUNCTIONAL REQUIREMENTS**

See appropriate Physical Requirements sheet for this position.



## JOB SPECIFIC REQUIREMENTS

JOB SPECIFICS/RESPONSIBILITIES: NOT ALL INCLUSIVE NOR ALL REQUIRED FOR EVERY ROLE	
<b>MEDICAL DIRECTOR:</b>	
1.	Serves as the Medical Director of the Emergency Department.
A.	Responsible for scheduling physician coverage for the Emergency Department, 24 hours per day, seven days per week, including holidays.
B.	Remains current of the regulations regarding medical care in the Emergency Department.
C.	Aids in the recruitment of Emergency Department physicians.
D.	Maintains guidelines and daily time records regarding time allocations for patients in the Emergency Department.
E.	Functions as the Medical Director of Pre-Hospital Services Department, Hickory County Pre-Hospital Services, and Polk County fire and Rescue, and Hickory county Fire and Rescue providing guidelines in protocol and conduct in the field, including total quality management.
F.	Is responsible for the rules and regulations of the medical staff that relate to patient safety and privileges and to the quality and scope of emergency situations.
<b>PHYSICIAN:</b>	
1.	Provides services as a physician, which is rendered in a competent, efficient, and satisfactory manner according to the standards of medical practice and professional duties of medical practitioners as determined by the medical staff of CMH.
A.	Patients are seen in a timely manner as proscribed by quality improvement guidelines.
B.	Medical treatment provided will be appropriate to the patient's symptoms.
C.	Medical records are dictated, reviewed, and signed in a timely fashion as outlined in the Medical Records policies and procedures.
1.	Maintains adequate number of continuing medical education requirements as outlined in the employee contract.
<b>Guiding Service Principles:</b> Meets or exceeds established expectations of P= Positive; R= Respectful; I = Innovative; D = Dedicated; E = Empowered	

## **EMS MEDICAL DIRECTOR ADDENDUM**

### **CITIZENS MEMORIAL HOSPITAL EMERGENCY DEPARTMENT**

#### **QUALIFICATIONS**

- Be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients.
- Have adequate training and experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care.
- Be an active member of the local medical community and participate in professional activities related to out-of-hospital care.
- Be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative, and regulatory issues regarding the education of Emergency Medical Services Professions.

#### **RESPONSIBILITIES**

These responsibilities are based on CoAEMSP Accreditation Standard II.B.2.a. The medical director must be responsible for medical oversight of the program and must:

- Review and approve the educational content of the [EMT and paramedic] program[‘s] curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed pre-hospital or emergency care practices.
- Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in [this document for the EMT and paramedic programs].
- Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship.
- Review the progress of each student throughout the [EMT and paramedic] program, and assist in the determination of appropriate corrective measures, when necessary. Corrective measures should occur in the cases of adverse outcomes, failing academic performance, and disciplinary action.
- Ensure the competence of each graduate of the [EMT and paramedic] program[s] in the cognitive, psychomotor, and affective domains.
- Engage in cooperative involvement with the [EMT and paramedic] program director.
- Ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician.
- Ensure educational interaction of physicians with students. The Medical Director interaction should be in a variety of settings, such as lecture, laboratory, clinical, and field internship. Interaction may be by synchronous electronic methods.
- Attend QA meeting quarterly and two all-staff meetings annually
- Participate in monthly quality review with EMS director
- Assist EMS director in protocol development and roll-outs

Physician signature below acknowledges receipt of this Job Description, acknowledges understanding of its contents, and acknowledges this addendum and the compensation associated with the position may be terminated by Physician or Triad at any time and without cause or notice.

**Triad Physician Solutions, LLC**

**Physician:**

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

Its: CEO \_\_\_\_\_

Andrew Nicholes \_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Sub-Section 1-200-55 - Medical Director Appointment Letter

## CMH EMS Education Manual

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Date: January 1st, 2023

Keith Butvilas  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: MD Appointment/Acceptance

Dear Dr. Butvilas:

Citizens Memorial Hospital is delighted to appoint Keith Butvilas, DO to serve as Medical Director effective January 1st, 2023.

Dr. Butvilas appears to meet the following Medical Director qualifications as validated by their current Curriculum Vitae and State Medical license.

Qualifications - The Medical Director must:

1. Be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care and acutely ill and injured patients.
2. Have adequate training or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care.
3. Be an active member of the local medical community and participate in professional activities related to out-of-hospital care.
4. Be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative, and regulatory issued regarding the education of the Emergency Medical Services Professions.

Signature of Chief Executive Officer:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.
12/01/22	<a href="#">pdf</a>	Updated to Dr. Butvilas.

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# Sub-Section 1-200-66 - Medical Director Acceptance Letter

## CMH EMS Education Manual

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Date: January 1st, 2023

Michael Calhoun  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: MD Appointment/Acceptance

Dear Mr. Calhoun:

I, Keith Butvilas attest that I do meet or exceed the listed qualification for the position of Medical Director and do hereby accept this appointment to perform the responsibilities of the position as described in the CAAHEP Standards and Guidelines (Standards III.B.2).

Responsibilities: The medical director must be responsible for medical oversight of the program and must:

1. Review and approve the educational content of the program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed prehospital or emergency care practice.
2. Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in these standards.
3. Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship.
4. Review the progress of each student throughout the paramedic program, and assist in the determination of appropriate corrective measures, when necessary.
5. Ensure the competence of each graduate of the paramedic program in the cognitive, psychomotor, and affective domains.
6. Engage in cooperative involvement with the program director.
7. Ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician.
8. Ensure educational interaction of physicians with paramedic students.

Signature of Appointee:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.
12/01/22	<a href="#">pdf</a>	Updated to Mr. Calhoun and Dr. Butvilas.



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# Sub-Section 1-200-77 - Medical Director Curriculum Vitae

CMH EMS Education Manual

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The Medical Director's curriculum vitae can be downloaded here: [MD-CV.pdf](#).

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**Andrew V. Nicholes DO, MA**  
2314 Scotney Ct  
College Station, TX 77845  
Cell (541)761-5826  
e-mail: [drnicholes@gmail.com](mailto:drnicholes@gmail.com)



#### **Education:**

- Emergency Medicine Residency July 1, 2002 – June 30, 2005.  
Lehigh Valley Hospital. Allentown, PA.
- Emergency Medicine Emphasis Internship Completed June 30, 2002  
South Pointe Hospital, Cleveland Clinic Health System. Warrensville Heights, Ohio.
- D.O.** received May 20, 2001.  
University of Health Sciences College of Osteopathic Medicine. Kansas City, MO.
- M.A.** in Biological Sciences received May 1995.  
Washington University in St. Louis. St. Louis, MO.
- B.S.** in Biological Sciences received May 1992.  
University of Tulsa. Tulsa, OK.

#### **Board Certification:**

Emergency Medicine Board Certified. Expires 12/2026 (ABOEM).

#### **Medical Licensure / Certifications:**

- License to practice in: Texas, Arizona, Hawaii, and Oregon.
- Hyperbaric Medicine Team Training. International ATMO
- ATLS, APLS, PALS and Tactical Physician.
- Emergency Ultrasound Certified.

#### **Professional Employment:**

- Adeptus Health, First Choice Emergency Room (Free-Standing Emergency Dept)  
Houston, TX  
August 2016 - Current
- United States Army Reserve Medical Corps.  
July 2018 - Current  
June 2003 - August 2009.  
Deployed to Iraq with the 21<sup>st</sup> Combat Support Hospital December 2006 - March 2007.
- The Emergency Group Hawaii (TEG)  
Assistant Clinical Professor University of Hawaii John A Burns School of Medicine  
The Queen's Medical Center. Honolulu, HI  
April 2017-August 2019(prn)  
August 2013-September 2014. (full-time)
- Medical Center Emergency Physicians (Free-Standing Emergency Dept)  
Bellaire, TX  
June 2015 – March 2018

- Emergency Services Partners (ESP)  
Assistant Clinical Professor Texas A&M School of Medicine  
St Joseph Regional Health Center. Bryan, TX  
October 2014 – Jan 2017
- Bay Area Hospital. Coos Bay, OR.  
July 2009 – March 2014. (prn from June 2012)
- Hawaii Emergency Physicians Associates (HEPA)  
Hilo Medical Center and North Hawaii Community Hospital.  
July 2012- June 2013.
- VA Medical Center Roseburg (Part-time). Roseburg, OR.  
April 2010 – Feb 2012.
- Mercy Medical Center in partnership with CEP America. Roseburg, OR.  
December 2008 – June 2010.
- Asante Health System (Three Rivers Community Hospital and Rogue Valley Medical Center). Grants Pass, OR.  
July 2005 – January 2009.

#### ***Emergency Medical Services:***

- Medical Director for Air Rescue Systems. Ashland, OR Jan 2013 - March 2016
- Medical Director for Coos County ERT (SWAT) 6/2011-3/2014.
- NAEMSP Medical Director's Course January 2010.
- Medical Director for 911 Dispatch Center for Josephine County, OR. Mar '09-June '12.
- Agent for Medical Director of Josephine County, OR June 2006 - Feb 2012
- Emmaus Ambulance ALS Assistant Medical Director. June 2004 - June 2005
- West End Ambulance BLS Medical Director. July 2003 - June 2005 Effort, PA.

#### ***Appointments***

- Appointed to State EMS Advisory Committee. Oregon Department of Human Services Section of EMS and Trauma Systems. Also served on the Subcommittee on Certification and Discipline. Portland, OR. July 2009 – Feb 2012.
- Appointed by Oregon Governor to Governor's Advisory Committee for Driving Under the Influence of Intoxicants (DUII). April 2010 – June 2012.

#### ***Professional Interests:***

In addition to practicing Emergency Medicine I have a strong interest in medical support for military and law enforcement operations. I have taught and have been directly involved in Tactical Emergency Medicine (providing medical care for SWAT/Tactical operations). As a result of my involvement in Tactical Medicine I began providing consultation, education, and training to officers about drugs and impaired driving for multiple agencies. This resulted in a national speaking engagement. Recently, I have become interested in Hyperbaric Medicine. While I have not practiced in this specific field, I have always been very interested in SCUBA and Dive Medicine.

***Extracurricular interests:***

I have a variety of interests that include SCUBA, flying airplanes, target shooting, CrossFit, hiking, white-water rafting, and several other outdoor activities.

***Presentations/Teaching:***

- Invited speaker to Texas Impaired Driving Forum Austin, TX February 2018.
- Invited speaker to Missouri DWI/Traffic Safety and DRE Recertification Conference. June 2017
- Assistant Clinical Professor at Texas A&M School of Medicine
- Assistant Clinical Professor at University of Hawaii John A Burns School of Medicine.
- Invited speaker to International Association of Chief of Police National Drug Recognition Expert National Conference. August 2016
- Invited Testimony to combined State Senate and House Judiciary Committee regarding non-controlled substances and impaired driving.
- Invited speaker to Oregon Drug Recognition Expert Conference. April 2011.
- Instructor for CONTOMS (Counter Narcotics and Terrorism Operational Medical Support).
- Instructor for TMI (Tactical Medics International). SWAT medic courses.
- Adjunct Instructor for Oregon State Police and Honolulu Police Dept Drug Recognition Expert (DRE) program and Advanced Roadside Impaired Driving Enforcement (A-RIDE).

**Publications:**

Using Human Patient Simulators to Train Tactical Emergency Medical Providers. Nicholes A, Rupert R, Bond W, McCarthy J. **JEMS.com** July 2006.

Fulfilling EMS residency requirements using Tactical EMS. Nicholes A. **Newsletter of ACEP Section on Tactical Emergency Medicine**. 2003 Vol 1. No 1.

Behavior and therapeutic efficacy of beta-glucuronidase-positive mononuclear phagocytes in a murine model of mucopolysaccharidosis type VII. Freeman BJ, Roberts MS, Vogler CA, Nicholes A, Hofling AA, Sands MS. **Blood**. 1999; 94(6):2142-50.

Enzyme replacement therapy for murine mucopolysaccharidosis type VII leads to improvements in behavior and auditory function. O'Connor LH, Erway LC, Vogler CA, Sly WS, Nicholes A, Grubb J, Holmberg SW, Levy B, Sands MS. **J Clin Invest**. 1998; 101(7):1394-400.

Gene therapy for murine mucopolysaccharidosis type VII. Sands MS, Wolfe JH, Birkenmeier EH, Barker JE, Vogler C, Sly WS, Okuyama T, Freeman B, Nicholes A, Muzyczka N, Chang PL, Axelrod HR. **Neuromuscular Disorders** 1997; 7(5):352-60.

FimH adhesin of type 1 pili is assembled into a fibrillar tip structure in the Enterobacteriaceae. Jones CH, Pinkner JS, Roth R, Heuser J, Nicholes AV, Abraham SN, Hultgren SJ. **PNAS** 1995; 92(6):2081-5.

Fim C is a periplasmic PapD-like chaperone that directs assembly of type 1 pili in bacteria. Jones CH, Pinkner JS, Nicholes AV, Slonim LN, Abraham SN, Hultgren SJ. **PNAS** 1993; 90(18):8397-401.



# Sub-Section 1-200-88 - Medical Director Credentials

CMH EMS Education Manual

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A file is maintained by the program director containing all current licenses, certifications, and credentials.

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# Section 1-240 - Faculty, General

## CMH EMS Education Manual

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### **Faculty Purpose**

Provide instruction, supervision, and timely assessments of student progress in meeting program requirements. Work with advisory committee (if applicable), administration, clinical and field internship affiliates and communities of interest to enhance the program.

### **Support Personnel Purpose**

Provide support personnel and services to ensure achievement of program goals and outcomes (i.e. admissions, registrar, advising, tutoring, and clerical).

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<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 1-625 to 1-240
09/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 1-280 - Program Director

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## Sub-Sections:

- [1-280-09 - Program Director Requirements](#)
- [1-280-18 - Program Director Minimum Qualifications](#)
- [1-280-27 - Program Director Responsibilities](#)
- [1-280-36 - Program Director Description of Duties](#)
- [1-280-45 - Program Director Job Description](#)
- [1-280-54 - Program Director Appointment Letter](#)
- [1-280-63 - Program Director Acceptance Letter](#)
- [1-280-72 - Program Director Curriculum Vitae](#)
- [1-280-81 - Program Director Credentials](#)

**Change Log:**

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03/07/17	<a href="#">pdf</a>	Added copies of instructor certifications.
09/10/18	<a href="#">pdf</a>	Moved all curriculum vitae and licenses/certifications copies to another document.
07/17/19		Changed document number from 1-650 to 1-280
09/09/19	<a href="#">pdf</a>	Added back signatures from 2017 that somehow got removed from the document.
10/12/20	<a href="#">pdf</a>	Moved this section to the online format.



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# Sub-Section 1-280-09 - Program Director Requirements

## CMH EMS Education Manual

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Primary faculty must have certifications on file that indicate they have the education and experience on file to be a professional educator. Examples might include, but not limited to: Over 40 hours of instructor education (Emergency Services Instructor II, EMS Instructor/Coordinator, or Teacher/Educator College Degree).

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# Sub-Section 1-280-18 - Program Director Minimum Qualifications

## CMH EMS Education Manual

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- Possess a minimum of a Bachelor's degree to direct a paramedic program and a minimum of an Associate's degree to direct an advanced emergency medical technician program from an accredited institution of higher education. Preferred to have a minimum of a Master's degree.
- Have appropriate medical or allied health education, training, and experience. Have field experience in the delivery of out-of-hospital emergency care. Have academic training and preparation related to emergency medical services at least equivalent to that of the level of program graduates. Current licensure and at least two years clinical experience in the level of program graduates.
- Be knowledgeable about methods of instruction, testing, and evaluation of students. Should be able to demonstrate knowledge gained in the following classes:
  - NFPA 1041 - Professional Qualifications for Fire Department Instructor (level III) OR
  - Emergency Medical Services Instructor/Coordinator.
- Be knowledgeable about the current versions of the National EMS Scope of Practice, National EMS Education Standards, and about evidenced-informed clinical practice.
- Must have the ability to supervise and evaluate all students in the classroom and training evolutions.
- Primary faculty must also have enough education and experience in the field of the program they are managing to qualify them to instruct others. This qualification is at the discretion of the EMS Director.
- Experience as an instructor.

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# Sub-Section 1-280-27 - Program Director Responsibilities

## CMH EMS Education Manual

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The program director must be responsible for all aspects of the program, including, but not limited to:

- The administration, organization, and supervision of the educational program.
- The continuous quality review and improvement of the educational program.
- Long range planning and ongoing development of the program.
- The effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program.
- Cooperative involvement with the medical director.
- The orientation, training, and supervision of clinical and field internship preceptors.



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# Sub-Section 1-280-36 - Program Director Description of Duties

## CMH EMS Education Manual

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- Identifies or develops lesson plans for programs and education events.
- Identifies or develops lesson plans.
- Organizes the learning environment so that learning is maximized.
- Develops record-keeping requirements to meet applicable licensure, state, and accreditation requirements.

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# Sub-Section 1-280-45 - Program Director Job Description

CMH EMS Education Manual

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Official job description can be downloaded here: [PD-job-description.pdf](#).

### Change Log:

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**CITIZENS MEMORIAL HOSPITAL  
CITIZENS MEMORIAL HEALTHCARE FOUNDATION  
Job Description**

**DEPARTMENT: PRE-HOSPITAL SERVICES**

**STATUS: EXEMPT or NON-EXEMPT**

**TITLE: Clinical Chief/ Paramedic**

**JOB CODE: 3511 CONTRACT: EMT P EC**

**REPORTS TO: DIRECTOR OF PRE-HOSPITAL SERVICES**

**CITIZENS MEMORIAL HEALTHCARE MISSION**

Caring for every generation through exceptional services by leading physicians and a compassionate healthcare team.

**DEPARTMENT OBJECTIVE**

To coordinate and provide pre-hospital care and transportation.

**JOB SPECIFICATIONS: Review and initial annually adding any new education, training, license, certifications, or experience.**

<b>REQUIRED Education &amp; Training</b>	<b>REQUIRED Licensure &amp; Certifications</b>	<b>REQUIRED LIFE SUPPORT Certifications</b>	<b>REQUIRED Experience</b>
<ul style="list-style-type: none"> <li>• Bachelor’s degree</li> <li>• Missouri EMS Instructor/Coordinator or equivalent</li> <li>• Knowledgeable about methods of instruction, testing, and evaluation of students.</li> <li>• Knowledgeable about the current versions of the National and Missouri EMS Scope of Practice, National EMS Education Standards, and evidenced-informed clinical practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Nationally Registered Paramedic</li> <li>• Missouri Paramedic License (or able to obtain within 90 days)</li> </ul>	<ul style="list-style-type: none"> <li>• AHA BLS for Healthcare Provider CPR within 30 days of hire</li> <li>• AHA ACLS certification, within 90 days of hire</li> <li>• AHA PALS certification, within 90 days of hire</li> <li>• PHTLS, ITLS, or equivalent certification within 12 months of hire</li> </ul>	<ul style="list-style-type: none"> <li>• At least two years paramedic clinical experience</li> </ul>

<b>Preferred Education &amp; Training</b>	<b>Preferred Certifications</b>	<b>Preferred Experience</b>
<ul style="list-style-type: none"> <li>• Masters degree</li> </ul>	<ul style="list-style-type: none"> <li>• AHA BLS Instructor</li> <li>• AHA ACLS Instructor</li> <li>• AHA PALS Instructor</li> <li>• NAEMT Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical experience as hospital-based paramedic</li> <li>• Lead instructor experience at EMT or above</li> <li>• Experience with CoAEMSP accreditation</li> </ul>

**JOB SUMMARY**

Performs duties assigned under the direction of the Director of PHS. Provides leadership and administrative support to the Pre Hospital Service Department. Provides the administration, organization, and supervision of the education program. Meets the record-keeping requirements of the paramedic program director. Oversees continuous quality and improvements of PHS clinical performance to assure protocol compliance and provides education as indicated by quality review. May be tasked with additional duties to include assisting with paramedic program direction, EMT program direction, EMT instruction, EMS staff education and competencies, field training officer / preceptor education and

supervision, and/or cooperative involvement with the medical director. Additionally, in times of disaster or high demand on the clinical service, may be tasked with paramedic duties to treat and transport patients in accordance with EMS protocols. In emergency and disaster operations provides administrative and planning support.

**FUNCTIONAL REQUIREMENTS**

See appropriate Physical Requirements sheet for this position.

**JOB SPECIFIC REQUIREMENTS**

<b>JOB SPECIFICS/RESPONSIBILITIES: NOT ALL INCLUSIVE NOR ALL REQUIRED FOR EVERY ROLE</b>
<b>EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC RESPONSIBILITIES</b>
1. Provides pre-hospital services as per CMH policy and procedures, utilizing equipment, supplies, and procedures appropriate to the ages of the patients served including neonate, infant / pediatric, adolescent, adult, and geriatric patient populations for the subsequent duties:
A. Assess and determine scene safety and / or utilizes community / organizational resources to assure scene safety.
B. Initiates advanced life support and makes an accurate initial assessment of patient’s conditions.
C. Knows and performs patient care according to protocols and procedures, acting within limits established by the Bureau of EMS.
D. Maintains calm, professional composure during a crisis situation.
E. Functions as a team leader when necessary, effectively leading the patient-care team in the pre-hospital setting.
F. Utilizes appropriate radio, telephone, and / or other communication skills to effectively communicate patient status / needs to receiving facility / medical control.
G. Transports patients, utilizes other methods of transportation, or relinquishes patient care as per state guidelines and / or medical control.
2. Prepares and maintains ambulances, equipment, and inventory.
A. Demonstrates knowledge of location and function of department vehicles, equipment, and inventory.
B. At beginning of shift, checks vehicles and inventory, documenting checks, noting and correcting inventory shortages and equipment malfunctions.
C. Maintains ambulances and equipment in clean and sanitary condition as per departmental schedule.
D. Follows department-cleaning schedule.
E. Immediately cleans, restocks, and prepares ambulance after each response, keeping out-of-service time to an absolute minimum.
F. Maintains ambulance garage and other work areas in a neat and clean condition.
3. Cooperates and communicates with PHS, Emergency, and Communications Center staff.
A. Communicates ambulance and department status to oncoming staff at shift change, relaying appropriate information about vehicle, equipment, and patient status.
B. Communicates to Communication Center (911) unit status at any point status changes.
4. Prepares and maintains PHS logs, forms, reports, and documentation.
A. Accurately completes State Ambulance form after each run, attaching related documentation with each copy.
B. Completes PHS log for each patient and / or response.
C. Documents a complete assessment on each patient examined, using understandable language and / or organization-approved abbreviations.
D. Other duties as assigned.
<b>Assists PHS the Director</b>
Assuring pre-hospital staff provides services in conjunction with CMH policy and procedures, utilizing equipment, supplies, and procedures appropriate to the ages of the patients served including neonate, infant / pediatric, adolescent, adult, and geriatric patient populations.

**JOB SPECIFICS/RESPONSIBILITIES: NOT ALL INCLUSIVE NOR ALL REQUIRED FOR EVERY ROLE**

- Coordinating with the Medical Director to develops, modifies, and implements patient care protocols.
- With maintaining the license of the ambulance service.
- Assuring Department of Health State Bureau of EMS licensure regulation is implemented and ambulance service is considered in good standing.
- with Maintaining DEA and BNDD licensure of all stations
- Overseeing Orders and coordinates with Medical Director for controlled substances utilized in PHS.
- Oversees the development of mutual aid agreements for EMS law enforcement, fire departments, and EMS volunteer agencies.
- Continuous quality review and improvements of PHS clinical performance to assure protocol compliance
- Continuous quality review and improvements of PHS clinical performance to identify education needs
- Coordinate with the Operations Chief with QA initiatives
- Assists with coaching PHS staff to improve clinical performance
- Develops presents and/or coordinates department competencies.
- Assists the director with record keeping and data collection as assigned.

**PHS EDUCATION COODINATOR RESPONSIBILITIES**

- Administration, organization and supervision of the education program
- Continuous quality review and improvements of the education program
- Long range planning and ongoing development of the education program
- Assure effectiveness of the program to include instruction and faculty
- Assures cooperative involvement with the medical director
- The orientation, training, and supervision of field training officer and internship preceptors
- Supervises lead PHS instructors

**Guiding Service Principles:** Meets or exceeds established expectations of P= Positive; R= Respectful; I = Innovative; D = Dedicated; E = Empowered

# Sub-Section 1-280-54 - Program Director Appointment Letter

## CMH EMS Education Manual

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Date: February 1st, 2017

Theron Becker  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: PD Appointment/Acceptance

Dear Mr. Becker:

Citizens Memorial Hospital is delighted to appoint Theron Becker, EFO, MMPA, FPE, NRP to serve as Program Director effective February 1st, 2017.

Becker appears to meet the following Program Director qualifications as validated by their current curriculum vitae, state and National Registry licensing, and official transcript.

Qualifications - The Program Director must:

1. Possess a minimum of a Bachelor's degree.
2. Have appropriate medical or allied health education, training, and experience.
3. Be knowledgeable about methods of instruction, testing, and evaluation of students.
4. Have field experience in the delivery of out-of-hospital emergency care.
5. Have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic.
6. Be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Education Standards, and about evidenced-informed clinical practice.

Signature of Chief Executive Officer:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-280-63 - Program Director Acceptance Letter

## CMH EMS Education Manual

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Date: February 1st, 2017

Gary Fulbright  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: PD Appointment/Acceptance

Dear Mr. Fulbright:

I, Theron Becker attest that I do meet or exceed the listed qualification for the position of Program Director and do hereby accept this appointment to perform the responsibilities of the position as described in the CAAHEP Standards and Guidelines (Standards III.B.1).

Responsibilities: The program director must be responsible for all aspects of the program, including, but not limited to:

1. The administration, organization, and supervision of the education program.
2. The continuous quality review and improvement of the education program.
3. Long-range planning and ongoing development of the program.
4. The effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program.
5. Cooperative involvement with the medical director.
6. The orientation, training, and supervision of clinical and field internship preceptors.
7. The effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.

Signature of Appointee:

Date:

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# Sub-Section 1-280-81 - Program Director Credentials

CMH EMS Education Manual

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A file is maintained by the program director containing all current licenses, certifications, and credentials.

### Change Log:

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Section 1-320 - Faculty, EMT Lead Instructor

CMH EMS Education Manual

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## Sub-Sections:

- [1-320-12 - EMT Lead Instructor Requirements](#)
- [1-320-24 - EMT Lead Instructor Minimum Qualifications](#)
- [1-320-36 - EMT Lead Instructor Description of Duties](#)
- [1-320-48 - EMT Lead Instructor Appointment / Acceptance Letter](#)
- [1-320-72 - EMT Lead Instructor Curriculum Vitae \(pending\)](#)
- [1-320-84 - EMT Lead Instructor Credentials](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
03/07/17	<a href="#">pdf</a>	Added copies of instructor certifications.
06/09/18	<a href="#">pdf</a>	Updated lead EMT instructors.
09/10/18		Moved all curriculum vitae and licenses/certifications copies to another document.
07/17/19		Changed document number from 1-675 to 1-320
09/09/19	<a href="#">pdf</a>	Added back signatures from 2018 that somehow got removed from the document.
10/12/20	<a href="#">pdf</a>	Moved online

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# Sub-Section 1-320-12 - EMT Lead Instructor Requirements

## CMH EMS Education Manual

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Primary faculty must have certifications on file that indicate they have the education and experience on file to be a professional educator. Examples might include, but not limited to: Over 40 hours of instructor education (Emergency Services Instructor II, EMS Instructor/Coordinator, or Teacher/Educator College Degree).



**Change Log:**

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# Sub-Section 1-320-24 - EMT Lead Instructor Minimum Qualifications

## CMH EMS Education Manual

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- Professional healthcare credential(s) and experience in emergency medicine and pre-hospital care. Current licensure and at least two years clinical experience in the level of course.
- Knowledge of instructional methods. Have teaching experience to deliver content, skills instruction, and remediation. Should be able to demonstrate knowledge gained in the following classes:
  - NFPA 1041 - Professional Qualifications for Fire Department Instructor (level II) OR
  - Emergency Medical Services Instructor/Coordinator.
- Must have the ability to supervise and evaluate all students in the classroom and training evolutions.
- Primary faculty must also have enough education and experience in the field of the program they are managing to qualify them to instruct others. This qualification is at the discretion of the EMS Director.
- Experience as an instructor.

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# Sub-Section 1-320-36 - EMT Lead Instructor Description of Duties

## CMH EMS Education Manual

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- Perform duties assigned under the direction and delegation of the program director.
- Delivers instruction effectively from a prepared lesson plan, including instructional aides and evaluation instruments.
- Adapts lesson plans to the unique requirements of the students.
- Organizes the learning environment so that learning is maximized.
- Meets the record-keeping requirements of the PHS Clinical Chief.
- Assembles course materials, given a specific topic, so that the lesson plan, all materials, resources, and equipment needed to deliver the lesson are obtained.
- Operates audiovisual equipment, and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.
- Utilizes audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media is returned to storage.
- Administers oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that the testing is conducted according to procedures and the security of the materials is maintained.
- Grades student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.
- Reports test results, given a set of test answer sheets or skills checklists, a report form and policies and procedures for reporting so that the results are accurately recorded, the forms are forwarded according to the procedure, and unusual circumstances are reported.
- Provides evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant; include suggestions based on the data.
- May develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments to be approved by the PHS Clinical Chief.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Sub-Section 1-320-48 - EMT Lead Instructor Appointment / Acceptance Letter

CMH EMS Education Manual

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Date: June 8th, 2018

Ryan McDonald  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: EMT Lead Instructor Appointment/Acceptance

Dear Mr. McDonald:

Citizens Memorial Hospital is delighted to appoint Ryan McDonald, EMT-P to serve as EMT Lead Instructor effective June 8th, 2018.

McDonald appears to meet the following EMT Lead Instructor qualifications as validated by their current curriculum vitae, state and National Registry licensing, and official transcript.

Qualifications - The EMT Lead Instructor must:

- 1. Professional healthcare credential(s).
- 2. Experience in emergency medicine and prehospital care.
- 3. Knowledge of instructional methods.
- 4. Teaching experience to deliver content, skills instruction, and remediation.

Signature of Pre-Hospital Clinical Chief:

Date:

I, Ryan McDonald attest that I do meet or exceed the listed qualification for the position of EMT Lead Instructor and do hereby accept this appointment to perform the responsibilities of the position as described.

Signature of Appointee:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# **Sub-Section 1-320-84 - EMT Lead Instructor Credentials**

CMH EMS Education Manual

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A file is maintained by the PHS Clinical Chief containing all current licenses, certifications, and credentials.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Section 1-360 - Faculty, Paramedic Lead Instructor

CMH EMS Education Manual

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## Sub-Sections:

- [1-360-14 - Paramedic Lead Instructor Requirements](#)
- [1-360-28 - Paramedic Lead Instructor Minimum Qualifications](#)
- [1-360-42 - Paramedic Lead Instructor Description of Duties](#)
- [1-360-49 - Paramedic Lead Instructor Job Description](#) (pending)
- [1-360-56 - Paramedic Lead Instructor Appointment / Acceptance Letter](#)
- [1-360-70 - Paramedic Lead Instructor Curriculum Vitae](#) (pending)
- [1-360-84 - Paramedic Lead Instructor Credentials](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/10/18	<a href="#">pdf</a>	Moved all curriculum vitae and licenses/certifications copies to another document.
07/17/19		Changed document number from 1-700 to 1-360
09/09/19	<a href="#">pdf</a>	Added back signatures from 2017 that somehow got removed from the document.
04/15/20	<a href="#">pdf</a>	Added Brice Flynn as lead instructor.
10/12/20		Moved online.



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# Sub-Section 1-360-14 - Paramedic Lead Instructor Requirements

## CMH EMS Education Manual

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Primary faculty must have certifications on file that indicate they have the education and experience on file to be a professional educator. Examples might include, but not limited to: Over 40 hours of instructor education (Emergency Services Instructor II, EMS Instructor/Coordinator, or Teacher/Educator College Degree).

**Change Log:**

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# Sub-Section 1-360-28 - Paramedic Lead Instructor Minimum Qualifications

## CMH EMS Education Manual

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- Must possess a minimum of an Associate's degree for paramedic lead instructor - Bachelor's degree is preferred.
- Professional healthcare credential(s) and experience in emergency medicine and pre-hospital care. Current licensure and at least two years clinical experience in the level of course.
- Knowledge of instructional methods. Have teaching experience to deliver content, skills instruction, and remediation. Should be able to demonstrate knowledge gained in the following classes:
  - NFPA 1041 - Professional Qualifications for Fire Department Instructor (level II) OR
  - Emergency Medical Services Instructor/Coordinator.
- Must have the ability to supervise and evaluate all students in the classroom and training evolutions.
- Primary faculty must also have enough education and experience in the field of the program they are managing to qualify them to instruct others. This qualification is at the discretion of the EMS Clinical Chief.
- Experience as an instructor.

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# Sub-Section 1-360-42 - Paramedic Lead Instructor Description of Duties

## CMH EMS Education Manual

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- Perform duties assigned under the direction and delegation of the program director.
- Delivers instruction effectively from a prepared lesson plan, including instructional aides and evaluation instruments.
- Adapts lesson plans to the unique requirements of the students.
- Organizes the learning environment so that learning is maximized.
- Meets the record-keeping requirements of the PHS Clinical Chief.
- Assembles course materials, given a specific topic, so that the lesson plan, all materials, resources, and equipment needed to deliver the lesson are obtained.
- Operates audiovisual equipment, and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.
- Utilizes audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media is returned to storage.
- Administers oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that the testing is conducted according to procedures and the security of the materials is maintained.
- Grades student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.
- Reports test results, given a set of test answer sheets or skills checklists, a report form and policies and procedures for reporting so that the results are accurately recorded, the forms are forwarded according to the procedure, and unusual circumstances are reported.
- Provides evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant; include suggestions based on the data.
- May develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments to be approved by the PHS Clinical Chief.



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# Sub-Section 1-360-56 - Paramedic Lead Instructor Appointment / Acceptance Letter

## CMH EMS Education Manual

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Date: May 15th, 2020

Brice Flynn  
1500 N Oakland Ave.  
Bolivar, MO 65613

Re: Paramedic Lead Instructor Appointment/Acceptance

Dear Mr. Flynn:

Citizens Memorial Hospital is delighted to appoint Brice Flynn, BA, NRP to serve as Paramedic Lead Instructor effective May 15th, 2020.

Flynn appears to meet the following Paramedic Lead Instructor qualifications as validated by their current curriculum vitae, state and National Registry licensing, and official transcript.

Qualifications - The EMT Lead Instructor must:

1. A minimum of an associate degree.
2. Professional healthcare credential(s).
3. Experience in emergency medicine and prehospital care.
4. Knowledge of instructional methods.
5. Teaching experience to deliver content, skills instruction, and remediation.

Signature of Chief Executive Officer:

Date:

I, Brice Flynn attest that I do meet or exceed the listed qualification for the position of Paramedic Lead Instructor and do hereby accept this appointment to perform the responsibilities of the position as described in the CAAHEP Standards and Guidelines (Standards III.B.6).

Signature of Appointee:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Sub-Section 1-360-84 - Paramedic Lead Instructor Credentials

CMH EMS Education Manual

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A file is maintained by the PHS Clinical Chief containing all current licenses, certifications, and credentials.

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# Section 1-400 - Faculty, Field Training Officers

## CMH EMS Education Manual

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Field Training Officers (FTOs) serve as preceptors for students and new hires.

- Advanced FTOs are ALS-level providers and educators. Paramedic students and Paramedic new-hires are assigned shifts with ALS FTOs.
- Basic FTOs are BLS-level educators who may be BLS-level or ALS-level providers. EMT students, EMT new-hires, and job shadows are assigned shifts with BLS FTOs.

### Sub-Sections:

- [1-400-19 - FTO Requirements](#)
- [1-400-38 - FTO Minimum Qualifications](#)
- [1-400-57 - FTO Description of Duties](#)
- [1-400-76 - FTO Job Description](#) (pending)
- [1-400-84 - FTO Curriculum Vitae](#)
- [1-400-92 - FTO Credentials](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
03/07/17	<a href="#">pdf</a>	Added FTO curriculum and lists of FTOs in all previous years.
10/27/17	<a href="#">pdf</a>	Added 2018 list of FTOs.
07/17/19		Changed document number from 1-725 to 1-400
10/12/20	<a href="#">pdf</a>	Moved online
10/12/20		Moved online.

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# Sub-Section 1-400-19 - FTO Requirements

## CMH EMS Education Manual

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### Prerequisites to be Eligible for FTO Status

- CMH employee for at least one year.
- Licensed at the desired FTO level for at least two years. For example, a new paramedic can still be a BLS FTO if it has been at least two years since they got their EMT license.
- Complete required [Platinum](#) preceptor education.
  - "Platinum Ed EMS Preceptor Training." [This education is only required once.]
  - "CMH PHS Ambulance Preceptor Orientation." [This education is only valid for 12 months and must be repeated for the next year.]
- Attain at least a 90% successful completion rate of competency evaluations over the previous 12 months. Competencies include, but are not limited to, education event every quarter and monthly protocol quizzes.
- Attain at least a 70% top box score on student satisfaction over the previous 12 months. If less than 70%, an action plan may be developed on a case-by-case basis for improvement.
- Attain at least a 70% average score on ePCR documentation and clinical reviews over the previous 12 months.

### FTO Status Approval

- After meeting all prerequisites above, the FTO applicant must be recommended by their direct supervisor. This recommendation is only valid for 12 months. This recommendation may be rescinded at any time by the direct supervisor and FTO status will be revoked.

### FTO Status Maintenance

Annually, all FTOs shall be re-evaluated for eligibility status. Those that maintain all of the eligibility requirements must repeat the following:

- Repeat the required [Platinum](#) preceptor education.
- Direct supervisor must recommend the FTO applicant again for the next 12 months.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-400-38 - FTO Minimum Qualifications

## CMH EMS Education Manual

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- Eighteen years of age or older.
- Must be currently certified and licensed at least at the level of course being taught.
- Must have the ability to supervise and evaluate students in the clinical environment.
- ALS FTOs have been a Paramedic for at least two years, CMH employee for at least one year, and have been recommended by their direct supervisor.
- BLS FTOs have been an EMT for at least two years, CMH employee for at least one year, and have been recommended by their direct supervisor.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-400-57 - FTO Description of Duties

## CMH EMS Education Manual

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- Organizes the learning environment so that learning is maximized.
- Meets the record-keeping requirements of the PHS Clinical Chief.
- Provides evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant; include suggestions based on the data.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-400-84 - FTO Curriculum Vitae

## CMH EMS Education Manual

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A file is maintained by the PHS Clinical Chief containing a resume or curriculum vitae on all field training officers.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-400-92 - FTO Credentials

## CMH EMS Education Manual

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A file is maintained by the PHS Clinical Chief containing all current licenses, certifications, and credentials for all field training officers.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Section 1-440 - Faculty, Guest Instructors

## CMH EMS Education Manual

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Field Training Officers (FTOs) serve as preceptors for students and new hires.

- Advanced FTOs are ALS-level providers and educators. Paramedic students and Paramedic new-hires are assigned shifts with ALS FTOs.
- Basic FTOs are BLS-level educators who may be BLS-level or ALS-level providers. EMT students, EMT new-hires, and job shadows are assigned shifts with BLS FTOs.

### Sub-Sections:

- [1-440-16 - Guest Instructor Requirements](#)
- [1-440-32 - Guest Instructor Minimum Qualifications](#)
- [1-440-48 - Guest Instructor Description of Duties](#)
- [1-440-64 - Guest Instructor Curriculum Vitae](#)
- [1-440-80 - Guest Instructor Access to Curriculum](#)

## Change Log:

Date	Link to previous version	Description of change
03/13/17	<a href="#">pdf</a>	At the advice of BEMS inspection, added curriculum vitae for all guest instructors. Still working on adding vitae for all instructors.
03/27/17		Added Bill Gray CV.
04/11/17		Corrected a typo on Brooks, Jason CV.
04/12/17		Added Neal Taylor CV.
08/28/17	<a href="#">pdf</a>	Updated Morgan Young CV.
10/02/17		Added Bobby OKeefe and Goldie Masters CV.
10/03/17		Added Lyman Taylor, Timothy Shaw, Melisa Painter CV.
10/04/17		Added Steven Keller, Cheryl Andrew CV.
10/09/17		Added John Smith, Paul DAgostino, Dawn Sloan, Brice Flynn CV.
10/19/17		Added Michael Minter CV.
10/23/17		Added Richard Kowal CV.
12/12/17		Added Michael Krteck CV.
09/10/18	<a href="#">pdf</a>	Moved all curriculum vitae and licenses/certifications copies to another document.
07/17/19		Changed document number from 1-750 to 1-440
07/17/19	<a href="#">pdf</a>	Added guest instructor access to JBLearning information.
10/12/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Sub-Section 1-440-16 - Guest Instructor Requirements

## CMH EMS Education Manual

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Guest instructors must also have enough education and experience in the field of the course they are instructing to qualify them to instruct others. This qualification is at the discretion of the PHS Clinical Chief. In the case where the guest instructor is not an experienced and qualified instructor, the course will be supervised by a lead instructor that meets the requirements of Primary Faculty.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.



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# Sub-Section 1-440-32 - Guest Instructor Minimum Qualifications

## CMH EMS Education Manual

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- Eighteen years of age or older.
- Must be knowledgeable in course content and effective in teaching their assigned subjects, and capable through academic preparation, training, and experience to teach the courses or topic to which they are assigned.
- Current licensure and at least two years clinical experience in the level of course.
- Should be able to demonstrate knowledge gained in the following classes:
  - NFPA 1041 - Professional Qualifications for Fire Department Instructor (level I) OR
  - Emergency Medical Services Instructor/Coordinator.
- Must have the ability to supervise and evaluate all students in the classroom and training evolutions.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-440-48 - Guest Instructor Description of Duties

## CMH EMS Education Manual

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- Delivers instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments.
- Adapts lesson plans to the unique requirements of the students.
- Organizes the learning environment so that learning is maximized.
- Meets the record-keeping requirements of the PHS Clinical Chief.
- Assembles course materials, given a specific topic, so that the lesson plan, all materials, resources, and equipment needed to deliver the lesson are obtained.
- Operates audiovisual equipment, and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.
- Utilizes audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media is returned to storage.
- Administers oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that the testing is conducted according to procedures and the security of the materials is maintained.
- Grades student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.
- Reports test results, given a set of test answer sheets or skills checklists, a report form and policies and procedures for reporting so that the results are accurately recorded, the forms are forwarded according to the procedure, and unusual circumstances are reported.
- Provides evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant; include suggestions based on the data.
- May develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments to be approved by the PHS Clinical Chief.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-440-64 - Guest Instructor Curriculum Vitae

CMH EMS Education Manual

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A separate document is maintained by the program director containing all curriculum vitae.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-440-80 - Guest Instructor Access to Curriculum

## CMH EMS Education Manual

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Guest instructor accounts have been created on the online platforms where curriculums are utilized for various academies:

- Site: <http://jblearning.com>
- User: [guest.instructor@ozarksems.com](mailto:guest.instructor@ozarksems.com)
- Pass: guest.instructor

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Section 1-480 - EMS Education Advisory Board

## CMH EMS Education Manual

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The advisory board usually meets once per trimester (three times per year). Typically, meetings are at 7 A.M. at CMH PHS Headquarters on the second week of the trimester.

## Advisory Board Standard Meeting Agenda

Typical agenda:

- Review of Advisory Board Purpose and Responsibilities.
- Previous meeting minutes approval.
- Previous trimester's accomplishments.
  - Presentation of graphs and data. Includes, but not limited to:
    - Academy outcome data
    - Academy graduate surveys
    - Academy employer surveys
    - Resource assessment matrix
    - Instructor evaluations
    - Course evaluations
    - Faculty surveys
  - New training equipment.
- Review and approve (if changed):
  - Accreditation status
  - Program goals
  - Minimum requirements
  - Instructor/preceptor changes
  - Clinical affiliation changes
  - Faculty development
  - Action plans for improvement
- Projected accomplishments for next trimester.
  - Community / first responder education.
  - CMH PHS employee education.
  - EMT Academy.
  - Paramedic Academy.
- Long range planning discussion.
- Open discussion and questions from the board.
- Next meeting date/time.

Meeting date:

Program Director signature:

Medical Director signature:

Note: CAAHEP and CoAEMSP indicates at least one representative from each of the categories lists should attend advisory board meetings.

## Advisory Board Members

Member Type	Member Name	Member Agency (Title)	Check if present
Assistant Dean	Chad Garner	Citizens Memorial Hospital (Director of Nursing)	<input type="checkbox"/>
Dean	Tregg Geren	Citizens Memorial Hospital (Chief Operating Officer)	<input type="checkbox"/>
Faculty	Brice Flynn	Citizens Memorial Hospital (PreHospital Education Coordinator)	<input type="checkbox"/>
Faculty	Ryan McDonald	Citizens Memorial Hospital (PreHospital Crew Leader)	<input type="checkbox"/>
Governmental Official	Rick Davis	Pleasant Hope Emergency Management (Director) Polk County Emergency Management (Director)	<input type="checkbox"/>
Hospital Representative	Brooke Downs	Citizens Memorial Hospital (ER Assistant Director)	<input type="checkbox"/>
Hospital Representative	Nicky Fisher	Citizens Memorial Hospital (ER RN)	<input type="checkbox"/>
Hospital Representative	Maria Price	Citizens Memorial Hospital (ER Director)	<input type="checkbox"/>
Hospital Representative	Neal Taylor	Citizens Memorial Hospital (Emergency Management Director)	<input type="checkbox"/>
Medical Director	Keith Butvilas	Citizens Memorial Hospital (Emergency Services Medical Director) Bolivar City Fire Department (Medical Director) Cedar County Sheriffs Department (Medical Director) Cedar County First Responders (Medical Director) Central Hickory Fire Rescue (Medical Director) Collins Fire Protection District (Medical Director) Iconium Fire Protection District (Medical Director) Lowry City Volunteer Fire Department	<input type="checkbox"/>



		(Medical Director) Halfway Fire and Rescue (Medical Director) Humansville Fire and Rescue (Medical Director) Pittsburg Volunteer Fire Department (Medical Director) Preston Volunteer Fire Department (Medical Director) Sac Osage Fire Protection District (Medical Director)	
Police and Fire Services	Brent Watkins	Bolivar City Fire Department (Chief) Bolivar Emergency Management (Director)	<input type="checkbox"/>
Public Member	Robert Yeargain		<input type="checkbox"/>
Sponsor Administration	Charlotte Gray	Bolivar Technical College (President)	<input type="checkbox"/>
Sponsor Administration	Erin Taber	Missouri Southern State Universtiy (EMS Program Director)	<input type="checkbox"/>
Student (current CMH)	Laurie Altic	Citizens Memorial Hospital (PreHospital EMT)	<input type="checkbox"/>
Student (current CMH)	Cynthia Bush	Citizens Memorial Hospital (PreHospital EMT)	<input type="checkbox"/>
Student (Graduated from Central Jackson)	Allison Cantrell	Citizens Memorial Hospital (PreHospital Paramedic)	<input type="checkbox"/>
Student (Graduated from CMH)	Zane Gore	Citizens Memorial Hospital (PreHospital Paramedic)	<input type="checkbox"/>
Student (Graduated from CMH)	Goldie Masters	Citizens Memorial Hospital (PreHospital Paramedic)	<input type="checkbox"/>

## Change Log:

Date	Link to previous version	Description of change
03/02/17		Added Tregg Garen and Alicia Zacker. Added email address for all members of the board.
03/06/17		Added advisory board member's email addresses. Added Tregg Geren and Alicia Zacher to advisory board.
07/11/17		Replaced Dr. Merk with Dr. Carter.
07/17/17	<a href="#">pdf</a>	Major updates to this section to make generic agenda meet CoAEMSP requirements and details for minutes.
01/07/18	<a href="#">pdf</a>	Changed meeting frequency from bi-annually to once per semester.
05/15/18	<a href="#">pdf</a>	Updated board member due to personnel change with CMH Chief Nursing Officer.
09/10/18	<a href="#">pdf</a>	Removed Kellie Burns and Cody Liccardi. Added AJ Sherrer, Dawn Sloan, Katie McGee, and James Clarke.
01/15/19	<a href="#">pdf</a>	Updated members to include recent graduates and changes to personnel positions.
04/11/19	<a href="#">pdf</a>	Added new ER director.
05/14/19		Removed Cody Liccardi at his request. Added new Interim Bolivar Fire Chief.
07/17/19		Changed document number from 1-900 to 1-480
09/09/19	<a href="#">pdf</a>	Updated board member list.
12/27/19	<a href="#">pdf</a>	Added 2019 paramedic students.
05/07/20	<a href="#">pdf</a>	Added Brice Flynn as lead paramedic instructor. Changed ER director to Denise. Changed medical director to Dr. Nicholes.
09/09/20		Moved this section to the online format.
01/06/21	<a href="#">pdf</a>	Corrected a misspelled name on the advisory committee.
08/24/21	<a href="#">pdf</a>	Changed EMA Director due to new appointment. Changed ER Education Coordinator due to new employee. Removed 2018 CMH graduate. Added 2021 Crowder student.
09/07/21	<a href="#">pdf</a>	The list of board members now dynamically changes as it pulls the list from the contacts database.

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# Section 1-520 - Physical Facilities

## CMH EMS Education Manual

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Sub-Sections:

- [1-520-33 - Classroom Descriptions](#)
- [1-520-66 - Available Equipment and Supplies](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/18/16	<a href="#">pdf</a>	Updated classroom and equipment descriptions after moving facilities.
07/17/19		Changed document number from 2-000 to 1-520
07/17/19		Changed document number from 2-330 to 1-520
07/17/19		Changed document number from 2-660 to 1-520
07/17/19	<a href="#">pdf</a>	Changed classroom description from Eldorado to Stockton to reflect new ambulance station. Updated website link for the library card catalog.
10/12/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Sub-Section 1-520-33 - Classroom Descriptions

## CMH EMS Education Manual

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EMS Classrooms - Bolivar: Available for use are two classrooms at PHS Headquarters in Bolivar. Classroom A has computer equipment, overhead projector, dry erase boards, and desks and chairs for approximately 20 students. Classroom B has computer equipment, TVs, dry erase boards, and desks and chairs for approximately 20 students. All classrooms and facilities are wheelchair user accessible. During pandemic conditions or when social distancing is required, class size in Classroom A is reduced to a maximum of ten students. Class size in Classroom B is reduced to a maximum of 12 students.

EMS Classrooms - Stockton: Available for use is one classroom at the EMS station in Stockton. This classroom has overhead projector, TV screens, dry erase boards, desks, and chairs for approximately 30 students. The classroom is wheelchair user accessible. During pandemic conditions or when social distancing is required, class size is reduced to a maximum of 15 students.

CMH Community Rooms - Bolivar: Available for use are three community rooms in the Hospital, three education rooms in the Douglas Building, and two education rooms in the Nursing College Building. Each has overhead projectors, sound system, and tables and chairs for approximately 30-50 students. The three community rooms in the Hospital and the three in the Douglas Building may be joined into one large room for approximately 200 students. Adjacent to the community rooms in the Hospital is a kitchen with the availability of refreshments and food. All community rooms and facilities are wheelchair accessible.

BTC Classrooms - Bolivar: Informal agreements exist with Bolivar Technical College (classroom for approximately 50 and simulation lab), Polk County Central Dispatch (classroom for approximately 20), and Bolivar City Fire Department (BCFD) (classroom for approximately 30) for the use of their facilities.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/29/17	<a href="#">pdf</a>	Added Bolivar Technical College informal agreement.
10/12/20		Moved online.



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# Sub-Section 1-520-66 - Available Equipment and Supplies

## CMH EMS Education Manual

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### Purpose

To provide a variety of equipment and supplies to prepare students for clinical and field internship experiences and to support student learning and faculty instruction. All equipment is maintained in proper working order by instructors before and after each class.

### Equipment Dedicated to EMS Education

The following resources are available to all CMH employees, students of CMH EMS programs and emergency responders within CMH's service area.

Simulation Ambulance: A fully-functional retired ambulance has been converted for use by the EMS Education Department. The ambulance is equipped with wireless audio and video feeds to allow instructors to observe students without distraction. Expired and replacement equipment and supplies from the EMS service keeps this training ambulance fully stocked for students to simulate any type of medical or trauma emergency.

High-Fidelity Manikin: A Laerdal Nursing Anne manikin is dedicated to the EMS Education Department for scenario-based training. This manikin features the ability to place an advanced or emergency airway, start IVs and IOs, and may be configured in either gender. This manikin has been upgraded with the SimPad Plus device to remotely control and simulate patient scenarios. From a wireless position, an instructor can control vitals, activate speech interactions, and recording of the simulation for playback or saving.

Training Library: A library of more than 1,000 reference books are available to all students. The majority of these books are EMS-oriented, but several fire service, law enforcement, management, and general healthcare topics are included. The library can be browsed and materials checked out by visiting <https://ozarksems.com/library.php>.

Other Equipment: Data projectors, expired and otherwise out of service equipment and supplies, Android tablet devices for students, ACLS training equipment, CPR training equipment, trauma life support equipment, airway manikins, anatomical manikins, skeleton, CPR manikins, OB manikins, PALS training equipment.

### Equipment Dedicated to Training (Not Dedicated to EMS)

High-fidelity manikins (various ages) and simulation labs are available for use at Bolivar Technical College and for rent from Missouri University Simulation Center.

## **Equipment Available (Not Dedicated to Training)**

Fully equipped BLS and ALS ambulances (14) and supply rooms (5).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/29/17	<a href="#">pdf</a>	Added training ambulance.
10/12/20		Moved online.
01/14/21	<a href="#">pdf</a>	Fixed broken link to library.

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# Section 1-560 - Program Evaluations

## CMH EMS Education Manual

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### Sub-Sections:

- [1-560-16 - Student Evaluations](#)
- [1-560-24 - High Stakes Exam Analysis](#)
- [1-560-32 - Instructor and Course Evaluations](#)
- [1-560-48 - Program Resource Survey Completed by Students](#)
- [1-560-64 - Program Resource Survey Completed by Program Personnel](#)
- [1-560-80 - Employer Survey](#)

## Change Log:

Date	Link to previous version	Description of change
01/18/16	<a href="#">pdf</a>	Updated links to online content. Updated evaluation form to include online content.
03/06/17	<a href="#">pdf</a>	Added date and times to hand-out cards. Created cards for each level of student with descriptions of skills and abilities for each. Created medic team lead individual call evaluation form. Created medic team leader mentor final sign-off evaluation form.
04/04/17		Corrected some typing errors.
07/11/17		Added instruments to evaluate affective domain. Added process to perform annual test item analysis.
11/16/18	<a href="#">pdf</a>	Moved all the clinical evaluation cards out of this section and into the relevant program areas.
05/14/19	<a href="#">pdf</a>	Added discussion on how item analysis is done and criteria for removing poor questions. Also added comment that all tests have a comprehensive component.
07/17/19		Changed document number from 3-00 to 1-560
07/17/19		Changed document number from 3-330 to 1-560
07/17/19		Changed document number from 3-660 to 1-560
07/17/19		Changed document number from 3-770 to 1-560
07/17/19		Changed document number from 3-880 to 1-560
07/17/19		Changed document number from 3-990 to 1-560
07/17/19	<a href="#">pdf</a>	Improved detailed descriptions of each type of written tests. Added more details of when to review test items based on discrimination.
10/12/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Sub-Section 1-560-16 - Student Evaluations

## CMH EMS Education Manual

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Each course administered shall have a written record of student performance. This record may include, but not limited to written tests, practical skill evaluations, or other written evidence of test or exam. Individual records such as tests and skill sheets shall be maintained as a hard-copy or electronic copy in the student's file at EMS Headquarters. Class rosters shall be scanned in or otherwise electronically maintained on CMH's file server network. Student transcripts shall be maintained electronically and be available to students upon request from the CMH file server network.

Copies of completed evaluations will be maintained in student records at CMH Headquarters. Students may request a copy or to review their file or any portion thereof at any time and will be granted access within three business days.

Reasonable accommodations will be made for individuals with disabilities at their request.

### Written and electronic tests (Cognitive Assessments)

Definitions:

- Quiz: Normally no or lowest point value. Student self-assessments to allow student and instructor to gauge student knowledge prior to lecture or following lecture.
- Test: Median point value for chapter or similar assessments.
- Exam: Highest point value for cumulative assessments. Usually used for mid-term and final evaluations.

Written exams will be developed by the administrative agency (i.e. American Heart Association, International Trauma Life Support, etc.) or developed by the instructor to evaluate established lesson objectives.

All tests shall be at least partially comprehensive in nature. For example, EMR, EMT, and Paramedic Academies have a test after each chapter lecture. Each Academy chapter test will contain a few questions from all previous chapters covered.

High-value written tests (i.e. trimester final exams) will be discussed, reviewed, and/or approved by the medical director as needed. These high-value written testing instruments will be evaluated for poorly written questions.

Refer to [Sub-Section 1-560-24 - High Stakes Exam Analysis](#) for the tool used to evaluate test validity.

### Practical Tests (Psychomotor Assessments)

Practical skill evaluations will be developed by the administrative agency (i.e. American Heart Association, International Trauma Life Support, etc.) or developed by the instructor to evaluate established lesson objectives. All practical tests will be reviewed and approved by the medical director as needed.

### **Behavioral Tests (Affective Assessments)**

Professional behavior evaluations will be developed by the program director to evaluate the student's conduct and motivations in both the classroom and during clinicals. These evaluations may be imbedded in other assessment tools or stand-alone instruments.

- Student Behavior Evaluation Form: <http://ozarksems.com/eval-behavior.php>.

### **Clinical Evaluations:**

Students performing clinical rotations will be evaluated using an online form. Students will not receive credit for attending clinicals until the evaluation by their preceptor is completed. Students must present their preceptor a link to the evaluation form.

- Clinical Student Evaluation Form: <http://ozarksems.com/eval-clinical.php>.
- Clinical Student Field Internship Team Lead Evaluation Form: <http://ozarksems.com/eval-clinical-team-lead.php>.
- Clinical Student Field Internship Mentor Final Evaluation Form: <http://ozarksems.com/eval-clinical-mentor-final.php>.
- Refer to specific course syllabi for evaluation cards carried by students and given to preceptors with the links above for evaluations.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/29/17	<a href="#">pdf</a>	Added reference to electronic testing.
04/25/18	<a href="#">pdf</a>	Fixed typos on the paramedic student clinical evaluation cards.
10/12/20		Moved online.
01/15/21		Updated broken link for behavior eval form.
02/25/22	<a href="#">pdf</a>	Modified quiz definition to allow assigning point values.

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# Sub-Section 1-560-24 - High Stakes Exam Analysis

## CMH EMS Education Manual

This form will be completed by the lead instructor after each high stakes exam. High stakes is defined as an exam that can easily decide the future if the student will be allowed to continue in the program.

Class Info	
Program Name:	<input type="text" value="Citizens Memorial Hospital (600874)"/>
Academy Year:	<input type="text"/>
Academy Type:	<input type="text" value="Paramedic"/>
Course Number:	<input type="text"/>
Lead Instructor Name:	<input type="text"/>
Test Info	
Exam Date:	<input type="text"/>
Exam Name:	<input type="text"/>
Overall Test Analysis	
Average Cut Score:	<input type="text"/>
Number of students completing exam:	<input type="text"/>
Highest score:	<input type="text"/>
Lowest score:	<input type="text"/>
Average score:	<input type="text"/>
KR20 score:	<input type="text"/>

If the [K20 Score](#) is below 0.7, this test did not do a good job of discriminating between high and low performing students. Scores below 0.7 indicate the test did not do a good job of discriminating between high and low performing students, the test had too many interruptions, material was not adequately covered, or cheating might have occurred. Tests with KR20 less than 0.7 may be completely thrown out, retaken, partially modified, or other action deemed appropriate by the lead instructor.

### Test Item Analysis

Review each test question for the following:

- [P-Value](#) below 0.2 indicates less than 20% of the class correctly answered this question and will be reviewed to ensure the material was adequately covered and the test question is written and keyed correctly. Questions may be completely thrown

- out, modified, or other action deemed appropriate by the lead instructor.
- [Point-Biserial](#) less than zero indicates the question did not do a good job of discriminating between high and low performing students. Questions may be completely thrown out, modified, or other action deemed appropriate by the lead instructor.
- Student requests for review.

List below questions and discussion.

Question Number	Discussion
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Overall Analysis**

Changes made to this exam:

Recommendations to avoid issues above:

**Signatures**

Lead Instructor Signature:

Lead Instructor Date:

Program Director Comments:

Program Director Signature:

Program Director Date:

Medical Director Comments:

Medical Director  
Signature:

Medical Director  
Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.



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# Sub-Section 1-560-32 - Instructor and Course Evaluations

## CMH EMS Education Manual

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Instructor and course evaluations are mailed to students after the completion of each course. These evaluations must be completed prior to the students being able to download their certificate for the course.

Instructor and Course Evaluation Form: <http://ozarksems.com/eval-course.php>.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/29/17	<a href="#">pdf</a>	Replaced written form with link and description of online evaluation form.
10/12/20		Moved online.

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# Sub-Section 1-560-48 - Program Resource Survey Completed by Students

## CMH EMS Education Manual

---

When the Academy Terminal Competency Form is completed for each student, they are required to complete this survey for the purpose of evaluating our program resources. The data from the survey is evaluated at advisory meetings annually and will aid the program in ongoing program improvement.

Student Program Resource Survey Form: <http://ozarksems.com/eval-resource-student.php>.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-560-64 - Program Resource Survey Completed by Program Personnel

## CMH EMS Education Manual

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In January of each year, this survey is sent to the applicable guest instructors, preceptors, instructors, medical director, advisory committee members, and other program personnel for the purpose of evaluating our program resources. The data from the survey is evaluated at advisory meetings and will aid the program in ongoing planning, appropriate change, and development of action plans to address deficiencies.

Program Personnel Resource Survey Form: <http://ozarksems.com/eval-resource-program.php>.



### Change Log:

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/12/20		Moved online.

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# Sub-Section 1-560-80 - Employer Survey

## CMH EMS Education Manual

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In January of each year, this survey is sent to employers of EMT and Paramedic Academy graduates.

Employer Survey Form: <http://ozarksems.com/eval-employer.php>.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
04/04/17		Added this section.
10/12/20		Moved online.

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# Section 1-600 - Satellite Programs

CMH EMS Education Manual

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Currently, no satellite programs exist.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 5-140 to 1-600
10/12/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 1-640 - Use of Accreditation Numbers

## CMH EMS Education Manual

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Accreditation Numbers will only be used on completion certificates, correspondence with Accreditation entities, and site/program identification purposes. Examples include, but not limited to:

- Missouri Bureau of EMS (BEMS)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Committee on Accreditation of Education Programs for EMS Professions (CoAEMSP)
- National Association of EMTs (NAEMT)
- Veterans Administration (VA)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 5-280 to 1-640
10/12/20		Moved this section to the online format.

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# Section 1-680 - Course and Student Records

## CMH EMS Education Manual

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All student and course records are kept in an electronic student file on CMH's file server and are available to the student to review upon request.

Student transcripts are maintained as each course completion certificate is completed. A transcript is given to each student with each certificate. Transcripts are maintained indefinitely in an electronic format on the CMH file server network.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
03/07/17		Added this section to comply with BEMS inspection checklist.
07/17/19		Changed document number from 5-420 to 1-680
07/17/19		Changed document number from 5-770 to 1-680
09/24/20		Moved this section to the online format.

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# Section 1-720 - Academy Statistics

## CMH EMS Education Manual

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Refer to <http://ozarksems.com/education.php> for course completion rates, certification pass rates, and employment placement rates for all Academies.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 5-490 to 1-720
10/12/20		Moved this section to the online format.



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# Section 1-760 - Training Roster Form

## CMH EMS Education Manual

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Course start date:

Course start time:

Course name:

Your LAST name:

Your FIRST name:

Your email address (this is where your completion certificate will be sent):

Agency you are representing:

- If CMH, your employee number:

Your billing address:

If issued a textbook(s), enter the barcode number(s) here:

- 
- 
- 

The complete CMH EMS Education Manual is available online for your reference at <http://ozarksems.com/edman>. The student manual and policies along with each course syllabus are contained

in this manual. Signing below indicates you understand you have access to student policies and agree to returning the textbooks indicated above.

Your signature:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
11/30/-1	<a href="#">pdf</a>	Moved this section to the online format.
10/28/17	<a href="#">pdf</a>	Updated roster form to include agency and make it cleaner to read.
01/19/18	<a href="#">pdf</a>	Updated roster form to facilitate new student billing process.
07/17/19		Changed document number from 5-700 to 1-760
07/17/19	<a href="#">pdf</a>	Updated form to have a separate page for each student to gather more information.

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# Section 1-780 - Class Grade Entry Form

CMH EMS Education Manual

To be completed by Instructor			To be completed by Office Staff	
Class name:				
Completion date:			<input type="checkbox"/>	Healthstreams updated
Completion time:			<input type="checkbox"/>	Kronos updated
Lead instructor:	Name: <span style="border: 1px solid black; padding: 2px 20px;"></span> Hours: <span style="border: 1px solid black; padding: 2px 10px;"></span>		<input type="checkbox"/>	NAEMT updated and certs issued
Instructor #2:	Name: <span style="border: 1px solid black; padding: 2px 20px;"></span> Hours: <span style="border: 1px solid black; padding: 2px 10px;"></span>		<input type="checkbox"/>	OzarksEMS certs issued
Instructor #3:	Name: <span style="border: 1px solid black; padding: 2px 20px;"></span> Hours: <span style="border: 1px solid black; padding: 2px 10px;"></span>		<input type="checkbox"/>	NREMT updated
Instructor #4:	Name: <span style="border: 1px solid black; padding: 2px 20px;"></span> Hours: <span style="border: 1px solid black; padding: 2px 10px;"></span>		<input type="checkbox"/>	OzarksEMS credentials updated
Lead instructor signature:			<input type="checkbox"/>	Platinum updated

When completed, send this form to [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).

Please complete the following form with students listed "last name, first name" in alphabetical order.

	Student name (License)	Academy	Contact hours	Chapter score	Comments
1					
2					
3					
4					
5					
6					

	Student name (License)	Academy	Contact hours	Chapter score	Comments
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

	<b>Student name (License)</b>	<b>Academy</b>	<b>Contact hours</b>	<b>Chapter score</b>	<b>Comments</b>
27	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
11/27/19	<a href="#">pdf</a>	Moved the EMT chapter entry form to this section to be used in all Academies.
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
07/28/21	<a href="#">pdf</a>	Added checklist for office staff when entering data.

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# Section 1-800 - Sample Certificate of Completion

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After successful completion of each course, each student will receive a certificate similar to below which also includes a transcript of courses completed to date. A link is provided to the student via email. The link takes them to a course and instructor evaluation form. Once that form is completed, they can download and save their certificate and transcript. Each link is randomly generated and can only be used once to prevent unauthorized persons from downloading certificates and to prevent duplicate evaluations being completed.


**Citizens Memorial Hospital - Emergency Medical Services - Certificate of Completion**

**Theron Becker**


Has successfully completed  
**Prehospital Trauma Life Support**

Meeting the objectives and lesson requirements established by:  
**National Association of Emergency Medical Technicians**

<b><u>Trauma</u></b> Missouri BEMS Module Category			<b><u>June 12, 2019</u></b> Completion Date		
<b><u>12.00</u></b> Classroom/Lab Contact Hours	<b><u>0.00</u></b> Clinical Contact Hours	<b><u>0</u></b> College Credit Unit Hours	<b><u>100% (Passed with A+)</u></b> Score (Grade)	<b><u>Bolivar, MO</u></b> Location	
<b><u>Becker, Theron</u></b> Lead Instructor			 Approving Signature		



CMH EMS Accreditations:  
 Missouri Bureau of EMS licensed paramedic-level training entity. BEMS #: **16706P**  
 National Association of EMTs authorized training center. NAEMT Site ID: **7119**  
 Department of Veterans Affairs approved course provider. Facility Code: **15610625**  
 Committee on Accreditation of EMS Programs Letter of Review. CoAEMSP#: **600874**



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/18/16	<a href="#">pdf</a>	Updated sample certificate to reflect actual certificate being issued.
01/29/17	<a href="#">pdf</a>	Updated sample certificate.
07/17/19		Changed document number from 5-840 to 1-800
10/12/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Part 2 - Student Manual

## CMH EMS Education Manual

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This policy manual will be made available to all students in all courses taught.

The current class schedule and calendar are available at <http://ozarksems.com>. This calendar is subject to change without notice. Changes to ongoing courses will be announced to the affected students.

## Sections:

- [2-040 - Admission Criteria](#)
- [2-080 - Fair Practices](#)
- [2-120 - Non-Discrimination](#)
- [2-160 - Course Fees](#)
- [2-200 - Refund Policy](#)
- [2-240 - Student Withdraw Policy](#)
- [2-280 - Attendance Policy](#)
- [2-320 - Dress Code](#)
- [2-340 - Ambulance Rider Orientation](#)
- [2-360 - Class Cancellation Policy](#)
- [2-400 - Academic Integrity](#)
- [2-440 - Student Dismissal](#)
- [2-480 - Appeal and Grievance Procedure](#)
- [2-520 - Academic Criteria: Grading and Examination Policies](#)
- [2-560 - Remedial Education](#)
- [2-600 - Health and Safety Procedures](#)
- [2-640 - Drug and Substance Use and Abuse](#)
- [2-660 - Clinical Sites Details](#)
- [2-680 - Certification Requirements](#)
- [2-720 - Generic Education Calendar](#)
- [2-760 - Photo and Video Release](#)
- [2-800 - Authorization for Release of Information](#)
- [2-840 - Policy Manual Acknowledgment](#)
- [2-920 - Simulation Contract](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/18/16	<a href="#">pdf</a>	Updated links to online content.
07/17/19		Changed document number from 4-00 to 2-000
11/04/22	<a href="#">pdf</a>	Added link to clinical site details
02/21/23	<a href="#">pdf</a>	Added link for 2-920 Simulation Contract.

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# Section 2-040 - Admission Criteria

## CMH EMS Education Manual

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Some exceptions may apply. Please contact the PHS Clinical Chief with specific questions.

1. Complete Registration Form. <http://ozarksems.com/education-application.php>.
2. Applicant shall be at least 18 years of age at the completion of EMS and rescue courses and before any clinical time. Fourteen years of age is acceptable for community courses.
3. Student must have a High School Diploma, High School Equivalency (HSE), or GED prior to National Registry (NREMT) testing is authorized.
4. Applicant must have a current Missouri Drivers License for EMS and rescue courses.
5. Space may be limited and could be on a first-come, first-serve basis. A point system could be utilized for student selection and include such criteria as CMH employment status, answers to questions on the registration form, residency within EMS response area, and score on an entrance exam. Further considerations may be at the discretion of the PHS Clinical Chief.
6. Applicants may be required to attend an interview with the PHS Clinical Chief, and/or Lead Instructor.
7. Applicants may be required to successfully complete an entrance exam.
8. Application deadline is generally the start date and time of class. Applications will not be accepted after the start of class.
  - o Academy application deadlines are generally due two weeks prior to the start of the academy. Applications accepted after the deadline will be accepted into the program first-come, first-serve if there openings available. Applications will not be accepted after the start of the academy.
9. Students performing skills or clinical time on actual patients will be required to obtain a student ID at CMH Human Resources Department. HR department will conduct a criminal background check to ensure no felonies and no drug convictions before issuing ID.
10. Refer to [Sub-Section 2-600-66 - Patient Protection and Student Vaccinations](#) for required vaccinations for in-class participation and patient contact activities.

Students who require special assistance should contact the PHS Clinical Chief and/or Lead Instructor as soon as possible. All efforts will be made to accommodate the special needs of students.

## Change Log:

Date	Link to previous version	Description of change
01/21/16	<a href="#">pdf</a>	Added comment about student IDs through the HR department and criminal background checks.
07/08/16		Added comment about the online registration process.
01/29/17	<a href="#">pdf</a>	Added indication of possible applicant entrance exam.
07/17/19		Changed document number from 4-080 to 2-040
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
08/29/21	<a href="#">pdf</a>	Application deadline details added.
11/13/21	<a href="#">pdf</a>	Added reference to 2-600-66.
07/21/23	<a href="#">pdf</a>	Clarified high school diploma requirement.

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# Section 2-080 - Fair Practices

## CMH EMS Education Manual

According to CAAHEP Standard V.A.2, at least the following must be made known to all applicants and students. Refer to Program Syllabi for details on each of these requirements. Contact the PHS Clinical Chief and/or Lead Instructor for more information.

Requirement	Section
The sponsor's institutional and programmatic accreditation status as well as the name, mailing address, website address, and phone number of the accrediting agencies.	<a href="#">Sub-Section 3.490.04 - Paramedic Academy Accreditation</a>
Admission policies and practices.	<a href="#">Sub-Section 3.350.36 - EMT Academy Application and Selection Process</a>
	<a href="#">Sub-Section 3.490.20 - Paramedic Academy Application and Selection Process</a>
Policies on advanced placement.	<a href="#">Sub-Section 3.490.24 - Paramedic Academy Military Advanced Placement</a>
	<a href="#">Sub-Section 3.490.26 - Paramedic Academy Registered Nurse Advanced Placement</a>
Policies on transfer of credits.	<a href="#">Sub-Section 3.490.30 - Paramedic Academy Anatomy and Physiology Transfer Credit</a>
Policies on credits for experiential learning.	<a href="#">Sub-Section 3.350.40 - EMT Academy Experiential Learning</a>
	<a href="#">Sub-Section 3.490.22 - Paramedic Academy Experiential Learning</a>
Number of credits required for completion of the program.	<a href="#">Sub-Section 3.350.64 - EMT Academy Examination and Graduation Requirements</a>
	<a href="#">Sub-Section 3.490.44 - Paramedic Academy Examination and Graduation Requirements</a>
Tuition/fees and other costs required to complete the program.	<a href="#">Section 2.160 - Course Fees</a>
	<a href="#">Sub-Section 3.350.28 - EMT Academy Tuition Details</a>

	<a href="#">Sub-Section 3.490.16 - Paramedic Academy Tuition Details</a>
Policies and processes for withdrawal.	<a href="#">Section 2.240 - Student Withdraw Policy</a>
Policies for refunds of tuition/fees.	<a href="#">Section 2.200 - Refund Policy</a>

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/10/18		Created this section from CAAHEP standards.
07/17/19		Changed document number from 4-100 to 2-080
07/17/19	<a href="#">pdf</a>	Updated all links to each section.
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 2-120 - Non-Discrimination

## CMH EMS Education Manual

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CMH makes all decisions regarding student recruitment, selection, retention, and grading practices without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

CMH affirms a policy of equal employment opportunity and nondiscrimination in the provision of education services to the public. CMH makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on the grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment by state, local, or federal law.

CMH EMS Education Department is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended.
- Title 38, United States Code, Veteran's Benefits.
- Title IX, Education Amendments of 1972.
- Section 504, Rehabilitation Act of 1973.
- Family Education Rights and Privacy Act of 1974 as amended.
- Drug-Free Schools and Communities Act Amendments of 1989.

Inquiries concerning the application of these laws and their implementing regulations may be referred to the CMH PHS Clinical Chief.

CMH EMS Education Department complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. CMH EMS Education Department is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the PHS Clinical Chief prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with consent of the student.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/17/16		Added this section.
07/17/19		Changed document number from 4-120 to 2-120
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 2-160 - Course Fees

## CMH EMS Education Manual

Course fees will be established and published with course announcements or with a link to the detailed fees below. At a minimum, 50% of course fees will be due by the first day of class.

Refund information can be found in [Section 2-200 - Refund Policy](#).

### Payments can be made by:

- Checks made out to Citizens Memorial Hospital - EMS Education and mailed to 1500 N Oakland Ave, Bolivar, MO 65613.
- Payroll deduct. Contact [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).
- Credit card: During business hours, contact 417-328-6508. Tell the customer service representative to apply your payment to department 9035. When complete, email your receipt to [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).
- Cash brought in person. Contact [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com) to arrange an appointment.
- The EMT Academy and Paramedic Academy are eligible for Veterans Affairs (VA) Education Benefits. Contact [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com) for more information.

### VA Delayed Payment Compliance:

- CMH will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a student borrow additional funds to cover the student's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the US Department of Veterans Affairs.

## Academy Courses

Course Name	Application Fee	Tuition (in addition to application fee)
<a href="#">EMR for Law Enforcement @ Drury University</a>	None in addition to Drury fees	
<a href="#">EMR</a> (courses provided at request of local fire/rescue agencies)	\$0	Textbooks are typically supplied by hosting fire/rescue agency
<a href="#">EMT</a>	\$50	\$750 (see <a href="#">See Sub-Section 3-350-28 - EMT Academy Tuition Details</a> )
<a href="#">Paramedic</a>	\$100	\$5,600 (see <a href="#">See Sub-Section 3-490-16 - Paramedic Academy Tuition Details</a> )

<a href="#">Community Paramedic</a>	\$50	\$300 (see <a href="#">See Sub-Section 3-630-15 - Community Paramedic Academy Tuition Details</a> )
<a href="#">EMS Educator</a>	\$20	\$80 (or purchase textbook on your own)

## National Association of EMTs Courses with Supplied Textbook

**NAEMT Textbook Note:** NAEMT courses are free to attend if the book is returned in good condition at the end of the course. Textbooks can be picked up at the time of registration for class. If the textbook is not returned, is damaged, or if the students wants to purchase the textbook, the fees are below

Course Name	Textbook Fee
<a href="#">AHDR</a>	\$40 (or purchase textbook on your own)
<a href="#">AMLS</a>	\$80 (or purchase textbook on your own)
<a href="#">EMS Safety</a>	\$40 (or purchase textbook on your own)
<a href="#">EVOS</a> (includes <a href="#">TIMS</a> )	\$50 (or purchase textbook on your own)
<a href="#">GEMS</a>	\$90 (or purchase textbook on your own)
<a href="#">PHTLS</a> Refresher is available on day 2	\$80 (or purchase textbook on your own)
<a href="#">PTEP</a>	NA (no textbook)
<a href="#">TECC</a>	\$40 (or purchase textbook on your own)

## Change Log:

Date	Link to previous version	Description of change
08/17/16	<a href="#">pdf</a>	Added comment that 50% of course fees are due the first day of class.
10/20/16		Added specific course fees for offered courses.
01/29/17	<a href="#">pdf</a>	Added course fees for paramedic and refresher courses.
05/01/17	<a href="#">pdf</a>	Updated course fees with discounts for partner and volunteer agencies.
07/20/17	<a href="#">pdf</a>	Added minimum and maximum class sizes and added First Aid class.
09/01/17		Updated course fees.
10/14/17		Updated course fees with NAEMT tactical courses and aligned AHA fees with CMH Ed Services.
11/28/17		Added provision for Cox employees to attend NAEMT courses at the same cost as CMH employees.
12/01/17		Added EVOS and TIMS. Lowered costs for refresher classes to be competitive.
12/28/17		Added Ellett employees to CMH and Cox for discounts. Reduced paramedic refresher costs.
03/16/18	<a href="#">pdf</a>	Updated course fees so EMR is just the cost of the textbook.
03/27/18		Added info on where application fees and tuition fees are sent and billed.
04/11/19	<a href="#">pdf</a>	Updated the new name for the Safety Seminar.
07/17/19		Changed document number from 4-160 to 2-160
07/17/19	<a href="#">pdf</a>	Updated course fees based on the FY18-19 expenses and number of classroom hours. All expenses divided by all hours was between \$9 and \$10.
08/21/20	<a href="#">pdf</a>	Moved this section to the online format. Added spot for AHA courses, but no fees calculated, yet.
09/03/20		Updated course fees based on 2020 costs.
09/03/20		Moved online.
01/22/21	<a href="#">pdf</a>	Added fee schedule for BLS where fire rescue agency supplies the book. Also added Cedar Co fire rescue gets BLS for free.
03/26/21	<a href="#">pdf</a>	Removed the Life Support Competency. Added content from Sub-Section 2-160-50 - VA Delayed Payment Compliance and removed that section.
04/13/21	<a href="#">pdf</a>	Updated course options and some fees. Removed AHA courses available to CMH employees and reduced several course fees.
07/08/21	<a href="#">pdf</a>	Removed discounts for Ellett employees at the direction of Ellett CEO
09/14/21	<a href="#">pdf</a>	Added fee structure for AMLS. Added links to courses.
12/23/21	<a href="#">pdf</a>	Added community paramedic academy tuition.
11/14/22	<a href="#">pdf</a>	Removed all non-academy course fees for students that are not keeping their textbooks. Academy fees remain the same.

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# Section 2-200 - Refund Policy

## CMH EMS Education Manual

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All refund requests must be made in writing or email to the lead instructor or department director. In the case of any refund, all course materials shall be returned by the student in good working order and able to be issued to another student.

### Application Fee Refund Policy

Academy application fees are non-refundable. For all other courses, a full application fee refund will be made up to two weeks before the start date of the course. After that point and before the start date and time of the class, reimbursement will be refunded at 50%. No application fees will be returned after the start date and time of class.

### Tuition Refund Policy

Refer to each Academy syllabi for specific tuition details. For all other courses, the deadline for tuition payment is the start date and time of the class. A full tuition fee refund will be made before the deadline. No tuition fees will be returned after the deadline.

### Veterans Affairs Refund Policy

If a student is utilizing funding from Department of Veterans Affairs, this section applies. In essence, a refund will be made using the following formula.

$$R = (A + T - U - \$10) \times (P)$$

- R = Amount of Refund
- A = Application Fee
- T = Tuition
- U = Portion of application fee or tuition already used to purchase books, uniforms, etc.
- P = (Days remaining in course) / (Total days in course)

A refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by Department of Veterans Affairs Regulations, CFR 21.4255. The refund will be within 10 percent of an exact pro rata refund. No more than \$10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course. Prompt Refund: The refunded amount shall be paid within 40 days.

## Change Log:

Date	Link to previous version	Description of change
01/18/16	<a href="#">pdf</a>	Updated refund policy to reflect one-day courses.
09/11/17	<a href="#">pdf</a>	Added section for VA students to meet requirements for VA refund.
07/17/19		Changed document number from 4-240 to 2-200
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
08/21/20		Moved online.
08/21/20		Moved online.
08/21/20		Moved online.
03/26/21	<a href="#">pdf</a>	Combined all subsections due to each being so short: 2-200-24, 2-200-48, 2-200-72.



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# Section 2-240 - Student Withdraw Policy

## CMH EMS Education Manual

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The student shall submit in writing with date and signature a request to withdrawal to the lead instructor. An exit interview shall be conducted with the program director.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/21/16	<a href="#">pdf</a>	Split the previous section into two to separate refund and withdrawal policies.
07/17/19		Changed document number from 4-280 to 2-240
01/04/20	<a href="#">pdf</a>	Changed name from Withdrawal Policy to Withdraw Policy.
08/21/20	<a href="#">at</a>	Moved this section to the online format.

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# Section 2-280 - Attendance Policy

## CMH EMS Education Manual

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Any time a student must be absent from class, the Lead Instructor should be contacted. Due to the compact time frame of most courses, it is important that all classes are attended. Students must attend 80% of required course activities, including classroom and laboratory hours. More than 20% absence rate may be the reason for dismissal.

Any student who is absent is responsible for any and all information, materials, and instructions given during class. The student will be held responsible for material presented and for assignments in the missed class. All missed clinical hours must be made up. Time made up for clinical rotations does not decrease the total number of hours missed. Faculty are under no obligation to offer extraordinary assistance to students who are chronically absent or tardy.

## Medical Absences

Doctor's visits and other appointments should be scheduled beyond school hours. Any absence of three consecutive days or longer due to illness will require a doctor's written statement. Illness verification by a doctor may also be required at any time as deemed necessary by the PHS Clinical Chief. Any hospitalization requires a release from the doctor to return to class and clinicals. Extenuating circumstances will be considered on a case-by-case basis. Documentation for extenuating circumstances must be submitted within seven calendar days of return to class.

Students will not be allowed to attend class or clinical rotations if any of the following health issues is present:

- Elevated temperature of 100.4 degrees Fahrenheit or above.
- Vomiting or diarrhea.
- Cognitive deficits.
- Signs or symptoms of communicable disease (i.e. pink eye, cold, flu, streptococcus, COVID, etc.).

## Tardiness or Leaving Early

Students should realize that tardiness to class and leaving early may be disruptive and that disciplinary measures may be taken. If a student arrives to class after it has started, he/she must wait until the next break to enter to avoid causing a disturbance. Any student who is tardy or leaving early more than 20% of the total contact time for that class will be marked absent for the entire activity.

- One-hour competency example: A student missing more than 12 minutes will be counted absent.
- Night class example (class meets 1800 to 2200 hours): A student missing more than 48 minutes will be counted absent.

- Day class example (class meets 0830 to 1730 hours with a 1-hour lunch break): A student missing more than 1 hour and 36 minutes will be counted absent.

## **Habitual Tardiness or Leaving Early**

Students who are late to class or must leave early "regularly" may be handled on a case-by-case basis to eliminate the disruption. "Regularly" is defined by the instructor as it pertains to class interruptions. A warning shall be given to the student with the following possible repercussions for continued class disruptions (but not limited to): Full absence marked for any tardiness, not allowed to enter class after it begins, grade reduction, or termination from the program.

## **Virtual Attendance and Make-Ups**

The option to attend class virtually (Webex) or make up the lesson is entirely up to the discretion of the instructor. Some lessons, activities, and schedules do not allow for virtual or make-up participation.

## **Excused Absences**

There are no "excused absences." Students not present (as defined above) for lesson activities will not be counted as participating.

## **Visitors**

Children and visitors are not allowed during classroom, laboratory, or skills activities except by explicit invitation by instructor, lead instructor, program director, or PHS Clinical Chief. Instructor, lead instructor, program director, and PHS Clinical Chief must approve all visitors on a case-by-case basis.

## **Interruptions**

Students are not permitted to leave early or interrupt class with pagers, cell phones, or radios. Students should turn them off, silence them, or not bring them into the classroom. On-duty students may, at the instructor's discretion, be allowed to respond to emergencies during class at the request of the Incident Commander.

Students are expected to display courteous and professional behavior during classroom, lab, and clinical sessions. Disruptive behavior during a lecture, practical, or clinical session may be grounds for dismissal.

## Change Log:

Date	Link to previous version	Description of change
01/18/16	<a href="#">pdf</a>	Updated tardy policy and updated uniform polo shirt.
10/20/16	<a href="#">pdf</a>	Specified "unexcused absences" in a few locations.
07/17/19		Changed document number from 4-320 to 2-280
01/04/20	<a href="#">pdf</a>	Changed from 80% to 70% attendance required.
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
08/21/20		Moved online.
08/21/20		Moved online.
08/21/20		Moved online.
08/21/20		Moved online.
03/26/21	<a href="#">pdf</a>	Moved subsections into this document: Sub-Section 2-280-19 - Medical Absences, Sub-Section 2-280-38 - Tardiness, Sub-Section 2-280-57 - Visitors, Sub-Section 2-280-76 - Interruptions
02/25/22	<a href="#">pdf</a>	Added clarification to the attendance policy. Fixed some contradictions to read 80% attendance is required in all parts of this document. Added clarification to tardiness and leaving early. Moved the habitual tardiness statement to its own section to also address habitual leaving early. Added comments about virtual attendance and makeups. Also clearly indicated there is no such thing as excused absences.

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# Section 2-320 - Dress Code

## CMH EMS Education Manual

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During class time, clinical rotations, or lab time, students should wear dark navy or black pants (EMT-style pants preferred), black belt, black shoes (safety boots preferred), and the issued polo-style shirt. If a polo shirt has not been issued for the class, an appropriate blank, collared shirt may be worn as long as it does not indicate the student is an employee of CMH or other organization and cannot be disruptive.

Violations of the dress code and behavior code may be grounds for the PHS Clinical Chief or Instructor to mark the student as absent, excuse the student from the activity, and/or dismiss the student from the program.

Students not wearing the proper uniform will be sent home. Any time patient contact is made, participants with long hair should keep it pulled back; nails should be kept short; and perfume, cologne, and jewelry should be kept to a minimum. Students must adhere to CMH dress code policy HR03-05. Relevant items in this policy include, but not limited to:

- Name badges must be worn on the chest area.
- Personal hygiene must be maintained.
- Fingernails must be trimmed and cannot have artificial nails or nail jewelry.
- Jewelry should be minimized but may be worn in moderation.
- Tattoos are permitted unless offensive, derogatory, or insensitive.
- Facial hair must be shaved if it interferes with face mask seal.
- Hair color must be a natural tone.

## Student Employees

Students that are also employees must not wear employee uniforms or other apparel that might identify them as a non-student while performing as a student with patients present or clinical rotations.

## Student Uniforms Outside Class















Student uniforms may not be worn outside class activities, except during travel to or travel from a class activity. The intent of this rule is to prohibit students representing CMH while doing non-class sanctioned activities. Incidental stops before and after class activities are acceptable as long as they are within social norms and will not reflect poorly on CMH.

## Polo Shirt Style Details

The preferred student uniform polo shirt will be Proper ICE Performance Polo Shirt.

- Men's Galls style number: [ST136](#)

- Women's Galls style number: [ST284](#)

Who	Color	Mens image	Womens image
EMR Academy students	SILVER TAN		
EMT Academy students	HI VIZ YELLOW		
AEMT Academy students	GRAY		
Paramedic Academy students	RED		
Critical Care Paramedic Academy students	COBALT		
Community Paramedic Academy students	DARK GREEN		
Instructors	DARK NAVY		

## Change Log:

Date	Link to previous version	Description of change
01/21/16	<a href="#">pdf</a>	Split the previous section into two to separate attendance and dress code policies. Added comment that employees cannot wear employee uniform while acting as a student. Added comment that students must meet CMH jewelry and tattoo policies.
07/08/16		Added more strict uniform requirements. Removed option to wear t-shirts and shorts. Added jewelry and tattoo policy details.
08/17/16		Added comment that uniform cannot be worn outside class activities. Added details of polo style and colors.
07/17/19		Changed document number from 4-360 to 2-320
07/17/19	<a href="#">pdf</a>	Updated shirt colors and ordering process for Galls.
11/27/19	<a href="#">pdf</a>	Changed Galls contact info.
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
08/21/20		Moved online.
08/21/20		Moved online.
08/21/20		Moved online.
03/26/21	<a href="#">pdf</a>	Moved content from subsections and removed them: Sub-Section 2-320-24 - Student Employees, Sub-Section 2-320-48 - Student Uniforms Outside Class, Sub-Section 2-320-72 - Polo Shirt Style Details
02/25/22	<a href="#">pdf</a>	Made changes in accordance to recent updates to CMH policy. Specifically, tattoos are now permitted in moderation.

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# Section 2-340 - Ambulance Rider Orientation

## CMH EMS Education Manual

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### Pre-Requisites

Be non-febrile for 24 hours prior to your shift. Must be above the following minimum ages:

- Job shadow: 16 years old (must have parent or guardian signature if under 18 years old).
- Students: 18 years old.
- New hires: 21 years old with Missouri Class E Driver License.

Must have ID issued by CMH Human Resources Department:

- Job shadow (no patient contact): Temporary ID issued at time of ride after completion of [Sub-Section 2-340-50 - Job Shadow Guidelines Form](#).
- Student (performing skills): Photo ID from HR Department after completion of the list below. Contact [denver.miller@citizensmemorial.com](mailto:denver.miller@citizensmemorial.com) at HR or [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com) at PHS to request a student packet. Requirements of the packet include:
  - Student education.
  - Criminal background check.
  - Immunizations.
  - Liability insurance.

### Shift Requirements

You must wear your CMH-issued ID above the waist at all times on duty. Wear your class-required uniform of a polo-style shirt, dark pants, and dark boots. If you are a PHS employee, you must not wear CMH employee uniform. Keep your cell phone out of sight. Do not answer the facility phone unless specifically asked to.

Must start at the beginning of the shift. May do 4-hour to 16-hour shifts (12-hour is typical). You must ride with a Field Training Officer (FTO). Maximum of one rider per shift per ambulance. You may move ambulance-to-ambulance with permission of all FTOs.

Be prepared for your shift:

- Arrive early and be ready to hit the road.
- Be ready to eat on the road (bring \$).
- You may get off several hours late.

### Scheduling Shifts

Contact [ryan.mcdonald@citizensmemorial.com](mailto:ryan.mcdonald@citizensmemorial.com). Shift time options are below (if an FTO is on that shift):

- Bolivar has multiple shifts starting as early as 7am and students need to leave by midnight.
- Hermitage 8am to 8pm.
- Stockton 8am to 8pm.
- El Dorado Springs 8am to 8pm.
- Osceola 8am to 8pm.

## Station Locations

- Bolivar: 1525 N Oakland Ave.
- Hermitage: 121 Jackson St.
- Stockton: 319 W Englewood St.
- El Dorado Springs: 722 E 54 Hwy.
- Osceola: 700 Giesler Dr.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/18/20		Created this section from previously separate documents.

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# Sub-Section 2-340-50 - Job Shadow Guidelines Form

## CMH EMS Education Manual

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### Purpose

To allow Citizens Memorial Health Care System employees and members of the community to learn new skills by allowing them to observe and participate in other functions of the organization on a voluntary basis.

### Guidelines

1. Individuals who are interested in learning new skills or observe other functions will request to do so to the Human Resources Department. Requests will be forwarded to the Supervisor of the area that is wished to be job shadowed and arrangements made if job shadowing is possible.
2. The job shadowing opportunity must be acceptable to the Supervisor responsible for the area wished to be shadowed. Supervisors may decline job shadowers if they do not meet regulatory requirements, the area requires extreme confidentiality considerations, or other factors specific to that area.
3. The job shadowing experience should be a meaningful and learning experience. Efforts should be made to avoid utilizing the job shadower to do tasks not wanting to be performed by the regular members of the department.
4. The job shadowing experience may specify a specific length prior to implementation.
5. Employees may not job shadow in their own department.
6. Employees may not job shadow during their regularly scheduled hours, and should not job shadow at times that will affect their ability to work their shift.
7. Job shadowers may not be used to replace a regularly paid employee in the department.
8. Job shadowers will be required to follow the rules of the department/position, and will be removed from the job shadowing experience if the departmental rules are broken.
9. Job shadowing experience is not a guarantee of a position within that department should one become available, but will be used as a means of gaining experience and learning new skills.
10. Breach of patient confidentiality in the job shadowing experience will be handled in the same manner as if the employee were working their regular position.
11. Both the job shadower and the supervisor will agree in writing the conditions of the job shadowing experience.

As a volunteer, I understand that I may come in contact with confidential information, both clinical and employee related, through written records, documents, ledgers, internal verbal correspondence and communications and computer programs and applications.

I agree not to divulge or disclose to anyone other than those persons of the healthcare system who have the need to know directly or indirectly, either during or after my association, any confidential information acquired during the course of my association.

I understand and acknowledge that, in the event I breach any provision of this agreement, Citizens Memorial Healthcare in addition to any other legal remedies available to them, has the right to reprimand, suspend and/or terminate my association with or without notice at their discretion.

Job Shadower Please Print Your Name:

Job Shadower Signature:

Date:

Supervisor Please Print Your Name:

Supervisor Signature:

Date:

### Change Log:

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/18/20		Moved online.

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# Section 2-360 - Class Cancellation Policy

## CMH EMS Education Manual

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In the event of course cancellation, for any reason, registrants will be notified immediately, and course fees will be refunded when all course materials are returned. In the event of poor weather, courses will be cancelled at the discretion of the Lead Instructor. In the event that a class is cancelled, that class will be rescheduled, and students should prepare for the next class already on the schedule.

In the event of cancellation, students will be contacted via text message and email. If students believe road conditions are unsafe near their home, they are responsible for contacting the instructor.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/18/16	<a href="#">pdf</a>	Removed reference to school cancellation.
01/21/16	<a href="#">pdf</a>	Added comment that students will be contacted via email and text if the class is canceled.
07/17/19		Changed document number from 4-400 to 2-360
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 2-400 - Academic Integrity

## CMH EMS Education Manual

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Academic integrity is vital to the success of the student and the educational program. Quality education leads to quality care. The highest standards of ethical and professional conduct are integral to success in the EMS education. As members of the EMS profession, the student shares a commitment to adhere to the [EMS Code of Ethics](#):

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, always striving for clinical excellence in the delivery of patient care.
- To assume responsibility for upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/17/16		Added this section.
07/17/19		Changed document number from 4-440 to 2-400
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 2-440 - Student Dismissal

## CMH EMS Education Manual

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Any violation of the medical ethics for patient care and patient confidentiality will result in a meeting with the Medical Director, Pre-Hospital Director, Clinical Chief, Education Coordinator, and/or Lead Instructor. The meeting will determine the proper course of discipline or dismissal. Students dismissed from a course may not re-enter the same course and must re-apply to the next course if they choose.

- [Sub-Section 2-440-24 - Infractions List](#)
- [Sub-Section 2-440-48 - Academic Dishonesty](#)
- [Sub-Section 2-440-72 - Social Media](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/15/19	<a href="#">pdf</a>	Fixed typo.
07/17/19		Changed document number from 4-480 to 2-440
11/11/19	<a href="#">pdf</a>	Added comment that if the student's account on Platinum is disabled, they will be removed from the course.
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Sub-Section 2-440-24 - Infractions List

## CMH EMS Education Manual

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Infractions which may result in disciplinary action or dismissal from the class are:

- Violation of the EMS Code of Ethics;
- Dishonesty; Cheating in any form;
- Illegal use of controlled substances; Behavior indicating drug or alcohol abuse;
- Vulgarity or derogatory language;
- Harassment of instructors or fellow students;
- Inappropriate attire is worn for clinical times or field internship or wearing a name tag other than to class, clinical times, or field internship;
- Breach of patient confidentiality, giving out information, or copying trip sheets;
- Falsification of any information on student application, records, or evaluations;
- Violations of absence/tardiness policies;
- Failure to meet the minimum scholastic, clinical, or field internship requirements as listed in the policies;
- Unexcused absence from clinicals; Inadequate preparation for clinicals;
- Theft of any property;
- Unprofessional conduct;
- Violation of terms of use and disabling of your account if your class is required to use Platinum Planner, EMS Testing, or other software or service;
- Unsafe paramedic practices: Behavior that conflicts with that of a reasonably prudent licensed paramedic and has the potential to cause physical or emotional harm. Examples include failure to follow infection control procedures, failure to follow safety policies, or failure to follow treatment protocols.

### Change Log:

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08/21/20		Moved online.

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# Sub-Section 2-440-48 - Academic Dishonesty

## CMH EMS Education Manual

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Academic dishonesty is defined as a student providing or obtaining unauthorized help in academic coursework or accepting recognition for work which is not theirs. Examples of dishonesty include, but not limited to:

- Copying from another student or allowing another student to copy work.
- Unauthorized collaboration with others on tests, quizzes, or assignments.
- Using unauthorized resources (i.e. notes or cheat sheets).
- Transmitting or receiving unauthorized communications (i.e. notes or text messages) during an exam.
- Disclosing or receiving examination questions to other students.
- Using another person's ideas, opinions, or theory without acknowledgement of the source.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/21/20		Moved online.

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# Sub-Section 2-440-72 - Social Media

## CMH EMS Education Manual

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Positive statements on social media regarding your experience at CMH and your clinical locations are encouraged and appreciated. If your social media profile associates you with CMH, all of your social posts shall be positive and professional, regardless of the topic.

### Change Log:

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/21/20		Moved online.

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# Section 2-480 - Appeal and Grievance Procedure

## CMH EMS Education Manual

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CMH EMS Education Department is responsible for managing and resolving all disputes, complaints, or problems that arise from a course offered by an instructor representing CMH. The PHS Clinical Chief, PHS Education Coordinator, and Instructors are responsible for day-to-day operations of training programs. They will become involved in resolving any disputes, complaints, or problems arising from courses taught by CMH EMS.

Once a student has been dismissed for any of the reasons listed, he/she may seek reinstatement through a personal interview with the Medical Director, Pre-Hospital Director, and/or PHS Clinical Chief. If all agree, the student may return for a probationary period to be determined in that meeting. After that probation, the student will be reevaluated and may be fully reinstated, dismissed, or the probationary period extended.

A line of authority shall be followed when a grievance occurs. If there are any problems, students should contact their instructor. If the problem is not resolved or the problem is with the instructor, they should contact the PHS Clinical Chief. If the problem is still not resolved, they should contact the PHS Director. If the grievance is not resolved, the student can request an appeal with a committee comprised of EMS management, Human Resources, and the Hospital Chief Operating Officer.

Request for appeal must be filed in writing to the PHS Clinical Chief with a date and signature within three (3) business days.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/21/16	<a href="#">pdf</a>	Added comment about unresolved grievance process and all requests must be made in writing.
07/17/19		Changed document number from 4-560 to 2-480
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.



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# Section 2-520 - Academic Criteria: Grading and Examination Policies

## CMH EMS Education Manual

Students may be assigned homework during the course. Homework may consist of essay papers, reading assignments, take-home quizzes, practical evolutions, etc. Assignments must be turned in by the due date. Late work will not be accepted. Students will not be allowed to take a quiz, test, or exam early for any reason.

The grade for each course is determined by attendance, quizzes, written exams, practical exams, and/or final exams; thus reflecting mastery of the course material based on the percentage of the total points scored as being correct. For continuing education courses without exam or other grading mechanism, grades will be assessed by percentage of content the student was present for.

Grades will be determined as follows:

Grade	Percentage Minimum	Percentage Maximum	Comments
A+	Above 96.7%		
A	93.3%	96.6%	
A-	90.0%	93.2%	
B+	86.7%	89.9%	
B	83.3%	86.6%	
B-	80.0%	83.2%	Minimum overall grade to be eligible for Academy certification test (i.e. NREMT) and minimum grade for employee competence.
C+	76.7%	79.9%	
C	73.3%	76.6%	
C-	70.0%	73.2%	Minimum passing grade on any single test or significant course activity.
F	Below 70.0%		Not a passing grade. Course attendance certificate will be issued (not a successful course completion certificate).

Refer to specific course syllabus that will articulate the required course work, assignments, and specific requirements.

If the student misses an exam (practical or written), the student shall receive a score of zero unless the absence is excused by the Education Coordinator or Lead Instructor. Students will be allowed to retest once for

each final practical station failed. Questions regarding test failure should be directed to the Lead Instructor.

All students will be under constant evaluation for the duration of the course. This will include the listed written testing as well as practical examinations. Students may have a practical check-off sheet that must be completed for course completion. The Medical Director may review all evaluations, written and practical test results, and skill performance sheets at his/her convenience.

Extra credit worksheets or quizzes may be given at any time during class. All extra credit work is voluntary. Any student wishing to complete extra credit work shall have it turned in on time.

## Change Log:

Date	Link to previous version	Description of change
01/21/16	<a href="#">pdf</a>	Expanded grade list to include all the "+" and "-" grades.
08/17/16		Added comment that 70% is the lowest grade on any single test.
07/11/17	<a href="#">pdf</a>	Added comment that in the absence of a test, score will be based on percentage of attendance.
05/14/19	<a href="#">pdf</a>	Typo corrected.
07/17/19		Changed document number from 4-640 to 2-520
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
03/01/21	<a href="#">pdf</a>	Added note that minimum score for competencies is 80 percent per Dr. Nicholes.

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# Section 2-560 - Remedial Education

## CMH EMS Education Manual

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If a student performance falls below passing criteria for a chapter or unit exam (written or practical), he or she will be given the opportunity for remedial education. The student must request remediation within 24 hours to their lead instructor.

Remediation is decided on a case-by-case basis and may include, but not limited to:

- Individual tutoring,
- Extra study and/or practice session being scheduled for the entire class,
- Assignment of extra work (in the case of extra work assignment, extra work assignments will be made available to the entire class for extra credit),
- Ability to re-take the exam (in the case of re-take, the final grade will be based on an average of the two exams),
- And/or other solutions.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
03/07/17		Added this section for compliance with BEMS inspection checklist.
07/17/19		Changed document number from 4-680 to 2-560
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 2-600 - Health and Safety Procedures

## CMH EMS Education Manual

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Students shall report any dangerous environmental situations or safety hazards to their instructor, preceptor, FTO, and/or clinical educator immediately (i.e. Spills, loose wires, unsafe equipment, etc.).

When practicing skills, students should operate all equipment appropriately and properly clean all equipment.

The clinical preceptor(s), FTO(s), and clinical educator(s) have final authority over the student during rotations. Students are not permitted to operate any vehicles while on clinical rotations. Students shall always ride in a seated position and wear a seat belt while the vehicle is in motion - this includes in the patient compartment in the back of the ambulance.

If at any time the student performs actions not approved by the preceptor(s), FTO(s), or clinical educator(s), the participant may be sent home or possibly expelled from the course.

Directions given by training personnel should be followed and if not understood, the student should ask for clarification before continuing the task.

- [Sub-Section 2-600-33 - Clinical Exposure](#)
- [Sub-Section 2-600-66 - Patient Protection and Student Vaccinations](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 4-720 to 2-600
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
11/13/21		Added vaccination text to 2-600-66 link.

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# Sub-Section 2-600-33 - Clinical Exposure

## CMH EMS Education Manual

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While working clinical hours, students may occasionally be exposed to communicable or other medical diseases. When performing clinical rotations, students should take appropriate Body Substance Isolation (BSI) precautions. This may include (but is not limited to) gloves, eye shields, and gowns. If a student is exposed to a known case, he/she will be required to report this immediately to the instructor, preceptor, FTO, and/or clinical educator and seek necessary medical treatment.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/21/20		Moved online.

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# Sub-Section 2-600-66 - Patient Protection and Student Vaccinations

## CMH EMS Education Manual

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### Student vaccination requirements:

- **Required to attend any activity without a mask** (i.e. classroom, lab, simulator, clinicals, or any activity on CMH campus): If current vaccinations are not on file, activities where patients are NOT present are allowed if the student wears a mask the entire time.
  - **Influenza:** Annual flu shots are required. Typically during the months of November, December, January, February, March, and April, influenza vaccination will be required during the previous 12 months. Annually, the flu season deadlines are adjusted as directed by the CDC, local public health agencies, and CMH Infection Prevention Department. The current window where flu vaccination is required is: 2023-11-01 through 2024-04-30.
  - **COVID:** COVID vaccination is required. As of December 27th, 2021, either a completed two-dose vaccination series or a one-dose series is required by all students attending activities in person or on CMH campus.
  - **Exemptions:** Medical or religious exemption request forms are available. Forms must be submitted to CMH work health department for approval. If exemption is approved, students may attend activities but must be masked at all times.
- **Required to perform activities while patients are present** (i.e. live patient labs or clinicals):
  - **Influenza and COVID:** Influenza and COVID vaccinations as outlined above are required for clinical activities.
  - **Hep B:** Hepatitis B vaccination series is required to have been started (at least the first shot).
  - **MMR:** Measles, Mumps, and Rubella vaccination is required or titer showing immunization.
  - **TDAP:** Tetanus vaccination is required.
  - **TB test:** A two-step negative Tuberculosis test is required or verification of not having an active infection.
- Proof of the above vaccinations is required and a copy will be maintained in the student folder prior to activities listed above.

### Students with a diagnosed communicable disease (i.e. common cold, influenza, COVID, hepatitis, herpes or cold sore, HIV-related illness, etc.):

- During active transmissible phase of the illness, activities where other students, instructors, or patients are present are not allowed.
- During active transmissible phase of the illness, attendance on campus is not allowed.
- A letter from the student's health care provider is required to allow participation in practical skills stations or have direct patient care or contact.

**Undiagnosed illnesses with a fever:**

- Students must be non-febrile for 24-hours before attending activities on campus or having contact with other students, instructors, or patients.

Student attendance requirements will not be waived for illness, however, allowances for makeup and/or virtual attendance may be allowed. These allowances will be evaluated on a case-by-case basis by the lead instructor. Students will be expected to study and practice on his/her own time to maintain skill levels.

**Additional or elevated requirements may be needed based on current community outbreak or pandemic situations.** Refer to guidance by the Centers for Disease Control, local public health agencies, Citizens Memorial Hospital Infection Control Department, and the course lead instructor in these situations.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/21/20		Moved online.
11/13/21	<a href="#">pdf</a>	Added requirements for influenza and covid vaccinations for students.
12/13/21	<a href="#">pdf</a>	Clarified exemption options for covid vaccinations.

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# Section 2-640 - Drug and Substance Use and Abuse

## CMH EMS Education Manual

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Tobacco use is not permitted during class, clinicals, labs, or while wearing student uniforms. Tobacco use is also not permitted on healthcare property, in healthcare vehicles, or during healthcare functions. Students under the influence of any illegal substance or alcohol during class will be dismissed and may be subject to further discipline or legal action. Students under the influence of even prescribed and legal substances that may impair judgment, impair reflexes, or cause drowsiness may have certain restrictions placed on them (i.e. cannot participate in laboratory, clinical, or evolutions). Illegal use of controlled substances outside of class can also lead to dismissal.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 4-800 to 2-640
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 2-660 - Clinical Sites Details

## CMH EMS Education Manual

This section serves as a central location for information on all the clinical sites for all academies. Click the specific clinic type below for details on how to schedule clinicals, what to wear, where to go, etc.

### 9-1-1 Dispatch:

**Evaluation category:** 9-1-1 Dispatch

**Purpose:**

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

**Location** | **Student Contact Info** | **Where to Go** | **Admin Contact Info**

### Addiction Clinic:

**Evaluation category:** Addiction Clinic

**Purpose:**

- The purpose of Community Paramedic student rotation in an addiction recovery clinic is to familiarize themselves with clinic services, cognitive behavioral therapy, counseling, and support services. Community Paramedic students are expected to shadow RNs or Therapists and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Addiction Recovery Clinic</a>	<a href="mailto:michelle.kirby@citizensmemorial.com">michelle.kirby@citizensmemorial.com</a>	One student at a time Mon-Fri 8a-4p	<a href="mailto:michelle.kirby@citizensmemorial.com">michelle.kirby@citizensmemorial.com</a>

### Ambulance:

**Evaluation category:** Ambulance

**Purpose:**

- The purpose of EMT student rotation on an ambulance is to have an intermediate understanding of ambulance operations and perform basic patient assessments and treatments. These students should be exposed to the basics of scene management. EMT students are to shadow ambulance EMTs and act as their extensions.

- Paramedic student rotation on an ambulance is to have an advanced understanding of ambulance operations and perform advanced patient assessments and treatments. During the first phase of ride time, paramedic students should be exposed to the advanced methods of scene management. Paramedic students are to shadow ambulance paramedics and act as their extensions.

**Evaluation category:** Ambulance (Paramedic Team Lead)

**Purpose:**

- The purpose of Paramedic student rotation on an ambulance doing team leads is for students to act as team leader (managing all aspects of the scene and directing the actions of responders and their EMT partner). The objective of team leader clinical experience: The student has successfully led the team if he or she has conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been in charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions have been made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging/moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated or performed that endangered the physical or psychological safety of the patient(s), bystanders, other responders, or crew.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
CMH PHS (Bolivar, Hermitage, Stockton, El Dorado Springs, or Osceola)	See <a href="#">Section 2-340 - Ambulance Rider Orientation</a>	Make contact with any crew member at the station and indicate you are a student.	<a href="mailto:theron.becker@citizensmemorial.com">theron.becker@citizensmemorial.com</a>
Cox EMS (Ava, Crane, Greenfield, Marshfield, Ozark, or Springfield)	Complete the survey at <a href="https://survey.alchemer.com/s3/7003814/CoxHealth-Ambulance-Ride-Along">https://survey.alchemer.com/s3/7003814/CoxHealth-Ambulance-Ride-Along</a> <a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	<a href="mailto:elizabeth.boreland@coxhealth.com">elizabeth.boreland@coxhealth.com</a>
Cox Air Care (Bolivar or Springfield)	Complete same requirements as Cox EMS, then contact <a href="mailto:susan.crum@coxhealth.com">susan.crum@coxhealth.com</a> . Shifts are 8a-8p in Bolivar. Unknown Springfield details. <a href="#">Student Checklist</a> must be completed prior to scheduling.	<b>Bolivar:</b> Air Care base. <b>Springfield:</b> Unknown.	<a href="mailto:susan.crum@coxhealth.com">susan.crum@coxhealth.com</a>

Location	Student Contact Info	Where to Go	Admin Contact Info
Ellett Memorial Hospital (Appleton City)	Unknown	Unknown	Unknown
Mercy (Buffalo, Camdenton, Carthage, Cassville, Lebanon, Macks Creek, Mt Vernon, or Springfield)	<b>EMT student:</b> Unknown <b>Paramedic student:</b> You must be a Mercy EMS coworker to do clinical time on a Mercy ambulance. Contact your direct supervisor at Mercy	Unknown	Unknown
Taney County Ambulance District (Branson or Hollister)	Unknown	Unknown	Unknown
Vernon County Ambulance District (Nevada)	Call 417-667-5079 to schedule One student at a time Shifts are 8a-10p	Unknown	Leland Splitter <a href="mailto:vcadsplit@sofnet.com">vcadsplit@sofnet.com</a>
Warsaw-Lincoln Ambulance District (Warsaw)	Karen Orick at 660-438-2993 or <a href="mailto:korick@warsawems.com">korick@warsawems.com</a> One student at a time Shifts start at 8a	Unknown	Karen Orick at 660-438-2993 or <a href="mailto:korick@warsawems.com">korick@warsawems.com</a>

### Anesthesia:

**Evaluation category:** Anesthesia

#### Purpose:

- The purpose of Paramedic student rotation in anesthesia is to perform airway assessments, supraglottic airways, and endotracheal intubations. Students must inform the patient with a script similar to: My name is Theron and I am a paramedic student. My preceptor is Jason, who is a nurse anesthetist. Is it OK if I put in your breathing tube during your operation today?  
Paramedic students are to shadow CRNAs or Anesthesiologists and act as their extensions.



**What to wear:** Scrub top, scrub pants, ID badge, tennis shoes, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
CMH Hospital (Bolivar)	See CMH Douglas Building	Typically, students are scheduled in the Douglas Building and may come to the main hospital at the direction of Douglas Building staff if there is a case at the main hospital for them.	See CMH Douglas Building
CMH Douglas Building (Bolivar)	<a href="mailto:rebecca.hancock@citizensmemorial.com">rebecca.hancock@citizensmemorial.com</a> . Two paramedic students can sign up Tuesdays through Fridays; only one paramedic student on Mondays. Wednesdays and Fridays are often the busiest days for these locations. Mondays are preferred.	First floor Douglas Building. Go to Registration in the Waiting Room for Same-Day Surgery and let them know you are a paramedic student doing clinicals. They will direct you to change into scrubs and you have several areas that will help you get your skills. When you arrive on the site, go upstairs to the Infusion Center to let them know you are a paramedic	<b>Same-Day Surgery:</b> <a href="mailto:rebecca.hancock@citizensmemorial.com">rebecca.hancock@citizensmemorial.com</a> and <a href="mailto:toni.richardson@citizensmemorial.com">toni.richardson@citizensmemorial.com</a> <b>Endoscopy:</b> <a href="mailto:jennifer.bradley@citizensmemorial.com">jennifer.bradley@citizensmemorial.com</a> <b>Outpatient Radiology:</b> <a href="mailto:gayla.hankins@citizensmemorial.com">gayla.hankins@citizensmemorial.com</a>

Location	Student Contact Info	Where to Go	Admin Contact Info
		student looking for vascular access opportunities. They will let you know what they have scheduled for the day. They will direct you to the locker rooms and where to find scrubs to change into.	
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Mercy (Springfield)	Program Director sends authorization email to <a href="mailto:albin.quiko@mercy.net">albin.quiko@mercy.net</a> or <a href="mailto:jennifer.johnson4@mercy.net">jennifer.johnson4@mercy.net</a> with CC to student. Student, once completed MyClinicalExchange, may email Dr. Quiko directly with schedule date requests.	(3J): Use the south elevators to the 3rd floor and tell the desk you are a paramedic student. Bring tennis shoes. You will change into scrubs. Shift start time is 0630.	Cindy Bowers, Receptionist (417-820-2761)

## Cardiology:

**Evaluation category:** Cardiology

### Purpose:

- The purpose of Paramedic student rotation in the cath lab is to observe cardiac catheterization procedures and have a general understanding of cath lab operations so they can better prepare STEMI patients. Paramedic students are to shadow cath lab RNs, NPs, or Physicians and act as their extensions.
- The purpose of Community Paramedic student rotation in a cardiac clinic is to familiarize themselves with clinic services and outpatient CHF patient needs. Specifically, strategies and services to prevent

readmission for AMI and CHF patients are learning goals.

Community Paramedic students are expected to shadow cardiac clinic RNs, NPs, or Physicians and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Cath Lab</a> (Bolivar)	<a href="mailto:robert.richardson@citizensmemorial.com">robert.richardson@citizensmemorial.com</a> . Shifts are 8 am to 4 pm. Mondays are usually the busiest days. Mondays or Fridays are preferred.	Go to front desk in the Heart Center and say you are a student doing clinicals. Also, early in your shift, find and personally introduce yourself to the cardiologist on duty. While doing clinicals at CMH in the hospital in other departments and units, paramedic students are welcome to observe cardiac cath procedures when the cath lab team is activated on overhead speakers.	<a href="mailto:robert.richardson@citizensmemorial.com">robert.richardson@citizensmemorial.com</a>
<a href="#">CMH Heart Institute Clinic</a> (Bolivar)	<a href="mailto:jody.brand@citizensmemorial.com">jody.brand@citizensmemorial.com</a> . New patient intake is Tuesdays and Thursdays where treatment plans are discussed and developed.	Go to the front desk in the Heart Center and say you are a student doing clinicals.	<a href="mailto:jody.brand@citizensmemorial.com">jody.brand@citizensmemorial.com</a>
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown

Location	Student Contact Info	Where to Go	Admin Contact Info
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Mercy (Springfield)	Angela Steinert, Educator (417-820-2838)	(4H): East elevators to 4th floor. Go to nurse's station. Bring tennis shoes, you will change into scrubs.	<a href="mailto:vickie.hanna@mercy.net">vickie.hanna@mercy.net</a>

Clinic:

Evaluation category: Clinic

Purpose:

- The purpose of Paramedic student rotation in the clinic is to improve patient assessments and management. Specifically, exposure to pediatric patients is appreciated during this clinical time. Paramedic students are to shadow Clinic RNs, NPs, or Physicians and act as their extensions.
- The purpose of Community Paramedic student rotation in a family medical clinic is to familiarize themselves with outpatient needs and care plans. Community Paramedic students are expected to shadow cardiac clinic RNs, NPs, or Physicians and act as their extensions.

What to wear: student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Ash Grove Family Medical Center</a>	Unknown	Check in at the front desk.	Unknown
<a href="#">CMH Bolivar Family Care Center</a>	<a href="mailto:penny.hruby@citizensmemorial.com">penny.hruby@citizensmemorial.com</a> Only one student at a time Mon-Fri 8a-5p.	Check in at the front desk.	<a href="mailto:penny.hruby@citizensmemorial.com">penny.hruby@citizensmemorial.com</a>
<a href="#">CMH Bolivar Walk-In Clinic</a>	<a href="mailto:sheri.noble@citizensmemorial.com">sheri.noble@citizensmemorial.com</a> (417-777-4800)	Check in at the front desk.	<a href="mailto:sheri.noble@citizensmemorial.com">sheri.noble@citizensmemorial.com</a> (417-777-4800)
<a href="#">CMH Dade County Family Medical Center</a> (Greenfield)	Unknown	Check in at the front desk.	Unknown
<a href="#">CMH Dallas County Family</a>	Unknown	Check in at the front	Unknown

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">Medical Center (Buffalo)</a>		desk.	
<a href="#">CMH El Dorado Springs Medical Center</a>	<a href="mailto:heather.allen@citizensmemorial.com">heather.allen@citizensmemorial.com</a> Only one student at a time Tue-Fri 8a-5p.	Check in at the front desk.	<a href="mailto:heather.allen@citizensmemorial.com">heather.allen@citizensmemorial.com</a> (M: 417-293-8688)
<a href="#">CMH Humansville Family Medical Center</a>	Robin Bobinmyer, 417-234-3334 (text) Tue - Clinic Wed & Thu - LTC	Message Robin.	Robin Bobinmyer, 417-234-3334 (text)
<a href="#">CMH OB/GYN and Pediatric Clinic (Bolivar)</a>	students are not allowed at this location	Check in at the front desk.	Unknown
<a href="#">CMH Osceola Medical Center</a>	Unknown	Check in at the front desk.	Unknown
<a href="#">CMH Pleasant Hope Family Medical Center</a>	Unknown	Check in at the front desk.	Unknown
<a href="#">CMH Stockton Family Medical Center</a>	<a href="mailto:stacy.rogers@citizensmemorial.com">stacy.rogers@citizensmemorial.com</a> Only one student at a time Mon-Fri 8a-5p.	Check in at the front desk.	<a href="mailto:stacy.rogers@citizensmemorial.com">stacy.rogers@citizensmemorial.com</a>
<a href="#">CMH Willard Medical Center</a>	Unknown	Check in at the front desk.	Unknown

### Community Paramedic:

**Evaluation category:** Community Paramedic

#### Purpose:

- The purpose of Community Paramedic student rotation with other Community Paramedics in a Mobile Integrated Healthcare program is to familiarize themselves with case reviews, home visits, and documentation requirements.

Community Paramedic students are expected to shadow Community Paramedics or Community Health Workers and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
CMH	Same as "Ambulance" clinical site	Details provided at time of scheduling	<a href="mailto:theron.becker@citizensmemorial.com">theron.becker@citizensmemorial.com</a>
Cox	Same as "Ambulance" clinical site	Details provided at time of scheduling	<a href="mailto:chris.white@coxhealth.com">chris.white@coxhealth.com</a>

## Emergency Room:

**Evaluation category:** Emergency Room

### Purpose:

- The purpose of EMT student rotation in the emergency room is to improve medical and trauma patient assessments and have a basic understanding of emergency room operations.  
EMT students are to shadow ER techs and act as their extensions.
- The purpose of Paramedic student rotation in the emergency room is to improve medical and trauma patient assessments and advanced treatments.  
Paramedic students are to shadow ER RNs, nurse practitioners, physician assistants, and/or physicians and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
CMH Hospital (Bolivar)	<a href="mailto:maria.price@citizensmemorial.com">maria.price@citizensmemorial.com</a> Only one EMT student and one paramedic student can be scheduled in the ER at a time 12-hr shifts available: 7a, 11a, & 7p	In the waiting room, tell the ER triage nurse you are a student there for clinicals.	<a href="mailto:maria.price@citizensmemorial.com">maria.price@citizensmemorial.com</a>
Cox Hospital (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Ellett Memorial Hospital (Appleton City)	Unknown	Unknown	Unknown
Mercy Hospital (Springfield)	LaShonda, Montarae Glaser, Joan Myers, MaryB Landskroner, Educators (417-820-2115)	Use name tag or assigned door code to enter controlled access or enter triage area and identify yourself as a paramedic student.	Montarae Glaser, Joan Myers, MaryB Landskroner, Educators (417-820-2115)

## Endocrinology:

**Evaluation category:** Endocrinology

### Purpose:

- The purpose of Community Paramedic student rotation in an Endocrinology clinic is to familiarize themselves with clinic services and outpatient diabetes patient needs. Community Paramedic students are expected to shadow RNs, NPs, or Physicians and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Endocrinology Center</a> (Bolivar)	<a href="mailto:jenny.king@citizensmemorial.com">jenny.king@citizensmemorial.com</a> Open 8a-noon on Mon, Wed, Thu, and Fri	Douglas Building 1st floor. Go to nurse's station.	<a href="mailto:jenny.king@citizensmemorial.com">jenny.king@citizensmemorial.com</a> 417-328-7946

**FQHC:**

**Evaluation category:** FQHC

**Purpose:**

- The purpose of Community Paramedic student rotation in an FQHC is to gain a basic understanding of all aspects of FQHC operations and services offered. Additionally, exposure to outpatient needs and care plans is appreciated. Community Paramedic students are expected to shadow cardiac clinic Community Health Workers, RNs, NPs, or Physicians and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">Ozarks Community Health Center</a>	<a href="mailto:amanda.dahl@ozarkschc.com">amanda.dahl@ozarkschc.com</a>	Check in at the front desk.	<a href="mailto:scott.crouch@ozarkschc.com">scott.crouch@ozarkschc.com</a> or <a href="mailto:amanda.dahl@ozarkschc.com">amanda.dahl@ozarkschc.com</a>

**Home Health:**

**Evaluation category:** Home Health

**Purpose:**

- The purpose of Community Paramedic student rotation in Home Health is to familiarize themselves with Home Health and Hospice services and typical home visits. Community Paramedic students are expected to shadow Home Health RNs and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Home Health</a>	<a href="mailto:valerie.noblitt@citizensmemorial.com">valerie.noblitt@citizensmemorial.com</a> and <a href="mailto:jennie.george@citizensmemorial.com">jennie.george@citizensmemorial.com</a> . Mornings from 8a to Noon are best.	Unknown	<a href="mailto:valerie.noblitt@citizensmemorial.com">valerie.noblitt@citizensmemorial.com</a>

## Intensive Care:

**Evaluation category:** Intensive Care

**Purpose:**

- The purpose of Paramedic student rotation in an ICU to improve critical care skills. Paramedic students are to shadow ICU RNs, NPS, or Physicians and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
CMH (Bolivar)	<a href="mailto:claire.dale@citizensmemorial.com">claire.dale@citizensmemorial.com</a> Only one paramedic student at a time can be scheduled in the ICU. 12-hour shifts are typical but OK to be as short as 8-hour shifts. Shifts start at 0630 and 1830 hours.	Outside the entrance to ICU, there is a phone on the wall, pick it up, tell the nurse at the desk you are a paramedic student, and they will let you in.	<a href="mailto:claire.dale@citizensmemorial.com">claire.dale@citizensmemorial.com</a>
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Mercy (Springfield)	<b>Burn Unit:</b> Mark Smalley, Educator (417-820-4843) <b>Neonatal ICU:</b> Lisa Logan, NICU educator, (417-820-2885) <b>Neuro-Trauma ICU:</b> Marla Housley Clinical Educator (417-820-2545) <b>Surgical ICU:</b> Janie Jones, Educator (417-820-3366) <b>Pediatric ICU:</b> Elyse Nimmo, Educator (417-820-2356)	<b>Burn Unit (7H):</b> East elevators to 7th floor. Use phone outside of unit to gain access. <b>Neonatal ICU:</b> South elevators to 5th floor. Phone access to 5A/B. Report to charge nurse. First half of shift in 5A/B, second half in NICU. <b>Neuro-Trauma ICU (4E):</b> ER elevators to 4th floor. Go to desk in middle	<b>General:</b> <a href="mailto:dusti.everetthinkle@mercy.net">dusti.everetthinkle@mercy.net</a> <b>Burn Unit:</b> Rich Raymond, Manager (417-820-6442) <b>Neonatal ICU:</b> Lisa Logan, NICU educator, (417-820-2885) <b>Neuro-Trauma ICU:</b> Marla Housley, Clinical Educator (417-820-2545) <b>Surgical ICU:</b> Janie Jones, Educator (417-820-3366) <b>Pediatric ICU:</b> Elyse Nimmo, Educator (417-820-2356)



Location	Student Contact Info	Where to Go	Admin Contact Info
		(between rooms 1 & 15). <b>Surgical ICU (3E):</b> ER elevators to 3rd floor. Go to desk in middle of unit. <b>Pediatric ICU (4F):</b> Central elevators to 4th floor. Use phone on wall to gain access.	

### Labor and Delivery:

**Evaluation category:** Labor and Delivery

#### Purpose:

- The purpose of Paramedic student rotation in labor and delivery is to improve obstetric patient assessments and management. Specifically, observing and assisting during deliveries is appreciated. Paramedic students are to shadow L and D RNs, NPs, or Physicians and act as their extensions.

**What to wear:** Scrub top, scrub pants, ID badge, tennis shoes, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Birth Place</a> (Bolivar)	<a href="mailto:wendy.rothdiener@citizensmemorial.com">wendy.rothdiener@citizensmemorial.com</a>	Pick up the phone outside the Birth Place and tell the nurse you are a student doing clinicals.	<a href="mailto:wendy.rothdiener@citizensmemorial.com">wendy.rothdiener@citizensmemorial.com</a>
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Mercy (Springfield)	Patti Garretson, Clinical Educator (417-820-6334)	(5F-K): Central or South elevators to 5th floor. Use	Patti Garretson, Clinical Educator (417-820-6334)

Location	Student Contact Info	Where to Go	Admin Contact Info
		phone on wall to gain access. Bring tennis shoes, you will change into scrubs.	

### Laboratory:

**Evaluation category:** Laboratory

#### Purpose:

- The purpose of Community Paramedic student rotation in a Laboratory is to familiarize themselves with lab tests, sample collection, and sample handling procedures. Community Paramedic students are expected to shadow Lab techs and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Diagnostic Laboratory</a>	<a href="mailto:julie.bird@citizensmemorial.com">julie.bird@citizensmemorial.com</a>	Unknown	<a href="mailto:julie.bird@citizensmemorial.com">julie.bird@citizensmemorial.com</a>
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Ellett Memorial Hospital (Appleton City)	Unknown	Unknown	Unknown
Mercy (Springfield)	Unknown	Unknown	Unknown

### Psychiatric:

**Evaluation category:** Psychiatric

#### Purpose:

- The purpose of Paramedic student rotation in psychiatric units is to improve psychiatric patient assessments and management. Paramedic students are to shadow RNs, Therapists, NPs, or Physicians and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, and boots (do not bring anything that might be a weapon - pen, scissors, etc.).

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Parkview Geriatric Wellnes (Bolivar)</a>	<a href="mailto:elizabeth.keith@citizensmemorial.com">elizabeth.keith@citizensmemorial.com</a> Two students at a time can do clinicals in the unit simultaneously Monday through Friday. Shift start time is 6:45 am. Half-way through the shift, students will switch sides of the unit to have comprehensive view of the unit.	Pickup the phone outside the sally port entrance to the Parkview Geriatric Wellness unit and tell the nurse you are a paramedic student doing clinicals.	<a href="mailto:angela.long@citizensmemorial.com">angela.long@citizensmemorial.com</a>
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Mercy (Springfield)	Unknown	Unknown	Jason Link, Educator (417-820-8440) and Rachel Blankenship, Manager (417-820-8165)

### Public Health:

**Evlaution category:** Public Health

#### Purpose:

- The purpose of Community Paramedic student rotation in a local public health department is to have a basic understanding of all aspects of public health operations and be exposed to environmental health, community health, and family health services.  
Community Paramedic students are expected to shadow public health staff and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">Dallas County Health Department</a>	Unknown	Check in at the front desk	<a href="mailto:cheryl.eversole@dallascountyhealth.com">cheryl.eversole@dallascountyhealth.com</a>
<a href="#">Hickory County Health Department</a>	Laurie Hays <a href="mailto:haysl@hickorycountyhealth.org">haysl@hickorycountyhealth.org</a> Only one student at a time Mon, Tue, or Fri (8a-5p).	Check in at the front desk	Dawn Vader <a href="mailto:vaderd@hickorycountyhealth.org">vaderd@hickorycountyhealth.org</a>

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">Polk County Health Center</a>	<a href="mailto:michelle.morris@polkcountyhealth.org">michelle.morris@polkcountyhealth.org</a> Only one student at a time Mon-Fri (8a-5p).	Check in at the front desk	<a href="mailto:michelle.morris@polkcountyhealth.org">michelle.morris@polkcountyhealth.org</a>
<a href="#">St Clair County Health Center</a>	Unknown	Unknown	Unknown

### Respiratory Therapy:

**Evaluation category:** Respiratory Therapy

#### Purpose:

- The purpose of Paramedic student rotation in respiratory therapy is to improve respiratory patient assessments and treatments.  
Paramedic students are to shadow RTs and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
CMH (Bolivar)	<a href="mailto:shawn.miller@citizensmemorial.com">shawn.miller@citizensmemorial.com</a> Only one paramedic student at a time can be scheduled in RT. Shifts start at 6 am.	CMH Respiratory Therapy offices are near the Cardiology Department. Go in there and they will help you.	<a href="mailto:shawn.miller@citizensmemorial.com">shawn.miller@citizensmemorial.com</a>
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Ellett Memorial Hospital (Appleton City)	Unknown	Unknown	Unknown
Mercy (Springfield)	<a href="mailto:billy.haire@mercy.net">billy.haire@mercy.net</a>	South elevators to 4th floor, go North. Located on the left between 4K and 4F.	<a href="mailto:billy.haire@mercy.net">billy.haire@mercy.net</a>

### Social Services:

**Evaluation category:** Social Services**Purpose:**

- The purpose of Community Paramedic student rotation with Social Services is to familiarize themselves with social services tasks and available resources. Community Paramedic students are expected to shadow Social Service Workers or Community Health Workers and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
CMH (Bolivar)	<a href="mailto:kimberly.choate@citizensmemorial.com">kimberly.choate@citizensmemorial.com</a>	Tue, Wed, or Fri are best. 07:30 start time.	<a href="mailto:kimberly.choate@citizensmemorial.com">kimberly.choate@citizensmemorial.com</a>
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Ellett Memorial Hospital (Appleton City)	Unknown	Unknown	Unknown
Mercy (Springfield)	Unknown	Unknown	Unknown

**Surgery Pre-Operative:****Evaluation category:** Surgery Pre-Operative**Purpose:**

- The purpose of Paramedic student rotation in surgery pre-op is to improve IV access skills and perform blood draws. Students may float between pre-op, post-op, endoscopy, outpatient radiology, infusion center, in-patient surgery, and/or out-patient surgery as needs and experiences change. Paramedic students are to shadow RNs and act as their extensions.

**What to wear:** Scrub top, scrub pants, ID badge, tennis shoes, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Surgical Services</a> (Bolivar)	<a href="mailto:rebecca.hancock@citizensmemorial.com">rebecca.hancock@citizensmemorial.com</a> . Two paramedic students can sign up Tuesdays through Fridays; only one paramedic student on Mondays.	First floor Douglas Building. Go to Registration in	Same-Day Surgery: <a href="mailto:rebecca.hancock@citizensmemorial.com">rebecca.hancock@citizensmemorial.com</a> and <a href="mailto:toni.richardson@citizensmemorial.com">toni.richardson@citizensmemorial.com</a>

Location	Student Contact Info	Where to Go	Admin Contact Info
	Wednesdays and Fridays are often the busiest days for these locations.	the Waiting Room for Same-Day Surgery and let them know you are a paramedic student doing clinicals. They will direct you to change into scrubs and you have several areas that will help you get your skills. When you arrive on the site, go upstairs to the Infusion Center to let them know you are a paramedic student looking for vascular access opportunities. They will let you know what they have scheduled for the day.	Endoscopy: <a href="mailto:jennifer.bradley@citizensmemorial.com">jennifer.bradley@citizensmemorial.com</a> Outpatient Radiology: <a href="mailto:gayla.hankins@citizensmemorial.com">gayla.hankins@citizensmemorial.com</a>
Cox Branson (Branson)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Cox South (Springfield)	<a href="#">Student Checklist</a> must be completed prior to scheduling.	Unknown	Unknown
Mercy (Springfield)	Unknown	Unknown	Unknown

**Wound Clinic:**

**Evaluation category:** Wound Clinic

**Purpose:**

- The purpose of Community Paramedic student rotation in a Wound Clinic is to familiarize themselves with outpatient wound treatments. Specifically, strategies and services to prevent readmission for sepsis patients are appreciated.  
Community Paramedic students are expected to shadow RNs, NPs, or Physicians and act as their extensions.

**What to wear:** student uniform, EMT pants, ID badge, boots, pen, and stethoscope.

Location	Student Contact Info	Where to Go	Admin Contact Info
<a href="#">CMH Wound Center</a>	<a href="mailto:jenny.king@citizensmemorial.com">jenny.king@citizensmemorial.com</a> Open 8a-5p on Mon through Thu and 8a-noon on Fri	Douglas Building 2nd floor. Go to nurse's station.	<a href="mailto:jenny.king@citizensmemorial.com">jenny.king@citizensmemorial.com</a> 417-328-7946

## Change Log:

Date	Link to previous version	Description of change
11/04/22		Created this page for referencing clinical sign up and other details.
11/12/22		Added numerous details from various clinical courses.
12/29/22		Updated social services director email address.
12/29/22		Updated clinic times for Eldorado Springs and updated admin contact for Pulmonology.
12/29/22		Added Hickory County Health Department info.
12/29/22		Added FQHC category and OCHC. Added dynamic content that shows purpose statements in each category.
01/03/23	<a href="#">pdf</a>	Added addiction recovery details.
01/27/23	<a href="#">pdf</a>	Added CMH social services contact info.
02/06/23	<a href="#">pdf</a>	Alterations due to finalizing 2023 Community Paramedic Academy clinical details. Changed contacts for Endocrinology, Home Health, Lab, and Wound Clinic. Added details for Cardiology, Endocrinology, Home Health, Lab, Wound Clinic. Removed Neurology, Orthopedic, and Pulmonology.
02/13/23	<a href="#">pdf</a>	Added Robin Bobinmyer to clinic contacts.
02/17/23	<a href="#">pdf</a>	Added Endocrinology and Wound Clinic details
02/23/23	<a href="#">pdf</a>	Changed contact for BFCC from Constance Wilson and Ashley Church to Penny Hruby.
03/08/23	<a href="#">pdf</a>	Added link to Cox student checklist.
03/17/23		Updated links to NS.



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# Section 2-680 - Certification Requirements

## CMH EMS Education Manual

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### General Requirements

Minimum passing score for all classes, courses, and academies shall be 70% overall with a minimum of 70% in each grading category. For example, a course with quizzes, tests, exams, and skill stations; a student must obtain 70% overall, 70% in the quiz category, 70% in the test category, 70% in the exam category, and 70% in the skill category.

- Minimum passing score for employee competency and for clearance to take national-level testing shall be 80% overall with a minimum of 70% in each grading category.

### National Registry of EMTs

To be eligible for National Registry testing, students must have a course grade of at least 80%. The practical exam may be taken up to three times to achieve a passing score. Once the practical exam is passed, the student will be able to take the written exam. Each student will be given a National Registry Certification Requirement Brochure at the beginning of each applicable course.

To be eligible for NREMT testing, the student must pass all practical exams by successfully completing all applicable skill checks for the level of licensure currently available on [NREMT's website](#).

### Other Licensure and Certification Testing Agencies

Refer to [Missouri Bureau of Emergency Medical Services \(BEMS\) website](#) for information on the scope of practice and licensing requirements to practice as an EMR, EMT, AEMT, Paramedic, or Community Paramedic in the state of Missouri.

To be eligible for [Missouri State Department of Public Safety - Division of Fire Safety](#) testing, students must have a course grade of at least 70%. A terminal competency form will be completed for each Academy program and those forms are found in the Academy syllabus.

Refer to the [International Board of Specialty Certification \(IBSC\) website](#) for information on testing for Community Paramedic, Critical Care Paramedic, Flight Paramedic, or Tactical Paramedic.

Refer to the [National EMS Management Association \(NEMSMA\) website](#) for information on Supervising Officer, Managing Officer, and Executive Officer testing requirements.

## Change Log:

Date	Link to previous version	Description of change
01/21/16	<a href="#">pdf</a>	Added comment about Missouri scope of practice and licensing requirements. Added comment about NREMT eligibility to test requirements.
04/04/17	<a href="#">pdf</a>	Added links to terminal competencies and added Limmer document "Trouble Passing NREMT?"
07/17/19		Changed document number from 4-880 to 2-680
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
02/25/22	<a href="#">pdf</a>	Added clarification of minimum overall and minimum category scores for passing.

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# Section 2-720 - Generic Education Calendar

## CMH EMS Education Manual

### Generic Weekly Schedule:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Afternoon	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Evening		Emergency Medical Technician			Emergency Medical Technician		

### Generic Trimester Schedules:

The following calendars are for guidance only and are subject to change without notice. At the beginning of each trimester, a course announcement will be posted and distributed with specific courses and dates.

- [Sub-Section 2-720-24 - Spring Trimester Education Calendar](#)
- [Sub-Section 2-720-48 - Summer Trimester Education Calendar](#)
- [Sub-Section 2-720-72 - Fall Trimester Education Calendar](#)

### Education Announcements:

[Education Calendar](#)

## Change Log:

Date	Link to previous version	Description of change
03/06/17		Added this section.
09/01/17	<a href="#">pdf</a>	Removed EMT and Paramedic details and inserted references instead.
11/30/17		Added which county's FTOs are responsible for which competencies.
07/17/19		Changed document number from 6-030 to 2-720
07/17/19	<a href="#">pdf</a>	Updated summer semester to include EMT Academy entrance exams and clinical student packet due dates.
09/09/19	<a href="#">pdf</a>	Added PHTLS to the fall trimester that was overlooked.
12/05/19	<a href="#">pdf</a>	Clarified which classes are work-week and which are weekend classes.
12/27/19		Added note to hold one competency per trimester on the 3rd Thursday in Stockton.
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
11/22/21		Added generic weekly schedule.

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# Sub-Section 2-720-24 - Spring Trimester Tentative Schedule

## CMH EMS Education Manual

Week	Holidays	Academies	Classes	Meetings
<b>January</b>				
1	New Year's Day (Jan 1) Mandatory holiday from coursework	Paramedic 1st Trimester Starts (Mon & Thu) EMT Starts (Mon & Thu) Community Paramedic Starts (Fri)	AHA BLS CPR (Sat)	PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Motivational Interviewing (Fri)	Advisory Board Meeting (7a Wed) SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)		PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Protocol Committee Meeting (3p Wed)
4		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	Life Support Competency (Tue)	
<b>February</b>				
1		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Psychological Trauma (Sat)	PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	PHS Competencies (Tue) NAEMT GEMS Core (Fri) NAEMT Emergency Driving (Sat & Sun)	SWMO Rural Health Network Meeting (9a Wed)



Week	Holidays	Academies	Classes	Meetings
3	Washington's Birthday (3rd Mon in Feb) Mandatory holiday from coursework	Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	PHS Competencies (Tue & 3rd Thu @ Stockton) NAEMT GEMS Advanced (Fri)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Equipment Committee Meeting (3p Wed)
4		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	Life Support Competency (Tue)	
<b>March</b>				
1		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Endocrine Disorders (Fri)	PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Wellness Nutrition (Fri) NAEMT Hospice Palliative (Fri)	SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Trauma Life Support (Sat & Sun)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Peer Counselors Meeting (3p Wed)
4		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic FINALS (Fri)	Life Support Competency (Tue)	
<b>April</b>				
1		Paramedic (Mon & Thu) EMT (Mon & Thu)	NAEMT Geriatric Core (Sat)	PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT (Mon & Thu)		SWMO Rural Health Network Meeting (9a Wed)

Week	Holidays	Academies	Classes	Meetings
3		Paramedic FINALS (Mon & Thu) EMT FINALS (Mon & Thu)	Life Support Competency (Tue)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Field Training Officers Meeting (3p Wed)
4		SPRING BREAK		

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/21/20		Moved online.
03/25/21	<a href="#">pdf</a>	Added monthly life support competencies. Added protocol and equipment committee meetings.
02/07/23	<a href="#">pdf</a>	Added FTO and peer counselor meetings. Moved protocol and equipment meetings to 3rd week.

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# Sub-Section 2-720-48 - Summer Trimester Tentative Schedule

## CMH EMS Education Manual

Week	Holidays	Academies	Classes	Meetings
<b>May</b>				
1		Paramedic 2nd Trimester Starts (Mon & Thu)		PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu)		Advisory Board Meeting (7a Wed) SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic (Mon & Thu)	AHA Cardiac Life Support (Mon & Thu)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Protocol Committee Meeting (3p Wed)
4	Memorial Day (last Mon) Mandatory holiday from coursework	Paramedic (Mon & Thu)	Life Support Competency (Tue)	
<b>June</b>				
1		Paramedic (Mon & Thu) EMT Internship Starts (Mon-Fri)	AHA BLS CPR (Wed) NAEMT Psychological Trauma (Fri)	PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)	AHA Pediatric Life Support (Mon & Thu) PHS Competencies (Tue)	SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)	PHS Competencies (Tue & 3rd Thu @ Stockton)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting

Week	Holidays	Academies	Classes	Meetings
				(1p Wed) Equipment Committee Meeting (3p Wed)
4		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)	Life Support Competency (Tue)	
<b>July</b>				
1		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)	NAEMT Emergency Driving (Tue & Wed)	PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)		SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)	NAEMT Trauma Life Support (Sat & Sun)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Peer Counselors Meeting (3p Wed)
4		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)	Life Support Competency (Tue) NAEMT Geriatric Core (Fri)	
<b>August</b>				
1		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)		PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT Internship (Mon-Fri)		SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic FINALS (Mon & Thu) EMT Internship FINALS (Mon-Fri)	Life Support Competency (Tue)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Field Training Officers Meeting (3p Wed)
4		FALL BREAK		

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/21/20		Moved online.
11/16/20	<a href="#">pdf</a>	Fixed typo of Washingtons birthday showing up in June.
03/25/21	<a href="#">pdf</a>	Added monthly life support competencies. Added protocol and equipment committee meetings.
02/07/23	<a href="#">pdf</a>	Added FTO and peer counselor meetings. Moved protocol and equipment meetings to 3rd week.

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# Sub-Section 2-720-72 - Fall Trimester Tentative Schedule

## CMH EMS Education Manual

Week	Holidays	Academies	Classes	Meetings
<b>September</b>				
1	Labor Day (first Mon) Mandatory holiday from coursework	Paramedic 3rd Trimester Starts (Mon & Thu) EMT Starts (Mon & Thu) Community Paramedic Starts (Fri)	AHA BLS CPR (Sat)	PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Motivational Interviewing (Fri)	Advisory Board Meeting (7a Wed) SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	Life Support Competency (Tue)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Protocol Committee Meeting (3p Wed)
4		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)		
<b>October</b>				
1		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Psychological Trauma (Sat)	PHS Manager Meeting (10a Wed)
2		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	PHS Competencies (Tue) NAEMT GEMS Core (Fri) NAEMT Emergency Driving (Sat & Sun)	SWMO Rural Health Network Meeting (9a Wed)

Week	Holidays	Academies	Classes	Meetings
3		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	PHS Competencies (Tue & 3rd Thu @ Stockton) NAEMT GEMS Advanced (Fri)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Equipment Committee Meeting (3p Wed)
4		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	Life Support Competency (Tue)	
<b>November</b>				
1		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Endocrine Disorders (Fri)	PHS Manager Meeting (10a Wed)
2	Veterans Day (11th) Mandatory holiday from coursework	Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Medical Life Support (Mon & Thu) NAEMT Wellness Nutrition (Fri) NAEMT Hospice Palliative (Fri)	SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic (Fri)	NAEMT Trauma Life Support (Sat & Sun)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Peer Counselors Meeting (3p Wed)
4	Thanksgiving Day (4th Thu) Mandatory holiday from coursework	Paramedic (Mon & Thu) EMT (Mon & Thu) Community Paramedic FINALS (Fri)	NAEMT Geriatric Core & Advanced (Mon & Thu) Life Support Competency (Tue)	
<b>December</b>				
1		Paramedic (Mon & Thu) EMT (Mon & Thu)	NAEMT Combat Casualties (Mon & Thu) NAEMT Geriatric Core (Sat)	PHS Manager Meeting (10a Wed)

Week	Holidays	Academies	Classes	Meetings
2		Paramedic (Mon & Thu) EMT (Mon & Thu)		SWMO Rural Health Network Meeting (9a Wed)
3		Paramedic FINALS (Mon & Thu) EMT FINALS (Mon & Thu)	Life Support Competency (Tue)	PHS Staff Meeting (9a Wed) PHS Manager Meeting (10a Wed) PHS Leadership Meeting (1p Wed) Field Training Officers Meeting (3p Wed)
4	Christmans Day (25th) Mandatory holiday from coursework	HOLIDAY BREAK		

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/21/20		Moved online.
03/25/21	<a href="#">pdf</a>	Added monthly life support competencies. Added protocol and equipment committee meetings.
02/07/23	<a href="#">pdf</a>	Added FTO and peer counselor meetings. Moved protocol and equipment meetings to 3rd week.

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# Section 2-760 - Photo and Video Release

## CMH EMS Education Manual

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I give permission to CMH or any authorized agency, television or newspaper source to take photos or videos of me. I also give permission to have those photos and/or videos used by CMH in an appropriate manner for the promotion of CMH, CMH EMS, or CMH EMS Education Department. I release all rights to the photos and videos and the publications and media in which they are published or aired for CMH.

I hereby perpetually authorize CMH to take, use, re-use, publish, and republish photos, videos, or audio recordings in which I appear or may be heard in whole or in part, individually, or in conjunction with other photographs, in any medium, for publicity, media, or marketing purposes, including, without limitation, for purposes of illustration, promotion, advertising, or trade. I hereby release CMH from any and all claims and demands arising out of or in connection with the creation and use of such photos, videos, or audio recordings. This authorization shall inure to the benefit of the legal representatives, licenses, heirs, and assigns of myself and Citizens Memorial Hospital.

Print name:

Signature:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/17/16		Added this section.
07/17/19		Changed document number from 4-920 to 2-760
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 2-800 - Authorization for Release of Information

## CMH EMS Education Manual

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I authorize a member of CMH EMS Education Department to release the following information to the authorized persons listed.

Note: This authorization expires one year after the date below.

- My name.
- My address.
- My phone number.
- My email address.
- My student transcript.
- My course grade. Specify which course:

List of persons authorized to receive above information:

Name	Agency or relation
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Print name:

Signature:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/17/16		Added this section.
07/17/19		Changed document number from 4-940 to 2-800
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Section 2-840 - Policy Manual Acknowledgment

## CMH EMS Education Manual

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My signature below indicates that I have received, read, and understood the policy manual. I agree to follow and adhere to the guidelines set forth by the policy manual, class syllabus, and the instructors. I have received, read, and understood the clinical requirements for the course I am enrolling. I agree to follow and adhere to the guidelines set forth by each course and clinical site. I understand that my final grade will be impacted by my actions or my inactions. I understand that my success or lack thereof is solely my responsibility and not that of the faculty or staff. I take full responsibility for myself and my actions.

As a student, I understand that my performance will be evaluated by faculty, instructors, preceptors, FTOs, and clinical educators in cognitive, psychomotor, and affective domains. I will be informed of the content of these evaluations.

Safety is required of all EMS students. The following are grounds for course failure and may result in dismissal from the course:

- Preceptor, FTO, or clinical educator refusal to continue working with the student due to clinical safety issues.
- Inappropriate or unsafe behavior during educational activities that indicates impaired judgment and/or unfit condition for the learning environment.
- Abuse or inappropriate behavior.
- Patient neglect.
- Breach of patient confidentiality (HIPAA).
- Dishonesty with the patient or own actions.
- Refusal to follow directions or commands given by preceptors, FTOs, instructors, faculty, or clinical educators that are meant to ensure your safety, other responder's safety, or patient safety.
- Other unsafe clinical practice as deemed by faculty.

You are enrolling in the following Academy:

- Start date:

Your deadlines are listed below. Exceptions are only granted on EXTREMELY extenuating circumstances on a case-by-case basis as long you have been making progress towards goals up until the circumstance (i.e. immediate family lengthy medical crisis, military deployment, etc.). Upon unsuccessfully completing the required activity by the dates below, immediately after that date, you will be listed as "did not complete the program" on NREMT.org and will be unable to take the registry computer-based test or other licensure requirement.

Actual Deadline Date You will be Held to		Typical Length After Start Date			
		EMR	EMT	Paramedic	Community Paramedic
<input style="width: 100%; height: 30px; border: 1px solid black;" type="text"/>	Deadline for all classroom, laboratory, and makeup requirements. Enforced by CMH Education.	4 mo	4 mo	12 mo	4
<input style="width: 100%; height: 30px; border: 1px solid black;" type="text"/>	Deadline for all clinical hour and skill requirements. Enforced by CMH Education.	N/A	8 mo	20 mo	8
<input style="width: 100%; height: 30px; border: 1px solid black;" type="text"/>	Deadline for adaptive cognitive exam (Platinum). Enforced by CMH Education.	N/A	1 yr	2 yr	N/A
<input style="width: 100%; height: 30px; border: 1px solid black;" type="text" value='24 months after "program completion"'/>	Deadline for psychomotor licensing exam (NIEMT). Enforced by NREMT.	N/A	See note	See note	N/A
<input style="width: 100%; height: 30px; border: 1px solid black;" type="text" value='24 months after "psychomotor pass"'/>	Deadline for Computer Based Test (CBT) licensing exam (Pearson/NREMT). Enforced by NREMT.	N/A	See note	See note	N/A

By signing below, I acknowledge that I have read, understood, and agree to all of the above.

Print name:

Signature:

Signature Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/17/16		Added this section.
07/17/19		Changed document number from 4-960 to 2-840
12/05/19	<a href="#">pdf</a>	Added written actual deadline for the students to agree to on the form.
08/21/20	<a href="#">pdf</a>	Moved this section to the online format.
12/29/22	<a href="#">pdf</a>	Added specific deadlines for parts of academy and list of typical deadlines by academy type.

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# Section 2-920 - Simulation Contract

## CMH EMS Education Manual

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The purpose of simulation-based training is for the learner to develop skills (including judgment and reasoning) for the care of real patients. The realism of each simulation may vary depending upon the learning goals for the session. The simulated environment and patient have certain limitations in their ability to exactly mirror real life. When participating in the simulations, the learner's role is to assume all aspects of a practicing medical provider's professional behavior. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that all participants try to understand the goals of the learning session and behave accordingly.

## Instructor Responsibilities

- Create goal-oriented, practical simulations based upon measurable learning objectives.
- Add enough realism to each simulation so that the learner receives enough clues to identify and solve a problem.
- Set and maintain an engaging learning environment.
- Provoke interesting and engaging discussions and fosters reflective practice.
- Remember that mistakes are puzzles to be solved, not crimes to be punished.

## Learner Responsibilities

- Suspend judgment of realism for any given simulation in exchange for the promise of learning new knowledge and skills.
- Maintain a genuine desire to learn even when the suspension of disbelief becomes difficult.
- Treat the simulated patient with the same care and respect due to an actual patient.

Instructor's Signature:

Date:

Learner's Signature:

Date:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
02/21/23		Created this document.

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# Part 3 - Policy Manuals / Syllabii

## CMH EMS Education Manual

	Section	Academy	Courses			Total Hours
	<a href="#">3-070</a>	<a href="#">Continuing Education Courses</a>	NA			varies
	<a href="#">3-140</a>	<a href="#">Life Support Courses</a>	NA			varies
	<a href="#">3-210</a>	<a href="#">Emergency Medical Dispatcher Academy</a>	<a href="#">EMS 101</a>	<a href="#">Emergency Medical Dispatching Course</a>	0 hours	0 hours
	<a href="#">3-280</a>	<a href="#">Emergency Medical Responder Academy</a>	<a href="#">EMS 201</a>	<a href="#">Emergency Medical Response Course</a>	59 hours	59 hours
	<a href="#">3-315</a>	<a href="#">EMR for Law Enforcement Academy</a>	<a href="#">EMS 251</a>	<a href="#">Law Enforcement Emergency Medical Response Course</a>	40 hours	40 hours
	<a href="#">3-350</a>	<a href="#">Emergency Medical Technician Academy</a>	<a href="#">EMS 301</a>	<a href="#">Emergency Medical Technology Course</a>	206 hours	278 hours
			<a href="#">EMS 306</a>	<a href="#">Emergency Medical Technology Clinical Experience Course</a>	72 hours	
	<a href="#">3-385</a>	<a href="#">CMH PHS EMT Internship Academy</a>	<a href="#">EMS 351</a>	<a href="#">CMH PHS EMT Internship Course</a>	224 hours	380 hours
			<a href="#">EMS 356</a>	<a href="#">CMH PHS EMT Internship Clinical Experience Course</a>	72 hours	
			<a href="#">EMS 366</a>	<a href="#">CMH PHS EMT Internship Field Experience Course</a>	84 hours	
	<a href="#">3-420</a>	<a href="#">Advanced Emergency Medical Technician Academy</a>	<a href="#">EMS 401</a>	<a href="#">Advanced Emergency Medical Technology Course</a>	0 hours	0 hours
			<a href="#">EMS 406</a>	<a href="#">Advanced Emergency Medical Technology Clinical Experience Course</a>	0 hours	

	<a href="#">3-490</a>	<a href="#">Paramedic Academy</a>	<a href="#">EMS 501</a>	<a href="#">Paramedicine I Course</a>	240 hours	1148 hours
			<a href="#">EMS 506</a>	<a href="#">Paramedicine Clinical Experience I Course</a>	72 hours	
			<a href="#">EMS 511</a>	<a href="#">Paramedicine II Course</a>	232 hours	
			<a href="#">EMS 516</a>	<a href="#">Paramedicine Clinical Experience II Course</a>	178 hours	
			<a href="#">EMS 521</a>	<a href="#">Paramedicine III Course</a>	176 hours	
			<a href="#">EMS 526</a>	<a href="#">Paramedicine Field Experience Course</a>	100 hours	
			<a href="#">EMS 536</a>	<a href="#">Paramedicine Field Internship Course</a>	150 hours	
	<a href="#">3-560</a>	<a href="#">Critical Care Paramedic Academy</a>	<a href="#">EMS 601</a>	<a href="#">Critical Care Paramedicine Course</a>	0 hours	0 hours
			<a href="#">EMS 606</a>	<a href="#">Critical Care Paramedicine Clinical Experience Course</a>	0 hours	
	<a href="#">3-630</a>	<a href="#">Community Paramedic Academy</a>	<a href="#">EMS 701</a>	<a href="#">Community Paramedicine Course</a>	72 hours	112 hours
			<a href="#">EMS 706</a>	<a href="#">Community Paramedicine Clinical Experience Course</a>	40 hours	
	<a href="#">3-700</a>	<a href="#">CMH PHS Employee Onboarding Academy</a>	<a href="#">EMS 801</a>	<a href="#">CMH PHS Onboarding Course</a>	16 hours	100 hours
			<a href="#">EMS 806</a>	<a href="#">CMH PHS Onboarding Field Experience Course</a>	84 hours	
	<a href="#">3-735</a>	<a href="#">EMS Educator Academy</a>	<a href="#">EMS 850</a>	<a href="#">EMS Educator Course</a>	40 hours	40 hours
	<a href="#">3-770</a>	<a href="#">Supervising Paramedic Officer Academy</a>	<a href="#">EMS 901</a>	<a href="#">Supervising Paramedic Officer Course</a>	0 hours	0 hours
	<a href="#">3-840</a>	<a href="#">Managing Paramedic Officer Academy</a>	<a href="#">EMS 931</a>	<a href="#">Managing Paramedic Officer Course</a>	0 hours	0 hours
	<a href="#">3-910</a>	<a href="#">Executive Paramedic Officer Academy</a>	<a href="#">EMS 961</a>	<a href="#">Executive Paramedic Officer Course</a>	0 hours	0 hours

## Change Log:

Date	Link to previous version	Description of change
01/18/16	<a href="#">pdf</a>	Updated all programs with current requirements for clinicals and procedures. Updated FTO program to reflect current program details as approved by EMS director. Updated documents. Added this section to move these documents out of MO BEMS document section. Updated all documents.
07/17/19		Changed document number from 6-000 to 3-000
07/17/19		Updated all program course numbers to reflect new courses and better coordination.
09/09/19		Added a list of academy courses and page number references to the beginning of this section.
08/10/20	<a href="#">pdf</a>	Moved online
07/08/21	<a href="#">pdf</a>	Added EMS Educator link
11/19/21		Table is now generated from SQL database of academies and courses. Added CMH PHS EMT Onboarding Academy.

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# Section 3-070 - Continuing Education Courses

CMH EMS Education Manual

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This section serves as the course syllabus CE courses.

## Sub-Sections:

- [3-070-19 - CE Program Faculty](#)
- [3-070-57 - CE Curriculum](#)
- [3-070-76 - BEMS Core Requirements for Re-Licensure](#)



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 6-720 to 3-070
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.

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# Sub-Section 3-070-19 - CE Program Faculty

## CMH EMS Education Manual

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The designated director for the CE program is the PHS Clinical Chief. The CE lead instructors will be selected by the PHS Clinical Chief for each course to be taught.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-070-57 - CE Curriculum

## CMH EMS Education Manual

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### **Purpose**

Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of applicable standards of care and National Standard Curriculum.

### **Curriculum**

Curriculum and lesson plans for CE courses will be approved by the PHS Clinical Chief and reviewed by the Medical Director at his/her discretion.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-070-76 - BEMS Core Requirements for Re-Licensure

## CMH EMS Education Manual

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At the beginning of each refresher course, the Lead Instructor will review the current MO BEMS requirements on their website (<http://health.mo.gov/safety/ems/licensing.php>) to create and conduct the course to meet those requirements.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Section 3-140 - Life Support Courses

## CMH EMS Education Manual

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This is a placeholder in case Life Support classes are offered in the future.

## Change Log:

Date	Link to previous version	Description of change
07/17/19		Added this section as a placeholder for future AHA training site.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.
08/29/21	<a href="#">pdf</a>	Removed all AHA content.

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# Section 3-210 - EMD Academy

## CMH EMS Education Manual

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This section serves as the course syllabus for the Medical Dispatcher Academy. Maximum class size will be determined by the lead instructor based on classroom size, social distancing requirements, availability of assistant instructors, and textbook availability.

## Sub-Sections:

- [3-210-11 - EMD Academy Goal](#)
- [3-210-22 - EMD Academy Faculty](#)
- [3-210-44 - EMD Academy Curriculum](#)
- [3-210-55 - EMS 101 \(Emergency Medical Dispatching\) Course](#)
- [3-210-66 - EMD Academy Examination Requirements](#)
- [3-210-77 - EMD Academy Clinical Requirements](#)
- [3-210-88 - EMD Student Clinical Evaluation Card](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/21/16	<a href="#">pdf</a>	Added specifics for the curriculum used.
07/08/16		Modified when ID badge should be worn.
05/14/19	<a href="#">pdf</a>	Added contact information to clinical evaluation card in case of student exposure.
07/17/19		Changed document number from 6-240 to 3-210
09/09/19	<a href="#">pdf</a>	Modified the academy course name.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.



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# Sub-Section 3-210-11 - EMD Academy Goal

## CMH EMS Education Manual

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Equip students with all the education needed to be a high-performing EMD in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and a desirable candidate for employment as an Emergency Medical Dispatcher.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-210-22 - EMD Academy Faculty

## CMH EMS Education Manual

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The designated program director for the EMD program is the PHS Clinical Chief. The EMD lead instructor will be selected by the PHS Clinical Chief.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-210-44 - EMD Academy Curriculum

## CMH EMS Education Manual

---

### Purpose

Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of the NHTSA National Standard Curriculum.

### Curriculum

The EMD program will use the NHTSA National Standard Curriculum. Specifically, the current edition curriculum and textbooks from the International Academies of Emergency Dispatch will be utilized for EMD courses.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-210-55 - EMS 101 (Emergency Medical Dispatching) Course

CMH EMS Education Manual

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This section is reserved for classroom details for EMS 101.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.
07/14/22	<a href="#">pdf</a>	Added dynamic content.

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# Sub-Section 3-210-66 - EMD Academy Examination Requirements

## CMH EMS Education Manual

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Each student must achieve a cumulative score of no less than 80% to successfully complete the course. Additionally, each student must achieve a score of no less than 70% on each exam and competency throughout the course.

In the event a student scores less than 70% on an exam, the exam may be retaken once. The average of the first and second attempt will be recorded in the gradebook. The second attempt must be above 70% and the overall score must remain above 80% to continue in the course.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-210-77 - EMD Academy Clinical Requirements

## CMH EMS Education Manual

---

There are no clinical requirements for EMD Academy. However, students are highly encouraged to ride on an ambulance for 12 hours as a job shadow (no patient contact).

### Ground Ambulance:

- Prerequisites:
  - Successful completion of the mid-term exam.
- Location options:
  - CMH PHS (Bolivar, Hermitage, Stockton, El Dorado Springs, or Osceola)
- EMD students will shadow EMT.
- Complete an optional 12 hours in no less than 4-hour blocks. Each block must start at the same time the ambulance shift starts.
- Student scheduling information:
  - CMH: Contact [ryan.mcdonald@citizensmemorial.com](mailto:ryan.mcdonald@citizensmemorial.com).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-210-88 - EMD Student Clinical Evaluation Card

CMH EMS Education Manual

Thank you for being a preceptor for a CMH EMD student.

**For the student to get credit for completing this clinical shift, an evaluation must be completed by you.**

Please go to the following link and complete the shift evaluation.

<http://ozarksems.com/eval-clinical.php>



EMD students are to observe only without any patient contact or skills.

Student name:

Clinical date:

Time in:  Time out:

School contact for exposure or other reasons:  
Theron Becker 417-597-3688.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Section 3-280 - EMR Academy

## CMH EMS Education Manual

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This section serves as the course syllabus for the Medical Responder Academy. Maximum class size will be determined by the lead instructor based on classroom size, social distancing requirements, availability of assistant instructors, and textbook availability.

## Sub-Sections:

- [3-280-09 - EMR Academy Goal](#)
- [3-280-18 - EMR Academy Faculty](#)
- [3-280-36 - EMR Academy Curriculum](#)
- [3-280-45 - EMS 201 \(Emergency Medical Response\) Course](#)
- [3-280-54 - EMR Academy Examination Requirements](#)
- [3-280-63 - EMR Academy Academic Progress](#)
- [3-280-72 - EMR Academy Clinical Requirements](#)
- [3-280-81 - EMR Academy Clinical Evaluation Card](#)

## Change Log:

Date	Link to previous version	Description of change
01/21/16	<a href="#">pdf</a>	Added specifics for the curriculum used.
07/08/16		Modified when ID badge should be worn.
08/15/16		Added public health clinical requirements.
03/06/17	<a href="#">pdf</a>	Added CoAEMSP definition of EMR.
04/04/17		Removed ER and Health Department clinical requirements. Reduced number of medical and trauma patients from three each to one each.
07/14/17		Changed textbooks from Pearson to Jones and Bartlett (AAOS).
07/20/17	<a href="#">pdf</a>	Updated class schedule to reflect J&B.
11/28/17		Added BLS CPR to the curriculum.
05/14/19	<a href="#">pdf</a>	Added contact information to clinical evaluation card in case of student exposure.
07/17/19		Changed document number from 6-120 to 3-280
09/09/19	<a href="#">pdf</a>	Modified the academy course name.
11/11/19	<a href="#">pdf</a>	Added library reference to curriculum.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.



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# Sub-Section 3-280-09 - EMR Academy Goal

## CMH EMS Education Manual

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### Goal

Equip students with all the education needed to be a high-performing EMR in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and an asset to the community as an Emergency Medical Responder.

### Description

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the Emergency Medical Responder:

- The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-280-18 - EMR Academy Faculty

## CMH EMS Education Manual

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The designated program director for the EMR program is the PHS Clinical Chief. The EMR lead instructor will be selected by the PHS Clinical Chief.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-280-36 - EMR Academy Curriculum

## CMH EMS Education Manual

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### Purpose

Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of the NHTSA National Standard Curriculum.

### Curriculum:

The EMR program will use the [National EMS Education Standards](#).

Specifically, the current edition curriculum and textbooks from AAOS (published by Jones and Bartlett) will be utilized for EMR courses.

The current edition of the textbook used is "Emergency Medical Responder: Your First Response in Emergency Care - 6th edition" with "Navigate 2 Advantage Package."

ISBN: [9781284107272](#)





**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Sub-Section 3-280-45 - EMS 201 (Emergency Medical Response) Course

## CMH EMS Education Manual

2014 Eldorado EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2016 Humansville EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2019 Osceola EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
January 2019				
2019-01-03 (Thursday)	18:00 - 22:00	<a href="#">EMR Academy (Osceola) first day</a>	None	

2019 Wheatland EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
November 2018				
2018-11-13 (Tuesday)	18:00 - 22:00	<a href="#">EMR Academy (Wheatland) first day</a>	None	

2019 Lowry City EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
January 2020				
2020-01-08 (Wednesday)	18:00 - 22:00	<a href="#">EMR Academy (first night) Lowry City</a>	None	

2020 Eldorado EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2020 Humansville EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2021 Central Hickory EMR Academy (click to view **PREVIOUS** classes):


Date	Times	Lesson	Comments	Instructors
<b>October 2021</b>				
2021-10-17 (Sunday)	08:00 - 17:00	<a href="#">EMR Academy_(Wheatland)_1_of_5</a>	None	
2021-10-24 (Sunday)	08:00 - 17:00	<a href="#">EMR Academy_(Wheatland)_2_of_5</a>	None	
2021-10-31 (Sunday)	08:00 - 17:00	<a href="#">EMR Academy_(Wheatland)_3_of_5</a>	None	
<b>November 2021</b>				
2021-11-21 (Sunday)	08:00 - 17:00	<a href="#">EMR Academy_(Wheatland)_4_of_5</a>	None	
2021-11-28 (Sunday)	08:00 - 17:00	<a href="#">EMR Academy_(Wheatland)_5_of_5</a>	None	

2022 Central Hickory EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>July 2022</b>				
2022-07-17 (Sunday)	16:00 - 21:00	<a href="#">EMS Systems, Workforce Safety</a>	Ch 1, 2	Jordon Graham, EMT 
2022-07-24 (Sunday)	16:00 - 21:00	<a href="#">Lifting Moving, Legal Ethical, Comms Docs</a>	Ch 3, 4, 5	Jordon Graham, EMT 
2022-07-31 (Sunday)	16:00 - 21:00	<a href="#">Human Body, BLS, Airway</a>	None	Jordon Graham, EMT 
<b>August 2022</b>				
2022-08-07 (Sunday)	16:00 - 21:00	<a href="#">Assessment, Medical Emergencies</a>	None	Jordon Graham, EMT 
2022-08-14 (Sunday)	16:00 - 21:00	<a href="#">Poisoning, Behavioral</a>	None	Jordon Graham, EMT 
2022-08-21 (Sunday)	16:00 - 21:00	<a href="#">Environ, Shock, Trauma, Childbirth</a>	None	Jordon Graham, EMT 
2022-08-28 (Sunday)	16:00 - 21:00	<a href="#">Pediatric, Geriatric, Operations, Rescue</a>	None	Jordon Graham, EMT 
<b>September 2022</b>				
2022-09-04 (Sunday)	16:00 - 21:00	<a href="#">Incident Management</a>	None	Jordon Graham, EMT 
2022-09-18	16:00 -	<a href="#">Final Exam</a>	None	Jordon Graham, 


Date	Times	Lesson	Comments	Instructors
(Sunday)	21:00			EMT









2023 Osceola EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
February 2023				
2023-02-02 (Thursday)	18:00 - 22:00	<a href="#">EMR Academy</a>	Ch 1, 2	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-02-07 (Tuesday)	18:00 - 22:00	<a href="#">Lifting Moving Patients, Legal Ethical</a>	Ch 3, 4	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-02-09 (Thursday)	18:00 - 22:00	<a href="#">Communication, Documentation, Human Body</a>	Ch 5, 6	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-02-16 (Thursday)	18:00 - 22:00	<a href="#">Airway, Assessment</a>	Ch 7, 9	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-02-21 (Tuesday)	18:00 - 22:00	<a href="#">EMR Mid-Term</a>	Exam and Practical Skills	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-02-23 (Thursday)	18:00 - 22:00	<a href="#">Medical Emergencies</a>	Ch 10	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-02-25 (Saturday)	08:00 - 17:00	 <a href="#">Basic Life Support</a>	None	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-02-28 (Tuesday)	18:00 - 22:00	<a href="#">Poisoning, Behavioral, Environmental</a>	Ch 11, 12, 13	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
March 2023				

Date	Times	Lesson	Comments	Instructors
2023-03-02 (Thursday)	18:00 - 22:00	<a href="#">Bleeding, Shock, Soft-Tissue</a>	Ch 14	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-03-07 (Tuesday)	18:00 - 22:00	<a href="#">Muscle and Bone Injuries, Childbirth</a>	Ch 15, 16	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-03-09 (Thursday)	18:00 - 22:00	<a href="#">Pediatic Emergencies</a>	Ch 17	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-03-14 (Tuesday)	18:00 - 22:00	<a href="#">Geriatric, Operations</a>	Ch 18, 19	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-03-16 (Thursday)	18:00 - 22:00	<a href="#">Extrication, Rescue, Incident Management</a>	Ch 20, 21	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>
2023-03-21 (Tuesday)	18:00 - 22:00	<a href="#">EMR Finals</a>	Written and Practical	Cheyenne Smart, <b>Medic</b> Richard Young, <b>CP</b>

2023 Central Polk EMR Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
2023-03-07 (Tuesday)	18:00 - 22:00	<a href="#">2023 EMR Academy</a>	Ch 1, 2	Jorden Countryman, <b>EMT</b>
2023-03-10 (Friday)	18:00 - 22:00	<a href="#">Lifting and Moving Patients, Legal and Ethical</a>	Ch 3, 4	Jorden Countryman, <b>EMT</b>
2023-03-14 (Tuesday)	18:00 - 22:00	<a href="#">Communication, Documentation, Human Body</a>	Ch 5, 6	Jorden Countryman, <b>EMT</b>
2023-03-17 (Friday)	18:00 - 22:00	 <a href="#">Basic Life Support</a>	None	Jorden Countryman, <b>EMT</b> Kimberly Oliphant, <b>EMT</b>
2023-03-21 (Tuesday)	18:00 - 22:00	<a href="#">Airway, Patient Assessment</a>	Ch 7, 9	Jorden Countryman, <b>EMT</b>

Date	Times	Lesson	Comments	Instructors
2023-03-24 (Friday)	18:00 - 22:00	<a href="#">EMR Mid-Term</a>	Exam and Practical Skills	Jorden Countryman, EMT 
2023-03-28 (Tuesday)	18:00 - 22:00	<a href="#">Medical Emergencies</a>	Ch 10	Jorden Countryman, EMT 
2023-03-31 (Friday)	18:00 - 22:00	<a href="#">Poisoning, Behavioral, Environmental</a>	Ch 11, 12, 13	Jorden Countryman, EMT 
<b>April 2023</b>				
2023-04-04 (Tuesday)	18:00 - 22:00	<a href="#">Bleeding, Shock, Soft-Tissue</a>	Ch 14	Jorden Countryman, EMT 
2023-04-07 (Friday)	18:00 - 22:00	<a href="#">Muscles and Bone Injuries, Childbirth</a>	Ch 15, 16	Jorden Countryman, EMT 
2023-04-11 (Tuesday)	18:00 - 22:00	<a href="#">Pediatric Emergencies</a>	Ch 17	Jorden Countryman, EMT 
2023-04-14 (Friday)	18:00 - 22:00	<a href="#">Geriatric, Operations</a>	Ch 18, 19	Jorden Countryman, EMT 
2023-04-18 (Tuesday)	18:00 - 22:00	<a href="#">Extrication, Rescue, Incident Management</a>	Ch 20, 21	Jorden Countryman, EMT 
2023-04-21 (Friday)	18:00 - 22:00	<a href="#">EMR Finals</a>	Exam and Practical Skills	Jorden Countryman, EMT 

## Generic Schedule:

Section	Chapter	Duration
1 - Preparatory	1 - EMS Systems	1.5 hr
	2 - Workforce Safety and Wellness	1.5 hr
	3 - Lifting and Moving Patients	2.5 hr
	4 - Medical, Legal, and Ethical	1 hr
	5 - Communication and Documentation	1.5 hr
	6 - Human Body	2 hr
2 - Airway	AHA Basic Life Support	6 hr
	7 - Airway Management	2.5 hr
3 - Assessment	9 - Patient Assessment	2.5 hr
<b>Mid-Term Exam and Practical Skills</b>		4 hr
4 - Medical	10 - Medical Emergencies	3 hr
	11 - Poisoning and Substance Abuse	2 hr
	12 - Behavioral Emergencies	1.5 hr

	13 - Environmental Emergencies	1.5 hr
2 - Trauma	14 - Bleeding, Shock, and Soft-Tissue Injuries	4 hr
	15 - Injury to Muscles and Bones	3.5 hr
6 - Special Patient Populations	16 - Childbirth	2 hr
	17 - Pediatric Emergencies	3.5 hr
	18 - Geriatric Emergencies	2 hr
7 - EMS Operations	19 - Transport Operations	1 hr
	20 - Vehicle Extrication and Special Rescue	2 hr
	21 - Incident Management	2 hr
<b>Final Exam and Practical Skills</b>		4 hr
		TOTAL: 59 hours



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.
07/14/22	<a href="#">pdf</a>	Added dynamic data.

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# Sub-Section 3-280-54 - EMR Academy Examination Requirements

## CMH EMS Education Manual

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Each student must achieve a cumulative score of no less than 80% to successfully complete the course. Additionally, each student must achieve a score of no less than 70% on each exam and competency throughout the course.

In the event a student scores less than 70% on an exam, the exam may be retaken once. The average of the first and second attempt will be recorded in the gradebook. The second attempt must be above 70% and the overall score must remain above 80% to continue in the course.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-280-63 - EMR Academy Academic Progress

## CMH EMS Education Manual

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To remain in and progress through the EMR Academy, the student must:

- Remain in compliance with policies and procedures outlined in this manual AND
- Maintain 80% or higher attendance.

Students are responsible to constantly monitor his or her own learning process. Current standing and grades are available upon request. At the completion of each chapter test, that chapter certificate along with an official transcript containing the overall grade will be emailed to each student.

Students are strongly encouraged to request appropriate faculty guidance and assistance with any curriculum material or any clinical objectives he or she is having difficulty mastering.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-280-72 - EMR Academy Clinical Requirements

## CMH EMS Education Manual

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There are no clinical requirements for EMR Academy. However, students are highly encouraged to ride on an ambulance for 12 hours as a job shadow (no patient contact).

### Ground Ambulance:

- Prerequisites:
  - Successful completion of the mid-term exam.
- Location options:
  - CMH PHS (Bolivar, Hermitage, Stockton, El Dorado Springs, or Osceola)
- EMR students will shadow EMT.
- Complete an optional 12 hours in no less than 4-hour blocks. Each block must start at the same time the ambulance shift starts.
- Student scheduling information:
  - CMH: Contact [ryan.mcdonald@citizensmemorial.com](mailto:ryan.mcdonald@citizensmemorial.com).

### Change Log:

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Sub-Section 3-280-81 - EMR Student Clinical Evaluation Card

CMH EMS Education Manual

Thank you for being a preceptor for a CMH EMR student.

**For the student to get credit for completing this clinical shift, an evaluation must be completed by you.**

Please go to the following link and complete the shift evaluation.

<http://ozarksems.com/eval-clinical.php>



EMR students are to observe only without any patient contact or skills.

Student name:

Clinical date:

Time in:  Time out:

School contact for exposure or other reasons:  
Theron Becker 417-597-3688.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online.

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# Section 3-315 - Law Enforcement EMR Academy

CMH EMS Education Manual

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This section serves as the course syllabus for the LE EMR Academy.

Refer to the [Drury University Law Enforcement Academy Rules, Regulations, and Policies](#) (dated 5/18/20).

40 contact hours.

2020 Drury EMR Academy (Fall) Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2021 Drury EMR Academy (Spring Day) Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2021 Drury EMR Academy (Spring Night) Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2021 Drury EMR Academy (Summer) Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2022 Drury EMR Academy (Spring Night) Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2022 Drury EMR Academy (Spring Day) Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2022 Drury EMR Academy (Summer) Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>July 2022</b>				
2022-07-12 (Tuesday)	07:30 - 11:30	<a href="#">LE Medicine, Medical Standards, Wellness</a>	Ch 1, 2, 3	Mike Payne, EMT 
2022-07-12 (Tuesday)	12:30 - 16:30	<a href="#">LODD, Scene Mgmt, Environmental</a>	Ch 4, 5, 6	Mike Payne, EMT 
2022-07-13 (Wednesday)	07:30 - 11:30	<a href="#">Rescue, Anatomy, Physiology</a>	Ch 7, 8	Mike Payne, EMT 
2022-07-13 (Wednesday)	12:30 - 16:30	<a href="#">Assessment, Airway, Breathing</a>	Ch 9, 10	Mike Payne, EMT 
2022-07-26 (Tuesday)	07:30 - 11:30	<a href="#">Clinical, Medical Emergencies</a>	Ch 12, 13	Mike Payne, EMT 
2022-07-26 (Tuesday)	12:30 - 16:30	<a href="#">Toxicology, Environmental, Shock, Tactical</a>	Ch 14, 15, 16, 17	Mike Payne, EMT 
2022-07-27 (Wednesday)	07:30 - 16:30	<a href="#">LE Considerations, Trauma</a>	Ch 18, 19	Mike Payne, EMT 
2022-07-27 (Wednesday)	12:30 - 16:30	<a href="#">Preg, Pediatric, Elderly, Behavioral, K9, Prisoner</a>	Ch 20, 21, 22, 23, 24, 25	Mike Payne, EMT 
<b>August 2022</b>				
2022-08-01 (Monday)	12:30 - 16:30	<a href="#">Basic Life Support</a>	None	Chris Johns, EMR 
2022-08-02 (Tuesday)	07:30 - 11:30	<a href="#">Deployment, Special Missions</a>	Ch 26, 27, Final written exam	Mike Payne, EMT 

2022 Drury EMR Academy (Fall Night) Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>December 2022</b>				
2022-12-27 (Tuesday)	18:00 - 22:00	<a href="#">LE Medicine, Medical Standards, Wellness</a>	Ch 1, 2, 3	Brianna Becker, RN 
2022-12-28 (Wednesday)	18:00 - 22:00	<a href="#">Scene Mgmt, Environmental, Rescue</a>	Ch 5, 6, 7	Brianna Becker, RN 



Date	Times	Lesson	Comments	Instructors
2022-12-29 (Thursday)	18:00 - 22:00	<a href="#">Basic Life Support</a>	None	Chris Johns, EMR 
<b>January 2023</b>				
2023-01-14 (Saturday)	08:00 - 12:00	<a href="#">LODD, Anatomy, Physiology</a>	Ch 4, 8	Mike Payne, EMT 
2023-01-14 (Saturday)	13:00 - 17:00	<a href="#">Assessment, Airway, Breathing</a>	Ch 9, 10	Mike Payne, EMT 
2023-01-15 (Sunday)	08:00 - 12:00	<a href="#">Clinical, Medical Emergencies</a>	Ch 12, 13	Mike Payne, EMT 
2023-01-15 (Sunday)	13:00 - 17:00	<a href="#">Toxicology, Environmental, Shock, Tactical</a>	Ch 14, 15, 16, 17	Mike Payne, EMT 
2023-01-17 (Tuesday)	18:00 - 22:00	<a href="#">LE Considerations, Trauma</a>	Ch 18, 19	Mike Payne, EMT 
2023-01-18 (Wednesday)	18:00 - 22:00	<a href="#">Preg, Pediatric, Elderly, Behavioral, K9, Prisoner</a>	Ch 20, 21, 22, 23, 24, 25	Mike Payne, EMT 
2023-01-19 (Thursday)	18:00 - 22:00	<a href="#">Deployment, Special Missions</a>	Ch 26, 27, Final written exam	Mike Payne, EMT 

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/11/20		Created this section based on Drury University curriculum to support their program.
08/11/20		Moved online.
11/19/21	<a href="#">pdf</a>	Updated curriculum to 2022 course plan.
12/08/21	<a href="#">pdf</a>	Updated instructor assignments.
01/05/22	<a href="#">pdf</a>	Added Jan 2022 night class.
05/19/22	<a href="#">pdf</a>	Removed 2022 Spring classes and added 2022 Summer day class.
07/11/22	<a href="#">pdf</a>	Added instructor.
07/14/22	<a href="#">pdf</a>	Added dynamic content.

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# Section 3-350 - EMT Academy

## CMH EMS Education Manual

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This section serves as the course syllabus for the EMT Academy. A maximum of nine (9) students will be accepted into each EMT Academy.

## Sub-Sections:

- [3-350-04 - EMT Academy Goal](#)
- [3-350-08 - EMT Academy Faculty](#)
- [3-350-12 - EMT Academy Curriculum](#)
- [3-350-20 - EMT Academy Prerequisites](#)
- [3-350-24 - EMT Academy Functional Abilities Required](#)
- [3-350-28 - EMT Academy Tuition Details](#)
- [3-350-32 - Rick Seiner Memorial EMT Academy Scholarship](#)
- [3-350-36 - EMT Academy Application and Selection Process](#)
- [3-350-40 - EMT Academy Experiential Learning](#)
- [3-350-44 - EMT Academy Classroom Details](#)
- [3-350-48 - EMT Academy Simulation Requirements](#)
- [3-350-52 - EMT Academy Academic Progress](#)
- [3-350-56 - EMT Academy Grade Calculation](#)
- [3-350-60 - Certifications Gained after Completion of the EMT Academy](#)
- [3-350-64 - EMT Academy Test Validation](#)
- [3-350-66 - EMT Academy Graduation Requirements](#)
- [3-350-68 - Tips to Succeed on an EMT Academy Exam](#)
- [3-350-72 - EMT Academy Clinical Requirements](#)
- [3-350-76 - EMS 301 \(Emergency Medical Technology\) Course](#)
- [3-350-80 - EMS 306 \(Emergency Medical Technology Clinical Experience\) Course](#)
- [3-350-84 - EMT Student Clinical Evaluation Card](#)
- [3-350-92 - EMT Academy Terminal Competency Form](#)

## Change Log:

Date	Link to previous version	Description of change
01/21/16	<a href="#">pdf</a>	Added specifics for the curriculum used.
07/08/16		Modified when ID badge should be worn. Added comment that other clinical sites can be considered. Added program prerequisites and program details sections (including generic timeline). Added application form.
08/15/16		Added public health clinical requirements.
08/17/16		Added simulation activity requirements.
10/20/16		Reduced 9-1-1 clinical time to 6 hours. Added prerequisites for starting different clinicals. Added deadlines to complete clinical hours. Added criminal history consent form.
01/29/17	<a href="#">pdf</a>	Reduced dispatch clinical requirement to four hours.
02/01/17		Changed "EMS Academy" to "EMT Academy."
03/03/17	<a href="#">pdf</a>	Modified course timelines to be more generic with alignment to weeks only and reference to annual calendar section.
03/06/17		Added CoAEMSP definition of EMT. Added comment to functional abilities that job requirements are often higher. Moved general clinical requirements (patient contacts) to general section.
04/04/17		Added SBU Articulation Agreement details for transferring credits. Added comment than you may take FISDAP unit tests twice.
04/12/17		Adjusted tuition details to reflect updated costs and aligned deadlines with course start dates.
04/13/17		Updated terminal competency form to be more useful after using it with current EMT Academy.
05/08/17		Removed references to DT4EMS as we will no longer be offering this course. Changed references from EVDT to EVOS. Changed references from TCCC to TECC.
06/13/17		Updated background check authorization form for the new company human resources is using.
07/11/17		Added affective domain evaluation at midterm and final.
07/14/17		Changed textbooks from Pearson to Jones and Bartlett (AAOS).
07/21/17	<a href="#">pdf</a>	Updated courses, timelines, and chapters according to J&B Curriculum.
08/28/17		Added section 6.360.34 to indicate credit for experiential learning will not be given for EMT Academy.
09/01/17		Updated prerequisites for clinical sites based on new curriculum.
11/28/17		Updated course schedule based on suggestions from current academy.
01/07/18		Removed attendance requirement and removed minimum FISDAP score. Added 70% completion rate to graduation requirements.
01/11/18		Changed course numbers to EMS 100 and EMS 102 to align with BTC courses.
05/15/18	<a href="#">pdf</a>	Added skill requirements similar to they way they are listed for Paramedic Academy. Added NAEMT EMS Safety course. Upgraded NAEMT EVOS course to two-day. Removed 9-1-1 clinical requirements. Updated BEMS skills verification form (removed mouth-to-mask and added supraglottic).
06/19/18	<a href="#">pdf</a>	Updated schedule for 2018 EMT Academies
08/22/18		Updated schedule for moving EMT chapter quizzes to the class period after lecture. Modified clinical hours to be 24 ER and 48 ambulance. Also added the first draft of the Rick Seiner Scholarship Program.

09/10/18		Added guide on how to succeed on Fisdap exams. Updated EMS 100 course schedule. Changed EMS 102 hours to more heavily weight ambulance time. Changed terminology for curriculum to National EMS Education Standards.
01/15/19	<a href="#">pdf</a>	Added comment to clinical requirements that the student must maintain passing status to attend clinical rotations. Added specification of AHA version of BLS CPR is required before clinicals. Added comment that live patient contacts in Fisdap must include medical record number.
05/14/19	<a href="#">pdf</a>	Added contact information to clinical evaluation card in case of student exposure. Added program administration manual familiarization test to the third week of class.
07/17/19		Changed document number from 6-360 to 3-350
07/17/19	<a href="#">pdf</a>	Added Barron's EMT Test Prep to the textbook list. Updated class dates to reflect 2019 dates. Clarified deadlines for clinicals to be one semester after completion of the Academy. Added form to facilitate grade communication between instructors and program director. Updated terminal competency form. Added details of students that already have certificates such as BLS, NIMS, etc can have credit without repeating them. Added section that describes the grading calculations.
07/18/19		Changed all documentation deadlines to 48 hours. Added section detailing when students can "double-dip" patient contacts during clinicals.
07/31/19		Modified the tuition details to only have payments on the first day, mid-term, and final. Modified grade calculation to include mid-term and final scores. Also added requirement for Platinum Adaptive before final exam.
08/01/19		Added photos and bios for EMT instructors.
09/09/19	<a href="#">pdf</a>	Modified the academy course names. Modified the course schedule.
10/02/19	<a href="#">pdf</a>	Updated contact and location information for ERs and ambulances for clinical times.
11/11/19		Added "People Care" and library reference to curriculum. Added weekly discussion question requirements. Added followup and committee review section to scholarship form. Added test item analysis comments to exam section. Updated ER and ambulance clinical locations. Modified chapter grade entry form to improve instructor completion. Added examination requirements to terminal competency form.
12/05/19		Clarified when students are eligible for psychomotor and CBT exams. Clarified Platinum adaptive cumulative testing requirements. Clarified deadline for completion of clinical requirements is at the end of the student's second semester.
12/27/19		Added minimum of 24 ER hours and 48 ambulance hours for clinicals.
08/10/20	<a href="#">pdf</a>	Moved this section to the online format. Updated faculty. Removed People Care from the curriculum. Updated and simplified grade calculation based on EMSTesting website. Updated schedule to 2020 dates.

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# Sub-Section 3-350-04 - EMT Academy Goal

## CMH EMS Education Manual

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Equip students with all the education needed to be a high-performing EMT in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and a desirable candidate for employment as an Emergency Medical Technician.

### **Description:**

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the Emergency Medical Technician:

- The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

### **Life Changes During the Academy:**

During this academy, students are highly encouraged not to make any other large life changes (i.e. get married, get divorced, move residences, change jobs, etc.). Additionally, in order to have enough time to prepare for and complete all requirements of the academy, a maximum work load of 36 hours per week is recommended. If the student's overall score is less than 80%, the recommended work load is reduced to 24 hours and further reduced to 12 hours if the overall score is less than 70%.



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08/10/20		Moved online.

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# Sub-Section 3-350-08 - EMT Academy Faculty

## CMH EMS Education Manual

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### Medical Director:

Dr. Keith Butvilas is the medical director for Pre-Hospital Services and the Emergency Room at Citizens Memorial Hospital. Dr. Butvilas is board-certified and residency-trained in emergency medicine with extensive high-volume and trauma experience exploring community and academic settings. He is comfortable with all skills and procedures and trained in emergency ultrasound-guided procedures. Keith has extensive leadership experience, including being the Chief Medical Officer of a healthcare system and the lead physician in an EMR conversion responsible for the physician design and build.



### Program Director:

Theron Becker, FACPE, MMPA, EFO, BS-FPE, NRP, is a Nationally Registered Paramedic and Missouri Community Paramedic. Theron got his EMT license in 1995 while attending the Fire Engineering program at Oklahoma State University. Since then, he has obtained a Masters degree in Public Administration Management, Executive Fire Officer from the National Fire Academy, Fellow of the American College of Paramedic Executives, and is currently working on his Master of Public Health.

Theron has been a volunteer firefighter in Southwest Missouri since he was 16 years old. He has been employed as an ambulance paramedic, on hazmat teams, as a fire protection engineer, and in public health in bioterrorism preparedness. Mr. Becker is also the Assistant Editor of the International Journal of Paramedicine.

Full bio and curriculum vitae can be found here: <http://ozarksems.com/theron-resume.php>



### Lead Instructor:

Ryan McDonald, EMT-P is a Missouri state-licensed paramedic. Mr. McDonald took his EMT class through Breech Paramedics in Lebanon, MO in 1992. He graduated from paramedic class in 1994 through St. John's EMS in Springfield, MO. He also served ten years of volunteer fire service with the Lebanon Rural Fire Protection District from 1991 to 2001.

Mr. McDonald has over 20 years of EMS service and has worked at multiple EMS services in Southwest Missouri over his career, in both full- and part-time/PRN positions. He has been with CMH EMS since 2016, and obtained his instructor certification in the Spring of 2018. He



instructed his first EMT Academy in the Fall of 2018 and continues pursuing other educational instruction with CMH.

### **Assistant Instructor:**

Brice Flynn, BA, NRP is a Nationally Registered Paramedic. Mr. Flynn is the Education Coordinator for the Pre-Hospital Services Department at Citizens Memorial Hospital. Brice graduated from Southwest Baptist University in 2008. After college, Mr. Flynn obtained his EMT license in 2012, joined the Bolivar City Fire Department, and later that year started working for CMH as an EMT. Brice completed his paramedic education through Mercy in Springfield and continued his interest in education by becoming an FTO and then lead instructor for the CMH Paramedic Academy.



### **Assistant Instructor:**

Brianna Becker, RN, AAS, NREMT is a Registered Nurse and Nationally Registered EMT. Mrs. Becker attended RN class at Bolivar Technical College in 2023 and EMT class at Ozarks Technical Community College in 2009. Since then, she has obtained an Associate of Nursing and an Associate of Applied Science degree in Fire Science at Ozarks Technical Community College, BLS CPR instructor with the American Heart Association, and EMS Instructor/Coordinator through Citizens Memorial Hospital in 2016.

Brianna was an EMT for Mercy in Springfield, Lebanon, and Dallas County for almost ten years. She began as a volunteer firefighter with Dunnegan Rural Fire Department in 2007 before working as a career firefighter for Bolivar City Fire Department from 2012 to 2017. Mrs. Becker has worked for Citizens Memorial Hospital since 2017 in both the Emergency Room and the Cardiac Cath Lab.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
12/28/22		Updated faculty.

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# Sub-Section 3-350-12 - EMT Academy Curriculum

## CMH EMS Education Manual

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### Purpose:

Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of the NHTSA National Standard Curriculum.

### Curriculum:

The EMT program will use the [National EMS Education Standards](#).

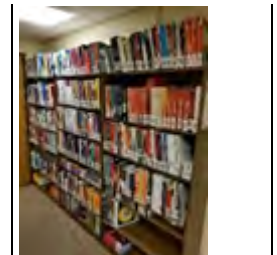
Specifically, the current edition curriculum and textbooks from AAOS (published by Jones and Bartlett) will be utilized for EMT courses.

The current edition of the textbook used is "Emergency Care and Transportation of the Sick and Injured - 12th edition" with "Navigate 2 Essentials Package."

ISBN: [9781284227222](#)



Library of more than 700 reference books can be browsed and checked out by visiting <http://ozarksems.com/library.php>.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
08/26/21	<a href="#">pdf</a>	Updated from 11th edition to 12th. Removed Barrons book.



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# Sub-Section 3-350-20 - EMT Academy Prerequisites

## CMH EMS Education Manual

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Students must complete the following before completing the first day of class:

- Refer to [Sub-Section 2-600-66 - Patient Protection and Student Vaccinations](#) for vaccination requirements to attend class and have patient contact.
- Have regular access to a personal computer with reliable internet access and some type of word processing software.
- Be at least 18 years old before scheduled clinical time.
- Have a high school diploma, High School Equivalency (HSE), or GED before psychomotor or cognitive National Registry testing.
- Complete application process (including application fee, interview, entrance exam, and acceptance into the program).
- Ability to obtain Missouri Class E Driver License.
- Completion of student ID process at CMH HR (certification of insurance application, HIPAA video, and criminal background check).
  - Must not have a criminal background of felonies or drug-related convictions.
  - Must have the ability to pass a drug screen.
- Ability to meet functional requirements of EMT job responsibilities.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
11/13/21	<a href="#">pdf</a>	Exchanged list of vaccination requirements with link to 2-600-66.
07/21/23	<a href="#">pdf</a>	Made some clarifications to prerequisites that included high school diploma and possible entrance exam.

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# Sub-Section 3-350-24 - EMT Academy Functional Abilities Required

## CMH EMS Education Manual

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CMH EMS Department does not discriminate against any individual with disabilities. However, there are certain technical standards, essential functions, and physical demands which are required of the EMT. The physical requirements are listed below and the student must be able to perform these requirements as well as have satisfactory physical health. NOTE: Additional requirements are often required by employers to those listed below.

Students must be able to achieve all clinical objectives, and below items in the list of functional abilities, which are an inherent part of the clinical objectives. Students returning to school following an illness or injury must submit a letter from his or her doctor indicating any restrictions. Situations with a student placed on restrictions from a doctor will be considered on a case-by-case basis. Determination will then be made after evaluation of the restriction and time frame indicated by the doctor regarding the student's ability to meet all clinical objectives and remain in the academy.

- Gross motor skills: Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders (i.e. hang an IV bag), and reach below waist (i.e. plug an electrical plug into an outlet).
- Fine motor skills: Pick up objects with hands, grasp small objects with hands, write with pen or pencil, type on a computer keyboard, pinch and pick or otherwise work with fingers (i.e. manipulate a syringe), twist (i.e. turn knob), squeeze with fingers (i.e. eye dropper), and able to safely operate a motor vehicle (i.e. an ambulance).
- Physical endurance: Stand (i.e. at patient side during a procedure), sustain repetitive movements (i.e. CPR compressions), and maintain physical tolerance (i.e. assist a patient walking).
- Physical strength: Push and pull 50 pounds (i.e. position patients), support 50 pounds of weight (i.e. ambulate a patient), lift 50 pounds (i.e. pick up a child), move 50 pound objects (i.e. transfer a patient), defend against combative patient, carry equipment and supplies, use upper body strength (i.e. physically restrain a patient), and squeeze with hands (i.e. operate a fire extinguisher).
- Mobility: Twist, bend, stoop, squat, move quickly (i.e. in response to an emergency), climb (i.e. ladders), and walk.
- Hearing: Hear normal speaking levels (i.e. person-to-person report), hear faint voices, hear faint body sounds (i.e. blood pressure), hear in situations when not able to see lips, hear auditory alarms.
- Visual: See objects at arms-length (i.e. computer screen), see objects around 20 feet away (i.e. patient in a room), see objects more than 20 feet away (i.e. obstacles on the roadway), use depth perception, use peripheral vision, distinguish color (i.e. color codes on equipment), distinguish color intensity (i.e. skin color).

- Tactile: Feel vibrations (i.e. palpate pulse), detect temperature (i.e. skin), feel differences in surface characteristics (i.e. skin turgor), feel differences in sizes and shapes (i.e. palpate vein), and detect environmental temperature (i.e. check for drafts).
- Smell: Detect odors from patient (i.e. alcohol breath), detect smoke, and detect gases or noxious smells.
- Reading: Read and understand written documents (i.e. protocols).
- Arithmetic competence: Read and understand columns of writing (i.e. charts), read digital displays, read graphics (i.e. EKG), calibrate equipment, convert numbers to and from metric system, tell time, measure time (i.e. count duration of contractions), count rates (i.e. breaths per minute), use measuring tools (i.e. thermometer), read measurement marks (i.e. scales), add/subtract/multiply/divide whole numbers, compute fractions (i.e. medication dosages), use a calculator, and write numbers.
- Emotional stability: Establish therapeutic boundaries, provide patients with emotional support, adapt to changing environments and stress, deal with the unexpected (i.e. patient crisis), focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, and handle strong emotions (i.e. grief).
- Analytical thinking: Transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use long-term memory, and use short-term memory.
- Critical thinking: Identify cause and effect relationships, plan and control activities for others, synthesize knowledge and skills, and sequence information.
- Interpersonal skills: Negotiate interpersonal conflict, respect differences in patients and co-workers, and establish rapport with patients and co-workers.
- Communication skills: Teach (i.e. patient education), explain procedures, give oral reports, interact with others, communicate on the telephone, communicate on a radio, influence people, direct activities of others, convey information through writing.

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# Sub-Section 3-350-28 - EMT Academy Tuition Details

## CMH EMS Education Manual

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Tuition of \$750 includes textbooks, online access codes, polo shirts (2), and testing fees (re-testing fees not included). A non-refundable application fee of \$50 is due at time of application. Fees and tuition can be paid by check, credit card, or CMH employee payroll deduction.

A monthly payment schedule is available. Deadline for payment is by 1700 hours on the workday following the first class period of each month.

Month	Amount Due
First month of the trimester	\$300
Second month of the trimester	\$150
Third month of the trimester	\$150
Fourth month of the trimester	\$150

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
08/30/21	<a href="#">pdf</a>	Changed payment schedule from due at exam time to due first of the month.

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# Sub-Section 3-350-32 - Rick Seiner Memorial EMT Academy Scholarship

## CMH EMS Education Manual

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Each year, each of the following individuals can sponsor one (1) scholarship to attend the EMT Academy. From those sponsorships, a maximum of two (2) scholarships will be awarded annually.

- CMH PHS Director.
- CMH PHS Medical Director.
- CMH PHS Clinical Chief.
- CMH PHS Operations Chief.
- Each CMH PHS Manager.
- Each CMH PHS Crew Leader.

An official recommendation must be received by the PHS Clinical Chief at the time of application into the Academy. All application and entrance requirements must be met by deadlines provided; however, the application fee and tuition fees will be waived.

Award selection criteria is based on a point system. The two (2) student applicants with the highest points will be awarded scholarships.

## Ricky A. Seiner Obituary (Nov 16, 1951 - Sep 2, 2025):



Ricky Allen "Rick" Seiner, 53, of Bolivar died from injuries he received Friday evening, Sept. 2, 2005, after he was struck by an automobile while working an accident as an Emergency Medical Technician near Humansville.

Rick was born Nov. 16, 1951, in Springfield Baptist Hospital in Springfield, the son of Robert Allen "Bob" Seiner and Helen Darlene Franklin Seiner. Rick was a 1970 graduate of Bolivar High School. After graduating high school, he enlisted in the U.S. Army Reserve and trained at Fort Campbell, Ky.

Rick started working when he was 15 years old at Wood's Super Market in Bolivar and worked for 28 years. When the Polk County 911 was established, Rick was employed as a dispatcher and later he completed his training to become an EMT. Rick proudly served the community as an EMT with Citizens Memorial Hospital for the past 10 years. He also taught EMT Board Certification courses for the state of Missouri, worked for the Polk County Fire and Rescue and the Polk County Ambulance. Rick was a dedicated employee, missing only one day of work in 38 years.

Rick was a lifelong resident of Polk County. He grew up on a farm southeast of Bolivar where he helped his dad milk cows. He loved the St. Louis Cardinals baseball team and loved to hunt and fish. He also took pleasure in coaching his sons' Little League baseball teams.

Rick was united in marriage to Mary L. Caraway June 21, 2005. He was a member of the First Assembly of God Church in Bolivar where he and Mary attended.

Surviving are his wife, Mary, of the home; his three sons, Cassidy Seiner of Springfield, Tyler Seiner and Devin Seiner, both of Bolivar; a stepson, Joshua Miller of Hurst, Texas; a stepdaughter, Erin Miller of Bolivar; his parents, Bob and Darlene Seiner of Bolivar; two brothers, Brent Seiner and wife Vesta of Bolivar and Rocky Seiner and wife Patsy of Macon; and his sister, Teresa Parson and husband Mike of Bolivar.

## Application Form to be Completed by the Student:

Student name:

Applying for year/semester:

I attest that I meet the following qualifications (select all that apply):

<input type="checkbox"/>	I have read the obituary for Rick Seiner and, if awarded, I agree to live up to Rick's memory through being an EMS professional and student worthy of his name.	[Mandatory]
<input type="checkbox"/>	My household income falls within the pre-tax, gross income required to qualify for one or both of the programs below. Verification of income may be required. Household size: <input type="text"/> Monthly income: <input type="text"/>	[Optional]
<input type="checkbox"/>	My family qualifies for <a href="#">Missouri Food Stamps</a>	[10 points]
<input type="checkbox"/>	My family qualifies for <a href="#">Missouri WIC</a>	[5 points]
<input type="checkbox"/>	I am currently an active volunteer emergency responder in my community. Agency: <input type="text"/> Chief signature: <input type="text"/>	[2 points]
<input type="checkbox"/>	I am currently an employee of Citizens Memorial Hospital.	[5 points]
<input type="checkbox"/>	I intend to work at CMH as an EMT after graduation.	[1 point]
<input type="checkbox"/>	I intend to further my education and become a paramedic or RN within the next five years.	[1 point]

Student signature:

## Application Form to be Completed by the Review Committee:

Student name:

Applying for year/semester:

Total points for this student:

Total number of applications:

Rank of this application:

Was this student selected for award?

- Yes
- No

Committee representative name:

Committee representative signature:

Date signed:

Date forwarded to HR Department:

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# Sub-Section 3-350-36 - EMT Academy Application and Selection Process

## CMH EMS Education Manual

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CMH EMS Education Department will review completed student applications. Upon meeting minimum admission standards, or higher, qualified applicants will be offered a seat in the EMT Academy in the following priority:

- CMH employee.
- First responder agency within CMH's seven-county service area.
- Highest entrance exam score (if applicable).

In the event of more applicants than available seats, an entrance exam is used to select and admit prospective EMT students with the best chances of success in the EMT Academy. It is also used as a diagnostic tool to assess the incoming students' strengths and weaknesses.

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08/10/20		Moved online.

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# Sub-Section 3-350-40 - EMT Academy Experiential Learning

## CMH EMS Education Manual

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Credit for experiential learning, advanced placement, or transfer of credits from another institution will not be offered or provided with the exception of minor certificates. Minor certificates that have previously been completed may be used in lieu of attending those specific classes again. Case-by-case approval must be attained and certificates provided prior to the class in question. Additionally, if the course has a post-test, you must repeat the post-test with the rest of the class and that test score will be used. Examples include, but not limited to:

- AHA courses,
- NAEMT courses,
- NIMS courses,
- NIHSS course,
- Etc.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.

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# Sub-Section 3-350-44 - EMT Academy Classroom Details

## CMH EMS Education Manual

The class will meet two weekday nights from 6 pm to 10 pm at CMH EMS Headquarters Classrooms located at 1525 N Oakland Ave, Bolivar, MO. The selection of which weekdays will be determined by the lead instructor based on instructor and student availability. In the event of too many students for one session and additional instructors are available, two concurrent courses may be held on different weeknights. Every other weekend days will also be required to complete additional courses. Clinical activity (described below) is in addition to the classroom days described here. Coursework, classroom activities, and in-class testing will focus on personal safety, teamwork, and exceptional, compassionate patient care. Extensive use of simulation and scenario education will be included. Additionally, personal work habits and fitness activities will be included to prepare students for a life-long career in EMS.

### Generic Weekly Schedule:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Afternoon	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Evening		Emergency Medical Technician			Emergency Medical Technician		



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
04/13/21	<a href="#">ddf</a>	Made which weeknights more flexible instead of dictating which nights will be used.
07/08/21		Added section
11/22/21	<a href="#">pdf</a>	Updated generic weekly schedule to now be common link shared between academies.

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# Sub-Section 3-350-48 - EMT Academy Simulation Requirements

## CMH EMS Education Manual

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Each student will be assigned a partner for simulation activities. A schedule will be developed where each team will be responsible for responding to simulated emergencies. These simulated emergencies may occur at any time during the EMT classroom time. If your team is "on duty" for the day, you will be expected to have the assigned response equipment checked and available before start of class and left in service and available for the next class and next "on duty" team.

Teams not "on duty" will be required to observe the simulated emergency. All teams will be required to document the activity using the provided ePCR documentation forms and/or software.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.

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# Sub-Section 3-350-52 - EMT Academy Academic Progress

## CMH EMS Education Manual

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To remain in and progress through the EMT Academy, the student must:

- Remain in compliance with policies and procedures outlined in this administration manual, AND
- Submit to annual infectious disease immunizations (i.e. influenza and COVID) as required by CMS, CMH, CDC, and local public health.

Students are responsible to constantly monitor his or her own learning process. Current standing and grades are available upon request. Every effort will be made to email grade records at the completion of each chapter.

Students are strongly encouraged to request appropriate faculty guidance and assistance with any curriculum material or any clinical objectives he or she is having difficulty mastering.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
11/22/21	<a href="#">pdf</a>	Made annual flu shot a more generic statement to include possible future COVID requirements.

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# Sub-Section 3-350-56 - EMT Academy Grade Calculation

## CMH EMS Education Manual

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The overall Academy score is calculated using the following calculation:

- Exams (mid-term and final): 50% of grade
- Tests (each chapter): 50% of grade

The following are PASS/FAIL. Obtaining a "Fail" on any of them will result in a zero percent (0%) overall in the EMT Academy.

- Affective evaluations,
- Clinical rotations,
- Simulations, AND
- Psychomotor exams (both the mid-term and final).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Sub-Section 3-350-60 - Certifications Gained after Completion of the EMT Academy

## CMH EMS Education Manual

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- Prepared and eligible to test for Missouri Licensed [Emergency Medical Technician](#)
- Prepared and eligible to test for [Nationally Registered Emergency Medical Technician](#)
- Prepared and eligible to test for [Missouri Class E Driver License](#)
- American Heart Association (AHA) - [Basic Life Support \(BLS\)](#)
- National Association of EMTs (NAEMT) - [EMS Safety](#)
- National Association of EMTs (NAEMT) - [PreHospital Trauma Life Support \(PHTLS\)](#)
- [Hazardous Materials / WMD Incident Response: Awareness](#)
- National Incident Management System (NIMS) - 100: [Introduction to the Incident Command System](#)
- National Incident Management System (NIMS) - 700: [Introduction to National Incident Management System](#)
- Missouri Department of Transportation (MODOT) - [Traffic Incident Management \(TIMS\)](#)
- National Association of EMTs (NAEMT) - [Emergency Vehicle Operator Safety \(EVOS\)](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
11/22/21	<a href="#">pdf</a>	Removed MUFRTI as the sponsor of HMIRA certification.

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# Sub-Section 3-350-64 - EMT Academy Test Validation

## CMH EMS Education Manual

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EMSTesting website through Platinum Education will be used for tests and exams.

Simplified test item analysis:

- Overall KR20 score less than 0.7: The entire test will be reviewed.
- Point Biserial less than 0: That test question will be reviewed.
- PVal less than 0.2: That test question will be reviewed.

Full test item analysis explanation:

- Overall test reliability will be ensured through reviewing each test's KR20 score (ranges from 0.0 to 1.0). Scores below 0.7 indicate the test did not do a good job of discriminating between high and low performing students, the test had too many interruptions, material was not adequately covered, or cheating might have occurred. Tests with KR20 less than 0.7 may be completely thrown out, retaken, partially modified, or other action deemed appropriate by the lead instructor
- Test item reliability will be ensured through reviewing each question's class discrimination score (ranges from -1.0 to 1.0). Scores below zero indicate the question did not do a good job of discriminating between high and low performing students. Questions may be completely thrown out, modified, or other action deemed appropriate by the lead instructor.
- Test item validity will be ensured through reviewing the percent of the class that answered the question correctly. Pval ranges from 0.0 to 1.0 indicating the percent of the students that answered correctly. Scores below 0.2 will be reviewed to ensure the material was adequately covered and the test question is written and keyed correctly. Questions may be completely thrown out, modified, or other action deemed appropriate by the lead instructor.
- Additionally, students may request test item review if they feel it was incorrect or clarifying information is requested.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.



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# Sub-Section 3-350-66 - EMT Academy Graduation Requirements

## CMH EMS Education Manual

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To be eligible for state and national testing, the student must meet the following requirements:

- Eligibility to take the NREMT psychomotor exam will be granted upon successful completion of the following no earlier than the end your first semester:
  - Achieve a cumulative score of no less than 80%,
  - Attain a score of at least 70% on at least 70% of all assignments, chapter quizzes, and unit tests,
  - Completion of all assigned tests and exams, AND
  - A “pass” certification on the final psychomotor evaluation.
- Eligibility to take the NREMT computer-based-test will be granted upon successful completion of the following:
  - Successfully complete all clinical minimum hour, patient contact, and skill requirements AND
  - Must complete the Platinum Adaptive Test with the following settings and results:
    - Type: Timed Test
    - Curriculum: [National EMS Education Standards](#)
    - Module: Comprehensive
    - Overall Indication Results: All modules with "Good" (two indicators met).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
05/04/21	<a href="#">pdf</a>	Aligned all Platinum adaptive requirements to the same level in all documents across EMT and paramedic curriculum. One exceptional and all good is the indication for success.
12/30/22	<a href="#">pdf</a>	Removed requirement for exceptional on adaptive test.

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# Sub-Section 3-350-68 - Tips to Succeed on an EMT Academy Exam

## CMH EMS Education Manual

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Exams are designed to assess your knowledge and critical thinking ability. Questions are authored by instructors across the country and reviewed by subject matter experts and a board certified Emergency Physician. After you finish the exam, we hope you will come away with a good understanding of topics that you mastered along with ones that need improvement.

The exams are intended to prepare you for your national or state certification exam. In addition to studying the textbook, we recommend familiarizing yourself with current American Heart Association guidelines

Exam items generally include the following question styles. Understanding how to interpret these questions will help you succeed:

### What should you do?

These questions ask you to apply knowledge to treat a patient as you would in the field. You should select the best treatment option available. If you feel there are multiple "correct" answers then pick the BEST option by imagining that there is a "next" or "first" at the end. E.g. "What should you do next?" or "What should you do first?"

### What should you suspect?

These questions ask you to diagnose patients by suspecting underlying comorbidities or pathophysiologies that are described in the question. If more than one answer seems "correct," think of the condition that is the most life-threatening. You should suspect the most lethal diagnosis given the signs and symptoms.

### What is the most likely cause?

These questions are asking you to think about the most probable cause or condition based on the signs and symptoms. This type of question asks about what is most likely, NOT the most lethal.

### Test-taking tips:

- Read the question completely. Before looking at the possible answers imagine what you should do to take care of the patient.
- Read all possible answers completely and consider the BEST answer.

- During the exam, if your instructor allows, we encourage you to write down (on a blank piece of paper) words or topics you want to review afterwards.
- All questions are randomized, so don't get discouraged if you get difficult ones right away.

We wish you the best on this exam, on your certification exam, and ultimately in your new career as an EMS professional!

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# Sub-Section 3-350-72 - EMT Academy Clinical Requirements

## CMH EMS Education Manual

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Clinical experience is defined as a planned and scheduled educational student experience with live patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers, and may include field experience.

Field experience is defined as planned and scheduled educational student time spent on an EMS unit, which may include observation and skill development, but which does not include team leading and does not contribute to the CoAEMSP definition of field internship.

### Eligibility:

To be eligible to attend clinical rotations, the student must maintain passing status (70% overall grade) in the EMT Academy.

### Staff Substitutions:

At no time may an EMT student be substituted for EMT staff. If the EMT student is also an employee of the clinical site:

- When functioning as an EMT student:
  - Must wear student uniform.
  - Must wear and have visible above the waist the student ID.
  - Must not perform normal work duties that are outside the scope of the clinical objectives.
- When functioning as staff:
  - Must not wear student uniform.
  - Must not wear or have visible the student ID.
  - Must not perform clinical student activities outside the scope of employed job description.

### General Requirements:

Students are required to participate and be eligible to participate at all clinical sites without exception. Students must also comply with the facilities' policies and procedures. CMH is not obligated to locate an additional clinical site to accommodate a student for any reason.

Courses with a clinical component require mastery of the clinical objectives in order to successfully complete the course. The clinical component of any course is an integral portion of that course. Clinical experiences are

graded on a pass/fail basis. If a student fails in clinical, he or she will fail the course. Students will be sent home from the clinical setting for unsafe or unprofessional behavior and may be grounds for dismissal from the course.

### **Scope:**

If, at any time during a clinical rotation, a student is asked to perform outside his/her scope of training, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it.

### **Identification:**

All students will be required to wear a CMH-issued ID badge during all classroom, skills, and clinical rotations. The name badge shall be returned upon course completion (or having dropped the course). Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

### **Laboratory Requirements:**

Required basic laboratory competencies are listed below. These requirements must be completed prior to any live patient encounters. At least one (1) evaluation must be completed on you by an instructor or preceptor while you complete the following skills:

- 12-lead ECG placement (NREMT skill)
- Automated external defibrillator (AHA skill)
- CPR for adults, children, and infants with both one- and two-rescuer (AHA skill)
- Glucometer (NREMT skill)
- Hemorrhage control (NREMT skill)
- Intranasal medication administration (NREMT skill)
- Joint splinting (NREMT skill)
- Long bone splinting (NREMT skill)
- Relief of choking in infants and children (AHA skill)
- Rescue breathing for adults and children with bag-mask (AHA skill)
- Spinal immobilization - Adult seated patient (NREMT skill)
- Spinal immobilization - Adult supine patient (NREMT skill)
- Traction splinting (NREMT skill)

### **Clinical Requirements:**

Minimum hour requirements are listed below:

- Minimum of 24 hours in an Emergency Room AND
- Minimum of 48 hours on an Ambulance.

Specific clinical patient assessment requirements to be completed by the end of all clinical hours are listed below. These requirements can be worked on throughout all clinical sites.

- Document an assessment on six (6) medical patients AND
- Document an assessment on six (6) trauma patients.

All requirements must be completed by the end of your second trimester (usually the end of April or eight months after the start of the Academy).

### **Clinical Double-Dipping Policy:**

In the event, you have a patient that has both medical and trauma complaints, this one patient can be counted as two separate patients if you perform a complete medical assessment and a complete trauma assessment.

However, if you encounter the same patient more than once in the same shift, the only way you can count multiple assessments is if the patient returns for a second visit to the ER or calls 911 a second time while riding on the ambulance.

### **Laboratory and Clinical Documentation Software:**

Platinum Planner will be used to document and track skills, labs, scenarios, simulations, and clinical contacts. It is the student's responsibility to complete documentation.

When documenting live patient contacts and skills in Platinum Planner, the first line in the narrative must contain a medical record number trackable to the patient. This could be a hospital number off a face sheet or an EMS run number. Spot checks will be done to ensure accurate documentation.

All documentation in Platinum Planner for lab, scenarios, clinicals, field experience, and field internship **MUST** be submitted within 48 hours of completing the activity. If documentation is submitted late, it will be rejected and will not count.

### **Platinum Planner Signup Directions:**

1. Go to <http://platinumed.com> and click on "Create student account."
2. Complete the form. A course code will be given to you by your instructor.
3. Check your email and activate your account following the directions in the email.

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# Sub-Section 3-350-76 - EMS 301 (Emergency Medical Technology) Course

## CMH EMS Education Manual

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Thirteen (13) college credit hours - 206 contact hours.

This course includes all the classroom and laboratory activities to prepare students for a career as an Emergency Medical Technician.

### Prerequisites:

Enrollment in the EMT Academy.

2016 EMT Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
September 2016				
2016-09-07 (Wednesday)	18:00 - 22:00	<a href="#">EMS Academy Begins</a>	None	

2017 EMT Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
2017-09-07 (Thursday)	18:00 - 22:00	<a href="#">EMT Academy Begins</a>	None	

2018 McDonald EMT Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
2018-09-04 (Tuesday)	18:00 - 22:00	<a href="#">EMT Academy (first night)</a>	None	

2018 OKeefe EMT Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2019 McDonald EMT Academy (click to view **PREVIOUS** classes):



Date	Times	Lesson	Comments	Instructors
2019-09-04 (Wednesday)	18:00 - 22:00	<a href="#">EMT Academy (first night)</a>	None	
2019-09-07 (Saturday)	08:00 - 17:00	 <a href="#">Basic Life Support</a>	None	
<b>October 2019</b>				
2019-10-05 (Saturday)	08:00 - 17:00	 <a href="#">NAEMT Psychological Trauma</a>	None	
<b>November 2019</b>				
2019-11-02 (Saturday)	08:00 - 17:00	 <a href="#">NAEMT Trauma Life Support (1 of 2)</a>	None	
2019-11-03 (Sunday)	08:00 - 17:00	 <a href="#">NAEMT Trauma Life Support (2 of 2)</a>	None	
2019-11-16 (Saturday)	08:00 - 17:00	<a href="#">Landing Zone</a>	None	
2019-11-30 (Saturday)	08:00 - 17:00	 <a href="#">NAEMT Safety, EVOS, TIMS (1 of 2)</a>	None	
<b>December 2019</b>				
2019-12-01 (Sunday)	08:00 - 17:00	 <a href="#">NAEMT Safety, EVOS, TIMS (2 of 2)</a>	None	
2019-12-14 (Saturday)	08:00 - 17:00	<a href="#">EMT Practical Exam</a>	None	

2019 OKeefe EMT Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2020 EMT Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>August 2020</b>				
2020-08-31 (Monday)	18:00 - 22:00	<a href="#">EMS Systems</a>	None	
<b>September 2020</b>				
2020-09-03 (Thursday)	18:00 - 22:00	<a href="#">Safety, Wellness, Legal, Ethical</a>	None	
2020-09-10 (Thursday)	18:00 - 22:00	<a href="#">Comms, Documentation, Terminology</a>	None	
2020-09-14 (Monday)	18:00 - 22:00	<a href="#">Human Body, Life Span</a>	None	
2020-09-17 (Thursday)	18:00 - 22:00	<a href="#">Lifting, Moving, Assessment</a>	None	
2020-09-19 (Saturday)	08:00 - 17:00	 <a href="#">Basic Life Support</a>	None	

Date	Times	Lesson	Comments	Instructors
2020-09-21 (Monday)	18:00 - 22:00	<a href="#">Airway, Pharmacology</a>	None	
2020-09-24 (Thursday)	18:00 - 22:00	<a href="#">Shock, Resuscitation</a>	None	
2020-09-28 (Monday)	18:00 - 22:00	<a href="#">Medical, Respiratory Emergencies</a>	None	
<b>October 2020</b>				
2020-10-01 (Thursday)	18:00 - 22:00	<a href="#">Airway, Respiratory Skills</a>	None	
2020-10-03 (Saturday)	08:00 - 17:00	 <a href="#">NAEMT Psychological Trauma</a>	None	
2020-10-05 (Monday)	18:00 - 22:00	<a href="#">Cardiovascular Emergencies</a>	None	
2020-10-08 (Thursday)	18:00 - 22:00	<a href="#">Neurologic Emergencies</a>	None	
2020-10-12 (Monday)	18:00 - 22:00	<a href="#">GI, Urologic, Endocrine, Hematologic</a>	None	
2020-10-15 (Thursday)	18:00 - 22:00	<a href="#">Immunologic, Toxicology</a>	None	
2020-10-19 (Monday)	18:00 - 22:00	<a href="#">Psychiatric, Gynecologic</a>	None	
2020-10-22 (Thursday)	18:00 - 22:00	<a href="#">Skills</a>	None	
2020-10-26 (Monday)	18:00 - 22:00	<a href="#">Trauma, Bleeding</a>	None	
2020-10-29 (Thursday)	18:00 - 22:00	<a href="#">Soft-Tissue, Face, Neck Trauma</a>	None	
2020-10-31 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT PHTLS (1 of 2)</a>	None	
<b>November 2020</b>				
2020-11-01 (Sunday)	08:30 - 17:30	 <a href="#">NAEMT PHTLS (2 of 2)</a>	None	
2020-11-02 (Monday)	18:00 - 22:00	<a href="#">Head, Spine Injuries</a>	None	
2020-11-05 (Thursday)	18:00 - 22:00	<a href="#">Chest, Abdominal Injuries</a>	None	
2020-11-09 (Monday)	18:00 - 22:00	<a href="#">Orthopedic, Environmental</a>	None	
2020-11-14 (Saturday)	08:00 - 17:00	<a href="#">Landing Zone</a>	None	
2020-11-16 (Monday)	18:00 - 22:00	<a href="#">Skills</a>	None	
2020-11-19 (Thursday)	18:00 - 22:00	<a href="#">Obstetrics, Neonatal</a>	None	
2020-11-23 (Monday)	18:00 - 22:00	<a href="#">Pediatric Emergencies</a>	None	
2020-11-28 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT Safety, EVOS, TIMS (1 of 2)</a>	None	
2020-11-29 (Sunday)	08:30 - 17:30	 <a href="#">NAEMT Safety, EVOS, TIMS (2 of 2)</a>	None	
2020-11-30 (Monday)	18:00 - 22:00	<a href="#">Geriatric, Special Challenges</a>	None	
<b>December 2020</b>				
2020-12-03 (Thursday)	18:00 - 22:00	<a href="#">Operations, Extrication, Rescue</a>	None	
2020-12-07 (Monday)	18:00 - 22:00	<a href="#">Incident Management</a>	None	
2020-12-10 (Thursday)	18:00 - 22:00	<a href="#">Terrorism, Disasters, Team Approach</a>	None	

2021 Summer EMT Academy (click to view **PREVIOUS** classes):



Date	Times	Lesson	Comments	Instructors
<b>May 2021</b>				
2021-05-03 (Monday)	18:30 - 22:30	<a href="#">EMS Systems</a>	None	
2021-05-06 (Thursday)	18:30 - 22:30	<a href="#">Safety, Legal, Ethical</a>	None	
2021-05-13 (Thursday)	18:30 - 22:30	<a href="#">Anatomy, Life Span Development</a>	None	
2021-05-15 (Saturday)	08:30 - 17:30	 <a href="#">Basic Life Support</a>	None	
2021-05-17 (Monday)	18:30 - 22:30	<a href="#">Lifting, Moving, Assessment</a>	None	
2021-05-20 (Thursday)	18:30 - 22:30	<a href="#">Airway, Pharmacology</a>	None	
2021-05-24 (Monday)	18:30 - 22:30	<a href="#">Shock, Resuscitation</a>	None	
2021-05-27 (Thursday)	18:30 - 22:30	<a href="#">Medical, Respiratory</a>	None	
2021-05-29 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT Psychological Trauma</a>	None	
<b>June 2021</b>				
2021-06-03 (Thursday)	18:30 - 22:30	<a href="#">Airway, Respiratory</a>	None	
2021-06-07 (Monday)	18:30 - 22:30	<a href="#">Cardiovascular</a>	None	
2021-06-10 (Thursday)	18:30 - 22:30	<a href="#">Neurologic</a>	None	
2021-06-10 (Thursday)	18:30 - 22:30	<a href="#">Immunologic, Toxicology</a>	None	
2021-06-12 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT Safety, EVOS, TIMS (1 of 2)</a>	None	
2021-06-13 (Sunday)	08:30 - 17:30	 <a href="#">NAEMT Safety, EVOS, TIMS (2 of 2)</a>	None	
2021-06-14 (Monday)	18:30 - 22:30	<a href="#">GI, Urologic, Endocrine, Hematologic</a>	None	
2021-06-21 (Monday)	18:30 - 22:30	<a href="#">Psychiatric, Gynecologic</a>	None	
2021-06-24 (Thursday)	18:30 - 22:30	<a href="#">Skills</a>	None	
2021-06-28 (Monday)	18:30 - 22:30	<a href="#">Trauma, Bleeding</a>	None	
<b>July 2021</b>				
2021-07-01 (Thursday)	18:30 - 22:30	<a href="#">Soft-Tissue, Face, Neck Injuries</a>	None	
2021-07-05 (Monday)	18:30 - 22:30	<a href="#">Head, Spine Injuries</a>	None	
2021-07-08 (Thursday)	18:30 - 22:30	<a href="#">Chest, Abdominal, GI Injuries</a>	None	
2021-07-10 (Saturday)	08:30 - 17:30	<a href="#">Landing Zone</a>	None	
2021-07-12 (Monday)	18:30 - 22:30	<a href="#">Orthopedic, Environmental Emergencies</a>	None	
2021-07-15 (Thursday)	18:30 - 22:30	<a href="#">Skills</a>	None	
2021-07-19 (Monday)	18:30 - 22:30	<a href="#">Skills</a>	None	
2021-07-22 (Thursday)	18:30 - 22:30	<a href="#">OB, Neonatal</a>	None	
2021-07-26 (Monday)	18:30 - 22:30	<a href="#">Pediatrics</a>	None	
2021-07-29 (Thursday)	18:30 - 22:30	<a href="#">Skills</a>	None	
<b>August 2021</b>				
2021-08-02 (Monday)	18:30 - 22:30	<a href="#">Geriatric, Special Challenges</a>	None	
2021-08-05 (Thursday)	18:30 - 22:30	<a href="#">Operations, Extrication, Rescue</a>	None	

Date	Times	Lesson	Comments	Instructors
2021-08-09 (Monday)	18:30 - 22:30	<a href="#">Incident Management</a>	None	
2021-08-12 (Thursday)	18:30 - 22:30	<a href="#">Terrorism, Disaster, Team Approach</a>	None	



2021 Fall EMT Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>September 2021</b>				
2021-09-02 (Thursday)	18:00 - 22:00	<a href="#">EMS Systems, Study and Test Skills</a>	Ch 1	
2021-09-04 (Saturday)	08:30 - 17:30	 <a href="#">Basic Life Support</a>	BLS Test	
2021-09-09 (Thursday)	18:00 - 22:00	<a href="#">Safety, Legal, Ethical</a>	Ch 2, 3	
2021-09-13 (Monday)	18:00 - 22:00	<a href="#">Comms, Documentation, Terminology</a>	Ch 4, 5	
2021-09-16 (Thursday)	18:00 - 22:00	<a href="#">Anatomy, Life Span Development</a>	Ch 6, 7	
2021-09-18 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT Psychological Trauma</a>	PTEP test	
2021-09-20 (Monday)	18:00 - 22:00	<a href="#">Lifting, Moving, Assessment</a>	Ch 8, 10	
2021-09-23 (Thursday)	18:00 - 22:00	<a href="#">Airway, Pharmacology</a>	Ch 11, 12	
2021-09-27 (Monday)	18:00 - 22:00	<a href="#">Shock Resuscitation</a>	Ch 13, 14	
2021-09-30 (Thursday)	18:00 - 22:00	<a href="#">Medical, Respiratory</a>	Ch 15, 16	
<b>October 2021</b>				
2021-10-02 (Saturday)	08:30 - 17:30	<a href="#">Landing Zone, ALS Assist</a>	Cox Aircare	
2021-10-04 (Monday)	18:00 - 22:00	<a href="#">Cardiovascular</a>	Ch 17	
2021-10-07 (Thursday)	18:00 - 22:00	<a href="#">Neurologic</a>	Ch 18	
2021-10-11 (Monday)	18:00 - 22:00	<a href="#">GI, Urologic, Endocrine, Hematologic</a>	Ch 19, 20	
2021-10-14 (Thursday)	18:00 - 22:00	<a href="#">Allergy, Anaphylaxis, Toxicology</a>	Ch 21, 22	


Date	Times	Lesson	Comments	Instructors
2021-10-16 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT Safety, EVOS, TIMS (1 of 2)</a>	None	
2021-10-17 (Sunday)	08:30 - 17:30	 <a href="#">NAEMT Safety, EVOS, TIMS (2 of 2)</a>	Safety and EVOS test	
2021-10-18 (Monday)	18:00 - 22:00	<a href="#">Psychiatric, Gynecologic</a>	Ch 23, 24	
2021-10-21 (Thursday)	18:00 - 22:00	<a href="#">Skills</a>	None	
2021-10-25 (Monday)	18:00 - 22:00	<a href="#">Skills</a>	None	
2021-10-28 (Thursday)	18:00 - 22:00	<a href="#">Mid-Term Exam</a>	None	
2021-10-30 (Saturday)	08:30 - 17:30	<a href="#">Trauma, Bleeding</a>	Ch 25, 26	
<b>November 2021</b>				
2021-11-01 (Monday)	18:00 - 22:00	<a href="#">Soft-Tissue, Face, Neck Injuries</a>	Ch 27, 28	
2021-11-04 (Thursday)	18:00 - 22:00	<a href="#">Head, Spine Injuries</a>	Ch 29	
2021-11-08 (Monday)	18:00 - 22:00	<a href="#">Chest, Abdominal, GI Injuries</a>	Ch 30, 31	
2021-11-13 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT PHTLS (1 of 2)</a>	None	
2021-11-14 (Sunday)	08:30 - 17:30	 <a href="#">NAEMT PHTLS (2 of 2)</a>	None	
2021-11-15 (Monday)	18:00 - 22:00	<a href="#">Orthopedic, Environmental</a>	Ch 32, 33	
2021-11-18 (Thursday)	18:00 - 22:00	<a href="#">OB, Neonatal</a>	Ch 34	
2021-11-22 (Monday)	18:00 - 22:00	<a href="#">Pediatric</a>	Ch 35	
2021-11-29 (Monday)	18:00 - 22:00	<a href="#">Geriatric, Special Challenges</a>	Ch 36, 37	
<b>December 2021</b>				
2021-12-02 (Thursday)	18:00 - 22:00	<a href="#">Operations, Extrication, Rescue</a>	Ch 38, 39	
2021-12-06 (Monday)	18:00 - 22:00	<a href="#">Incident Mgmt, Terrorism, Disaster</a>	Ch 40, 41, 9	

Date	Times	Lesson	Comments	Instructors
2021-12-09 (Thursday)	18:00 - 22:00	<a href="#">Skills</a>	None	
2021-12-11 (Saturday)	08:00 - 17:00	<a href="#">Final Practical Exam</a>	None	
2021-12-13 (Monday)	18:00 - 22:00	<a href="#">EMT Test Review</a>	None	
2021-12-16 (Thursday)	18:00 - 22:00	<a href="#">EMT Final Exam</a>	None	




2022 Summer EMT (Hermitage) CANCELLED Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>May 2022</b>				
2022-05-02 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Introductions, EMS Systems, Safety</a>	Ch 1, 2	
2022-05-05 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Legal, Ethical, Comms, Docs, Terminology</a>	Ch 3, 4, 5.	
2022-05-09 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Human Body, Life Span</a>	Ch 6, 7. Syllabus test.	
2022-05-12 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Lifting Moving Patients</a>	Ch 8.	
2022-05-14 (Saturday)	08:00 - 17:00	 <a href="#">CANCELLED AHA Basic Life Support</a>	BLS test	
2022-05-16 (Monday)	18:00 - 17:00	<a href="#">CANCELLED Patient Assessment</a>	Ch 10	
2022-05-19 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Airway, Pharmacology</a>	Ch 11, 12	
2022-05-23 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Shock, Resuscitation</a>	Ch 13, 14	
2022-05-26 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Medical Overview, Respiratory</a>	Ch 15, 16	
2022-05-28 (Saturday)	08:00 - 17:00	 <a href="#">CANCELLED NAEMT Psychological Trauma (PTEP)</a>	PTEP test	
<b>June 2022</b>				
2022-06-02 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Cardiovascular</a>	Ch 17	


















Date	Times	Lesson	Comments	Instructors
2022-06-06 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Neurologic</a>	Ch 18	
2022-06-09 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED GI, Urologic, Endocrine, Hematologic</a>	Ch 19, 20	
2022-06-11 (Saturday)	08:00 - 17:00	<a href="#">CANCELLED Landing Zone, ALS Assist, Skills</a>	None	
2022-06-13 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Allergy, Anaphylaxis, Toxicology</a>	Ch 21, 22	
2022-06-16 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Psychiatric, Gynecologic</a>	Ch 23, 24	
2022-06-20 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Mid-Term Review, Skills</a>	None	
2022-06-23 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Mid-Term Exam</a>	Affective evaluation	
2022-06-25 (Saturday)	08:30 - 17:30	 <a href="#">CANCELLED EMS Safety Seminar (1 of 2)</a>	Safety, EVOS, TIMS	
2022-06-26 (Sunday)	08:30 - 17:30	 <a href="#">CANCELLED EMS Safety Seminar (2 of 2)</a>	None	
2022-06-27 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Skills</a>	None	
2022-06-30 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Trauma, Bleeding</a>	Ch 25, 26	
<b>July 2022</b>				
2022-07-07 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Soft Tissue, Face, Neck Injuries</a>	Ch 27, 28	
2022-07-09 (Saturday)	08:30 - 17:30	<a href="#">CANCELLED Head, Spine Injuries</a>	Ch 29	
2022-07-11 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Chest, Abdominal, GI Injuries</a>	Ch 30, 31	
2022-07-14 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Orthopedic Injuries</a>	Ch 32	
2022-07-18 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Environmental</a>	Ch 33	
2022-07-21 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Obstetrics, Neonatal</a>	Ch 34	
2022-07-23 (Saturday)	08:30 - 17:30	 <a href="#">CANCELLED NAEMT PreHospital Trauma Life Support (1 of 2)</a>	PHTLS	

Date	Times	Lesson	Comments	Instructors
2022-07-24 (Sunday)	08:30 - 17:30	 <a href="#">CANCELLED NAEMT PreHospital Trauma Life Support (2 of 2)</a>	PHTLS test	
2022-07-26 (Tuesday)	18:00 - 22:00	<a href="#">CANCELLED Pediatric</a>	Ch 35	
2022-07-28 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Geriatric, Special Challenges</a>	Ch 36, 37	
<b>August 2022</b>				
2022-08-01 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Operations</a>	Ch 38	
2022-08-04 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Extrication, Rescue</a>	Ch 39	
2022-08-08 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Skills</a>	None	
2022-08-11 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Skills</a>	None	
2022-08-13 (Saturday)	08:30 - 17:00	<a href="#">CANCELLED Final Practical Exam</a>	None	
2022-08-15 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Incident Management</a>	Ch 40	
2022-08-18 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Terrorism, Disaster, Team Approach</a>	Ch 41, 9. NIMS 100, 700, HM Aware, Class E DL due	
2022-08-22 (Monday)	18:00 - 22:00	<a href="#">CANCELLED Final Review</a>	None	
2022-08-25 (Thursday)	18:00 - 22:00	<a href="#">CANCELLED Final Written Exam</a>	Affective evaluations	





2022 Fall EMT Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>September 2022</b>				
2022-09-01 (Thursday)	18:00 - 22:00	<a href="#">Fall 2022 EMT Academy</a>	First Day: Class and online orientation, Study and testing skills.	Ryan McDonald, CP Alice Roberts, Medic Theron Becker, CP <div style="display: flex; flex-direction: column; align-items: center;">    </div>

Date	Times	Lesson	Comments	Instructors
2022-09-03 (Saturday)	09:00 - 17:00	 <a href="#">AHA Basic Life Support</a>	BLS test	Ryan McDonald, CP Brianna Becker, RN  
2022-09-08 (Thursday)	18:00 - 22:00	<a href="#">EMS Systems Safety/Wellness, Legal, Ethical</a>	Ch 1, 2, 3	Ryan McDonald, CP 
2022-09-12 (Monday)	18:00 - 22:00	<a href="#">Communications, Documentation, Terminology</a>	Ch 4, 5. Syllabus test.	Alice Roberts, Medic 
2022-09-15 (Thursday)	18:00 - 22:00	<a href="#">Human Body, Life Span</a>	Ch 6, 7	Ryan McDonald, CP 
2022-09-17 (Saturday)	09:00 - 17:00	<a href="#">Landing Zone, ALS Assist</a>	Cox Air Care?	Ryan McDonald, CP 
2022-09-19 (Monday)	18:00 - 22:00	<a href="#">Lifting, Moving, Assessment</a>	Ch 8, 10	Ryan McDonald, CP 
2022-09-22 (Thursday)	18:00 - 22:00	<a href="#">Airway, Pharmacology</a>	Ch 11, 12	Ryan McDonald, CP 
2022-09-26 (Monday)	18:00 - 22:00	<a href="#">Shock, Resuscitation</a>	Ch 13, 14	Alice Roberts, Medic 
2022-09-29 (Thursday)	18:00 - 22:00	<a href="#">Medical Overview, Respiratory</a>	Ch 15, 16	Ryan McDonald, CP 
<b>October 2022</b>				
2022-10-01 (Saturday)	09:00 - 16:00	 <a href="#">NAEMT Psychological Trauma</a>	PTEP test	Ryan McDonald, CP Richard Young, CP  
2022-10-03 (Monday)	18:00 - 22:00	<a href="#">Cardiovascular</a>	Ch 17	Ryan McDonald, CP 
2022-10-06 (Thursday)	18:00 - 22:00	<a href="#">Neurologic</a>	Ch 18	Ryan McDonald, 






Date	Times	Lesson	Comments	Instructors
				CP
2022-10-10 (Monday)	18:00 - 22:00	<a href="#">GI, Urologic, Endocrine, Hematologic</a>	Ch 19, 20	Alice Roberts, Medic 
2022-10-13 (Thursday)	18:00 - 22:00	<a href="#">Allergy, Anaphylaxis, Toxicology</a>	Ch 21, 22	Ryan McDonald, CP 
2022-10-15 (Saturday)	08:30 - 17:30	 <a href="#">EMS Safety Seminar (1 of 2)</a>	Safety, EVOS, TIMS	Brice Flynn, Medic  Ryan McDonald, CP  Theron Becker, CP  Richard Young, CP 
2022-10-16 (Sunday)	08:30 - 17:30	 <a href="#">EMS Safety Seminar (2 of 2)</a>	Safety, EVOS, TIMS	Brice Flynn, Medic  Ryan McDonald, CP  Theron Becker, CP  Richard Young, CP 
2022-10-17 (Monday)	18:00 - 22:00	<a href="#">Psychiatric, Gynecologic</a>	Ch 23, 24	Ryan McDonald, CP 
2022-10-20 (Thursday)	18:00 - 22:00	<a href="#">Skills Practice</a>	None	Ryan McDonald, CP 
2022-10-24 (Monday)	18:00 - 22:00	<a href="#">Mid-Term Review, Skills Practice</a>	None	Alice Roberts, Medic 
2022-10-27 (Thursday)	18:00 - 22:00	<a href="#">Mid-Term Exams</a>	Affective evaluations	Ryan McDonald, CP 
2022-10-29 (Saturday)	08:30 - 17:30	<a href="#">Trauma, Bleeding</a>	Ch 25, 26	Ryan McDonald, CP 































Date	Times	Lesson	Comments	Instructors
2022-10-31 (Monday)	18:00 - 22:00	<a href="#">Soft-Tissue, Face, Neck Injuries</a>	Ch 27, 28	Ryan McDonald, CP 
<b>November 2022</b>				
2022-11-03 (Thursday)	18:00 - 22:00	<a href="#">Head, Spine Injuries</a>	Ch 29	Ryan McDonald, CP 
2022-11-07 (Monday)	18:00 - 22:00	<a href="#">Chest, Abdominal, GI Injuries</a>	Ch 30, 31	Alice Roberts, Medic 
2022-11-12 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT PreHospital Trauma Life Support (1 of 2)</a>	None	Brice Flynn, Medic Ryan McDonald, CP Theron Becker, CP   
2022-11-13 (Sunday)	08:30 - 17:30	 <a href="#">NAEMT PreHospital Trauma Life Support (2 of 2)</a>	PHTLS test	Brice Flynn, Medic Ryan McDonald, CP Theron Becker, CP Richard Young, CP    
2022-11-14 (Monday)	18:00 - 22:00	<a href="#">Orthopedic, Environmental</a>	Ch 32, 33	Ryan McDonald, CP 
2022-11-17 (Thursday)	18:00 - 22:00	<a href="#">Obstetrics, Neonatal</a>	Ch 34	Ryan McDonald, CP Brianna Becker, RN  
2022-11-21 (Monday)	18:00 - 22:00	<a href="#">Pediatric</a>	Ch 35	Alice Roberts, Medic 
2022-11-28 (Monday)	18:00 - 22:00	<a href="#">Geriatric, Special Challenges</a>	Ch 36, 37	Ryan McDonald, CP 



















Date	Times	Lesson	Comments	Instructors
<b>December 2022</b>				
2022-12-01 (Thursday)	18:00 - 22:00	<a href="#">Operations, Extrication, Rescue</a>	Ch 38, 39	Ryan McDonald, CP 
2022-12-05 (Monday)	18:00 - 22:00	<a href="#">Incident Mgmt, Terrorism, Disaster, Team Approach</a>	Ch 40, 41, 9. NIMS 100, 700, Hazmat, Driver License Due	Alice Roberts, Medic 
2022-12-08 (Thursday)	18:00 - 22:00	<a href="#">Skills Practice</a>	None	Ryan McDonald, CP 
2022-12-11 (Sunday)	12:00 - 18:00	<a href="#">Final Practical Exam</a>	None	Ryan McDonald, CP Brianna Becker, RN 
2022-12-12 (Monday)	18:00 - 22:00	<a href="#">Test Review</a>	None	Ryan McDonald, CP 
2022-12-15 (Thursday)	18:00 - 22:00	<a href="#">Final Exam</a>	Affective evaluation	Ryan McDonald, CP 
















### 2023 Spring EMT Academy (click to view **CURRENT** classes):

Date	Times	Lesson	Comments	Instructors
<b>January 2023</b>				
2023-01-02 (Monday)	18:00 - 22:00	<a href="#">EMT Academy</a>	Online orientation, study testing skills	Ryan McDonald, CP Theron Becker, CP Brice Flynn, Medic Aaron Weaver, Medic    
2023-01-05 (Thursday)	18:00 - 22:00	<a href="#">EMS Systems, Safety, Wellness, Legal, Ethical</a>	Ch 1, 2, 3	Ryan McDonald, CP 

Date	Times	Lesson	Comments	Instructors
2023-01-07 (Saturday)	08:30 - 17:30	 <a href="#">AHA Basic Life Support</a>	BLS test	Ryan McDonald, CP Brianna Becker, RN  
2023-01-09 (Monday)	18:00 - 22:00	<a href="#">Communications, Documentation, Terminology</a>	Ch 4, 5, Syllabus test	Ryan McDonald, CP 
2023-01-12 (Thursday)	18:00 - 22:00	<a href="#">Human Body, Life Span</a>	Ch 6, 7	Ryan McDonald, CP 
2023-01-16 (Monday)	18:00 - 22:00	<a href="#">Lifting and Moving Patients</a>	Ch 8	Ryan McDonald, CP 
2023-01-19 (Thursday)	18:00 - 22:00	<a href="#">Patient Assessment</a>	Ch 10	Ryan McDonald, CP 
2023-01-21 (Saturday)	09:00 - 17:00	<a href="#">Cox Air Care LZ Class, ALS Assist</a>	None	Ryan McDonald, CP 
2023-01-23 (Monday)	18:00 - 22:00	<a href="#">Airway, Pharmacology</a>	Ch 11, 12	Ryan McDonald, CP 
2023-01-26 (Thursday)	18:00 - 22:00	<a href="#">Shock, BLS Resuscitation</a>	Ch 13, 14	Ryan McDonald, CP 
2023-01-30 (Monday)	18:00 - 22:00	<a href="#">Skills Night</a>	None	Ryan McDonald, CP Brianna Becker, RN  
<b>February 2023</b>				
2023-02-02 (Thursday)	18:00 - 22:00	<a href="#">Medical Overview, Respiratory Emergencies</a>	Ch 15, 16	Ryan McDonald, CP 
2023-02-06 (Monday)	18:00 - 22:00	<a href="#">Cardiovascular Emergencies</a>	Ch 17	Ryan McDonald, CP 
2023-02-09 (Thursday)	18:00 - 22:00	<a href="#">Neurologic Emergencies</a>	Ch 18	Ryan McDonald, CP 

Date	Times	Lesson	Comments	Instructors
				CP
2023-02-13 (Monday)	18:00 - 22:00	<a href="#">GI/Urologic and Endocrine/Hematologic Emergencies</a>	Ch 19, 20	Ryan McDonald, CP 
2023-02-16 (Thursday)	18:00 - 22:00	<a href="#">Allergic Reactions and Anaphylaxis, Toxicology</a>	Ch 21, 22	Ryan McDonald, CP 
2023-02-18 (Saturday)	08:30 - 17:30	 <a href="#">EMS Safety Seminar (1 of 2)</a>	Safety, EVOS TIMS	Ryan McDonald, CP Brice Flynn, Medic Theron Becker, CP   
2023-02-19 (Sunday)	08:30 - 17:30	 <a href="#">EMS Safety Seminar (2 of 2)</a>	Safety, EVOS, TIMS	Ryan McDonald, CP Brice Flynn, Medic Theron Becker, CP Richard Young, CP    
2023-02-23 (Thursday)	18:00 - 22:00	<a href="#">Psychiatric Emergencies, Gynecological Emergencies</a>	Ch 23,24	Ryan McDonald, CP 
2023-02-27 (Monday)	18:00 - 22:00	<a href="#">Mid-Term Review, Skills Night</a>	Affective Evaluations	Ryan McDonald, CP Brianna Becker, RN  
<b>March 2023</b>				
2023-03-02 (Thursday)	18:00 - 22:00	<a href="#">Mid-Term Test</a>	None	Ryan McDonald, CP Brianna Becker, RN  
2023-03-04 (Saturday)	08:30 - 17:30	<a href="#">Trauma Overview, Bleeding</a>	CH25, 26	Ryan McDonald, CP 

Date	Times	Lesson	Comments	Instructors
2023-03-06 (Monday)	18:00 - 22:00	<a href="#">Soft Tissue Injuries, Face and Neck Injuries</a>	Ch 27, 28	Ryan McDonald, CP 
2023-03-09 (Thursday)	18:00 - 22:00	<a href="#">Head and Spine Injuries</a>	Ch 29	Ryan McDonald, CP 
2023-03-13 (Monday)	18:00 - 22:00	<a href="#">Chest Injuries, Abdominal and GI Injuries</a>	Ch 30, 31	Ryan McDonald, CP 
2023-03-16 (Thursday)	18:00 - 22:00	<a href="#">Orthopedic Emergencies, Environmental Emergencies</a>	Ch 32, 33	Ryan McDonald, CP 
2023-03-18 (Saturday)	08:30 - 17:30	 <a href="#">NAEMT PreHospital Trauma Life Support (1 of 2)</a>	None	Ryan McDonald, CP  Brice Flynn, Medic  Theron Becker, CP 
2023-03-19 (Sunday)	08:30 - 17:30	 <a href="#">NAEMT PreHospital Trauma Life Support</a>	PHTLS Test	Ryan McDonald, CP  Brice Flynn, Medic  Theron Becker, CP  Richard Young, CP 
2023-03-20 (Monday)	18:00 - 22:00	<a href="#">Skills Night</a>	None	Ryan McDonald, CP  Brianna Becker, RN 
2023-03-23 (Thursday)	18:00 - 22:00	<a href="#">Obstetrics and Neonatal</a>	Ch 34	Brianna Becker, RN  Ryan McDonald, CP 
2023-03-27 (Monday)	18:00 - 22:00	<a href="#">Pediatrics</a>	Ch 35	Ryan McDonald, CP 

Date	Times	Lesson	Comments	Instructors
2023-03-30 (Thursday)	18:00 - 22:00	<a href="#">Geriatrics, Patients with Special Challenges</a>	CH 36, 37	Ryan McDonald, CP 
<b>April 2023</b>				
2023-04-01 (Saturday)	09:00 - 17:00	 <a href="#">Psychological Trauma in EMS Patients</a>	PTEP	Ryan McDonald, CP Richard Young, CP  
2023-04-03 (Monday)	18:00 - 22:00	<a href="#">EMS Operations, Extrication and Rescue</a>	Ch 38, 39	Ryan McDonald, CP 
2023-04-06 (Thursday)	18:00 - 22:00	<a href="#">Incident Management, Terrorism and Disaster, Team Approach</a>	CH 40, 41, 9	Ryan McDonald, CP 
2023-04-10 (Monday)	18:00 - 22:00	<a href="#">Skills Night</a>	NIMS 100 and 700, HazMat, Class E license due	Ryan McDonald, CP Brianna Becker, RN  
2023-04-13 (Thursday)	18:00 - 22:00	<a href="#">Skills Night</a>	None	Ryan McDonald, CP Brianna Becker, RN  
2023-04-15 (Saturday)	08:30 - 17:30	<a href="#">Final Skills Testing</a>	None	Ryan McDonald, CP Brianna Becker, RN  
2023-04-17 (Monday)	18:00 - 22:00	<a href="#">Final Exam Review</a>	None	Ryan McDonald, CP Brianna Becker, RN  
2023-04-20 (Thursday)	18:00 - 22:00	<a href="#">Final Exam</a>	Affective Evaluations	Ryan McDonald, CP 

2023 Fall EMT Academy (click to view **CURRENT** classes):

Date	Times	Lesson	Comments	Instructors
<b>August 2023</b>				
2023-08-28 (Monday)	18:00 - 22:00	 <a href="#">Fall EMT Academy</a>	Orientation, AHA BLS	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> Brianna Becker, <span style="background-color: #e91e63;">RN</span>  
2023-08-31 (Thursday)	18:00 - 22:00	 <a href="#">EMS Systems, Safety, Legal</a>	Chapters 1, 2, 3	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
<b>September 2023</b>				
2023-09-07 (Thursday)	18:00 - 22:00	 <a href="#">Communications, Terminology</a>	Chapters 4, 5	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-09-11 (Monday)	18:00 - 22:00	 <a href="#">Body, LifeSpan</a>	Chapters 6, 7	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-09-14 (Thursday)	18:00 - 22:00	 <a href="#">Lifting</a>	Chapter 8	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-09-18 (Monday)	18:00 - 22:00	 <a href="#">Assessment</a>	Chapter 10	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-09-21 (Thursday)	18:00 - 22:00	 <a href="#">Airway, Pharmacology</a>	Chapters 11, 12	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-09-25 (Monday)	18:00 - 22:00	 <a href="#">Shock, Resuscitation</a>	Chapters 13, 14	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-09-28 (Thursday)	18:00 - 22:00	 <a href="#">Medical Overview, Respiratory</a>	Chapters 15, 16	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
<b>October 2023</b>				
2023-10-02 (Monday)	18:00 - 22:00	 <a href="#">Cardiovascular</a>	Chapter 17	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-10-05 (Thursday)	18:00 - 22:00	 <a href="#">Neurologic</a>	Chapter 18	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-10-09 (Monday)	18:00 - 22:00	 <a href="#">Gastrointestinal, Endocrine</a>	Chapter 19, 20	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-10-12 (Thursday)	18:00 - 22:00	 <a href="#">Anaphylaxis, Toxicology</a>	Chapter 21, 22	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-10-16 (Monday)	18:00 - 22:00	 <a href="#">Behavioral, Gynecologic</a>	Chapter 23, 24	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 
2023-10-19 (Thursday)	18:00 - 22:00	 <a href="#">Mid-Term Review</a>	None	Ryan McDonald, <span style="background-color: #c8e6c9;">CP</span> 

Date	Times	Lesson	Comments	Instructors
2023-10-23 (Monday)	18:00 - 22:00	* <a href="#">Mid-Term Test</a>	Affective Evaluations	Ryan McDonald, CP 
2023-10-26 (Thursday)	18:00 - 22:00	* <a href="#">Trauma Overview, Bleeding</a>	Chapter 25, 26	Ryan McDonald, CP 
2023-10-30 (Monday)	18:00 - 22:00	* <a href="#">Soft Tissue, Face, and Neck Injuries</a>	Chapter 27, 28	
<b>November 2023</b>				
2023-11-02 (Thursday)	18:00 - 22:00	* <a href="#">Head and Spine Injuries</a>	Chapter 29	Ryan McDonald, CP 
2023-11-06 (Monday)	18:00 - 22:00	* <a href="#">Chest and Abdominal Injuries</a>	Chapter 30, 31	Ryan McDonald, CP 
2023-11-09 (Thursday)	18:00 - 22:00	* <a href="#">Orthopedic Injuries, Environmental</a>	Chapter 32, 33	Ryan McDonald, CP 
2023-11-13 (Monday)	18:00 - 22:00	* <a href="#">Obstetric, Neonatal</a>	Chapter 34	Ryan McDonald, CP 
2023-11-16 (Thursday)	18:00 - 22:00	* <a href="#">Pediatric Emergencies</a>	Chapter 35	Ryan McDonald, CP 
2023-11-20 (Monday)	18:00 - 22:00	* <a href="#">Geriatric, Challenges</a>	Chapter 36, 37	Ryan McDonald, CP 
2023-11-27 (Monday)	18:00 - 22:00	* <a href="#">Operations, Rescue</a>	Chapter 38, 39	Ryan McDonald, CP 
2023-11-30 (Thursday)	18:00 - 22:00	* <a href="#">Incident Management, Terrorism, Disaster, Teamwork</a>	Chapters 40, 41, 9	Ryan McDonald, CP 
<b>December 2023</b>				
2023-12-04 (Monday)	18:00 - 22:00	* <a href="#">Skills Practice</a>	None	Ryan McDonald, CP 
2023-12-07 (Thursday)	18:00 - 22:00	* <a href="#">Skills Practice</a>	None	Ryan McDonald, CP 
2023-12-09 (Saturday)	18:00 - 22:00	* <a href="#">Final Skills Testing</a>	SATURDAY	Ryan McDonald, CP 
2023-12-11 (Monday)	18:00 - 22:00	* <a href="#">Final Test Review</a>	None	
2023-12-14 (Thursday)	18:00 - 22:00	* <a href="#">Final Test</a>	None	Ryan McDonald, CP 



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
08/24/21	<a href="#">pdf</a>	Updated schedule to reflect next trimester.

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# Sub-Section 3-350-80 - EMS 306 (Emergency Medical Technology Clinical Experience) Course

## CMH EMS Education Manual

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Five (5) college credit hours - 72 contact hours.

This course provides an opportunity for students to apply classroom knowledge to real-life situations and patients. Included in this course are all the components of the EMT curriculum as applied to live patient care.

If the minimum number of patient contacts listed in [Sub-Section 3.350.72 - EMT Academy Clinical Requirements](#) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

All hour and patient contact requirements are due by the end of your second trimester (which is typically eight (8) months after the start of the course - usually April 30th is the deadline).

### Topic Outline:

Location Type (click for details)	Prerequisites	Scope	Minimum Hours
<a href="#">Emergency Room</a>	Successful completion of AHA BLS CPR and Completion of Patient Assessment lecture and test	The purpose of EMT student rotation in the emergency room is to improve medical and trauma patient assessments and have a basic understanding of emergency room operations. EMT students are to shadow ER techs and act as their extensions.	24
<a href="#">Ambulance</a>	Successful completion of all emergency room clinical hours	The purpose of EMT student rotation on an ambulance is to have an intermediate understanding of ambulance operations and perform basic patient assessments and treatments. These students should be exposed to the basics of scene management. EMT students are to shadow ambulance EMTs and act as their extensions.	48

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
11/04/22	<a href="#">pdf</a>	Moved details to common document 2-660.
12/30/22	<a href="#">pdf</a>	Dynamic display of clinical site info.

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# Sub-Section 3-350-84 - EMT Student Clinical Evaluation Card

CMH EMS Education Manual

Thank you for being a preceptor for a CMH EMT student.

**For the student to get credit for completing this clinical shift, an evaluation must be completed by you.**

Please go to the following link and complete the shift evaluation.

<http://ozarksems.com/eval-clinical.php>



EMT students are encouraged and allowed to perform the following skills:

- Basic assessments and vitals
- 12-lead acquisition and transmission
- Pharyngeal and blind-insertion airways
- BVM
- Assist with CPAP/BiPAP
- Upper airway suction
- Blood glucose monitoring
- Oxygen, oral glucose, and aspirin administration
- Manual fracture stabilization and SMR
- Bleeding control

Student name:

Clinical date:

Time in:  Time out:

School contact for exposure or other reasons:  
Theron Becker 417-597-3688.

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08/10/20		Moved online.

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# Sub-Section 3-350-92 - EMT Academy Terminal Competency Form

## CMH EMS Education Manual

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Citizens Memorial Hospital - Emergency Medical Services Education Department hereby certifies that the candidate listed below has successfully completed all the terminal competencies required for graduation from the EMT education program as a minimally competent, entry-level EMT and as such is eligible for State and National Certification written and practical examination in accordance with our published policies and procedures.

Name of graduate:

- Overall score: % (80% minimum overall score). [PROOF ATTACHED (OzarksEMS Transcript)]
- Practical skill sheets (includes all required skill sheets). [PROOF ATTACHED (Platinum)]
- Clinical tracking records (includes required hours, areas, procedures, patient contacts, etc.):
  - All clinical and experience hours meet minimum requirements. [PROOF ATTACHED (OzarksEMS)]
  - Laboratory and clinical skill meet minimum requirements. [PROOF ATTACHED (Platinum)].
- Final exams:
  - Cognitive: Platinum timed comprehensive adaptive test, or cumulative summary results with "Good" in all categories. [PROOF ATTACHED (Platinum)]
  - Affective: Final comprehensive eval with "PASS" status. [PROOF ATTACHED (Google Drive)]
  - Psychomotor: Final psychomotor "PASS" results [PROOF ATTACHED (Eval Form)].
- Student counseling (as applicable). Notes:
- Required course certifications:
  - AHA BLS. [PROOF ATTACHED]

- NAEMT PHTLS. [PROOF ATTACHED]
- BEMS skills verification form completed (<https://health.mo.gov/safety/ems/pdf/TrainingEntityEMT-BSkillsVerification.pdf>)

Program requirements successfully and fully completed on:

Medical Director signature (optional):

Program Director signature:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
04/13/21	<a href="#">pdf</a>	Corrected typos
05/04/21	<a href="#">pdf</a>	Aligned all Platinum adaptive requirements to the same level in all documents across EMT and paramedic curriculum. One exceptional and all good is the indication for success.
12/30/22	<a href="#">pdf</a>	Removed exceptional from adaptive requirements.

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# Section 3-385 - CMH PHS EMT Internship Academy

## CMH EMS Education Manual

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Welcome to Citizens Memorial Hospital - Pre-Hospital Services (CMH PHS). This syllabus is designed to facilitate your successful integration into our family. If you are new to EMS, welcome to your favorite job you will ever have. Jobs come and go, but we hope you decide to make a career at CMH PHS.

This section serves as the course syllabus for the CMH PHS EMT Internship Academy. This academy is specifically designed for non-licensed employees (interns). All components from the EMT Academy and the Onboarding Academy have been combined to allow students to obtain an EMT license and complete orientation in a 40-hour per week format. The deadline for completion of the entire academy and possess all required licenses and certifications is 90 days from the first day of orientation.

## Sub-Sections:

- [3-385-02 - Goal](#)
- [3-385-04 - Prerequisites](#)
- [3-385-10 - Application and Selection Process](#)
- [3-385-14 - Demographic Form](#) (PRINT THIS)
- [3-385-16 - Dispatch Info Form](#) (PRINT THIS)
- [3-385-18 - Office Checklist](#) (PRINT THIS)
- [3-385-20 - Tips for New Hires](#)
- [3-385-22 - CMH PHS History](#)
- [3-385-24 - Faculty](#)
- [3-385-26 - Curriculum](#)
- [3-385-28 - Experiential Learning](#)
- [3-385-30 - Classroom Details](#)
- [3-385-32 - Academic Progress](#)

- [3-385-34 - Grade Calculation](#)
- [3-385-36 - Tips to Succeed on an EMT Internship Exam](#)
- [3-385-38 - Certifications Gained after Completion of the EMT Internship](#)
- [3-385-40 - Test Validation](#)
- [3-385-42 - Graduation Requirements](#)
- [3-385-44 - EMS 351 \(CMH PHS EMT Internship\) Course](#)
- [3-385-46 - Classroom, Laboratory, and Simulation Checklist](#) (PRINT THIS)
- [3-385-52 - EMS 356 \(CMH PHS EMT Internship Clinical Experience\) Course](#)
- [3-385-54 - Clinical Requirements](#)
- [3-385-56 - Clinical Evaluation Card](#) (PRINT THIS)
- [3-385-58 - EMS 366 \(CMH PHS EMT Internship Field Experience\)](#)
- [3-385-62 - Driving Checklist](#) (PRINT THIS)
- [3-385-64 - Ambulance Checklist](#) (PRINT THIS)
- [3-385-70 - Terminal Competency Form](#) (PRINT THIS)

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# Sub-Section 3-385-02 - CMH PHS EMT Internship Academy Goal

CMH EMS Education Manual

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## EMT Internship Academy Goal:

Equip students with all the education needed to be a high-performing EMT in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and a desirable candidate for employment as an Emergency Medical Technician.

## EMT Description:

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the Emergency Medical Technician:

- The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

## Life Changes During the Academy:

During this academy, students are highly encouraged not to make any other large life changes (i.e. get married, get divorced, move residences, change jobs, etc.).

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# Sub-Section 3-385-04 - CMH PHS EMT Internship Academy Prerequisites

## CMH EMS Education Manual

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Students must complete the following before completing the first day of class:

- Submit a completed employment application.
- Successfully complete CMH Human Resources requirements for hire.
  - Must not have a criminal background of felonies or drug-related convictions.
  - Must have the ability to pass a drug screen.
- Successfully complete the EMT entrance exam.
- Successfully complete the CMH PHS interview process.
- Successfully complete the CMH physical assessment test.
- Refer to [Sub-Section 2-600-66 - Patient Protection and Student Vaccinations](#) for vaccination requirements to attend class and have patient contact.
- Have regular access to a personal computer with reliable internet access and some type of word processing software.
- At least 18 years old.
- Have a high school diploma, High School Equivalency (HSE), or GED before psychomotor or cognitive National Registry testing.
- Ability to obtain Missouri Class E Driver License.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
11/19/21		Created this section.
07/21/23	<a href="#">pdf</a>	Added high school requirement.

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# Sub-Section 3-385-10 - CMH PHS EMT Internship Academy Application and Selection Process

## CMH EMS Education Manual

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CMH PHS will review completed student applications. Upon meeting minimum admission standards, or higher, qualified applicants will be offered a seat in the CMH PHS EMT Internship Academy in the following priority:

- Interview peer review committee recommendation.
- Entrance exam score (higher scoring applicants are selected first).
- Previous CMH employee.
- First responder agency within CMH's seven-county service area.



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# Sub-Section 3-385-14 - CMH PHS EMT Internship Academy Demographic Form

## CMH EMS Education Manual

Complete this form and print it. Note: Only your name is shared with anyone besides management.

Name:	(last): <input type="text"/>
	(first): <input type="text"/>
Hospital orientation date:	<input type="text"/>
Home physical address:	(street): <input type="text"/>
	(city): <input type="text"/>
	(state): <input type="text"/>
	(zip): <input type="text"/>
Preferred email address:	<input type="text"/>
Mobile phone:	(number): <input type="text"/>
	(carrier): <input type="text"/>
FCC callsign (if you are an amateur radio operator):	<input type="text"/>
Emergency contact:	(name): <input type="text"/>
	(phone number): <input type="text"/>
CMH employee number:	<input type="text"/>
CMH employee username (computer login):	<input type="text"/>
PHS DSN (radio number will be assigned):	<input type="text"/>

Completion signatures

Initial onboarding system entry completed

Final onboarding system entry completed

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# Sub-Section 3-385-16 - CMH PHS EMT Internship Academy Dispatch Info Form

CMH EMS Education Manual

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Complete this form, print it, and fax it to Polk County Central Dispatch.

Name:	(last): <input type="text"/> (first): <input type="text"/>
DSN:	<input type="text"/>
Completion signatures	Faxed to PCCD <input type="text"/>

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# Sub-Section 3-385-18 - EMT Internship Academy Office Checklist

## CMH EMS Education Manual

Office Checkboxes	
<input type="checkbox"/>	Obtain a copy of Missouri EMS License.
<input type="checkbox"/>	Obtain a copy of For-Hire Driver License.
<input type="checkbox"/>	Obtain a copy of AHA Basic Life Support CPR Card.
<input type="checkbox"/>	If ALS: Obtain a copy of AHA ACLS Card.
<input type="checkbox"/>	If ALS: Obtain a copy of AHA PALS Card.
<input type="checkbox"/>	Obtain a copy of other EMS certifications and licenses.
<input type="checkbox"/>	Issue a Designated Service Number (DSN). Available list on <a href="https://ozarksems.com">https://ozarksems.com</a> in the admin section - reports - staff lists.
<input type="checkbox"/>	Review uniform ordering. Set up meeting with Kellie Wilson to discuss Galls and issue initial uniforms.
<input type="checkbox"/>	Obtain EMS station door key (161AA) (found in EMS Clinical Chief's office).
<input type="checkbox"/>	Review Hospital Policy HR03-03 (Disciplinary Action) to learn the 24 types of violations that can result in immediate termination.
<input type="checkbox"/>	Provide a copy of current semester education schedule and learn about competencies.
<input type="checkbox"/>	Log into Kronos and show how to review their timecard and request time off.
<input type="checkbox"/>	Provide a copy of the organizational chart. (pending)
<input type="checkbox"/>	Assist in adding CMH email to their mobile device. (username: flast, server: webmail.citizensmemorial.com, domain: Domain1, SSL: Yes). Other Information Services instructions can be found on Intranet - Documentation & FAQ - Information Services.
<input type="checkbox"/>	Complete and fax EMI Independent Study Program Transcript Request. ( <a href="https://training.fema.gov/emiweb/downloads/tranrqst1.pdf">https://training.fema.gov/emiweb/downloads/tranrqst1.pdf</a> ) Add institute to receive official transcript: Citizens Memorial Hospital, Theron Becker, 1500 N Oakland Ave, Bolivar, MO 65613. If NIMS 100, 200, and 700 not completed, assist employee in finding and starting online training.
<input type="checkbox"/>	Have employee review all Pre-Hospital policies found on <a href="https://www.emsprotocols.com">EMSProtocols.Online</a> .

<input type="checkbox"/>	Fax the employee information form to Polk County Central Dispatch.
<input type="checkbox"/>	Assist in getting them checked off at hospital orientation for the glucometer, you will need to email poccteam@citizensmemorial.com to request the Healthstream assignment.
<input type="checkbox"/>	Discuss fuel cards and send email to Eric Pettit with employee's name and employee number to be activated.
<input type="checkbox"/>	Setup new hire as a student in ESO E-Pro Scheduling.
<input type="checkbox"/>	Setup new hire as a patron on <a href="http://librarycat.org/lib/cmh_ems">http://librarycat.org/lib/cmh_ems</a> .

**Clinical Checkboxes**

<input type="checkbox"/>	New hire change in status form completed	
Completion signatures	Office checkboxes above completed and this packet with all copies of licenses/certificates given to Clinical Chief	<input type="text"/>
	Clinical checkboxes above completed and this packet given to Education Coordinator	<input type="text"/>

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# Sub-Section 3-385-20 - EMT Internship Academy Tips for New Hires

## CMH EMS Education Manual

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### POSITIVE:

- Be nice, but have a thick skin.
- Skills and ability are good, but attitude and habits make or break you.

### RESPECTFUL:

- Take care of yourself, your family, your co-workers, and your patients (in that order).
- Your previous knowledge and experience is very valuable, however, please be patient and attentive with people that want to teach and show you the CMH-way.
- If you are going to be late to your shift, please ensure the supervisor, your partner, your FTO (if applicable), and the person you are relieving are notified.

### INNOVATIVE:

- Learn from your mistakes.
- Use down-time (both on and off the clock) to learn policies, protocols, and navigation.
- Never stop learning and challenging yourself.

### DEDICATED:

- Be prepared and carry the tools of the trade. Also, be proficient in how to use them: Pen, watch with a second hand, stethoscope, and flashlight.
- Show up early and be prepared to leave late.
- Your ambulance is your office, be proud of it. Make sure it is stocked and clean at all times.
- Carry extra clothes in your car to change into if things get messy on your shift.

### EMPOWERED:

- Be confident, we've got your back.
- Don't be afraid to ask for assistance.
- Don't be a victim of "social media assisted career suicide."

**Change Log:**

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11/24/21		Created this section.

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# Sub-Section 3-385-22 - CMH PHS History

## CMH EMS Education Manual

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Please review our history to have a better understanding of our culture.

- Unknown date: Funeral homes traditionally transported ill people to hospitals.
- Unknown date: Polk County Ambulance Service was formed and funeral homes no longer transported live people in Polk County.
- Unknown date: Countywide Ambulance Service began operating on a subscription membership basis.
- Unknown date: Polk County Ambulance Service and Countywide Ambulance Service both went out of business.
- 1970's: Humansville Hospital closed.
- 1982: Citizens Memorial Hospital formed.
- 1985: CMH began providing EMS services with a contribution from the Dunnegan family (why it is called Dunnegan Critical Care Unit) with Mike Moore as director. Several people transitioned through CMH PHS Director in the early years; including Linda Harris, Charlie Blake, Drew Alexander, Carol Nichols, and Steve Shelton.
- 1985: CMH's first ambulance arrived before equipment was available, so it was traded to Cox in Springfield as their ambulance was not to arrive until later. Cox's ambulance arrived and was placed in service. It was later given to Cedar County First Responders and is still in service with Stockton Fire Department.
- 1985: CMH purchased two sets of hydraulic extrication tools, scene lighting, rope rescue, and water rescue equipment. This equipment was kept on each ambulance. One set of rescue equipment was given to Polk County Rescue and one set given to Pleasant Hope Fire Department. When Polk County Rescue disbanded, most of that equipment was passed to Central Polk County Fire Rescue.
- 1986: CMH PHS began covering Hickory County.
- 1990: Mike Moore becomes Director of CMH EMS... again.
- 1991: CMH PHS establishes CMH Fleet Services with George Watson as Director. The fleet department has grown from just servicing ambulances to maintaining all 90+ CMH vehicles.
- 1992: Neal Taylor becomes Director of CMH PHS.
- 1995: CMH initiated a 9-1-1 answering point for Polk County staffed with Emergency Medical Dispatcher (EMD) and dispatched ambulances and county fire departments from CMH campus. This service replaced the various 7-digit emergency numbers and Polk County Sheriff (PCSD) dispatching ambulance and fire departments. PCSD continued dispatching deputies and Bolivar Police Department (BPD) continued dispatching police and Bolivar Fire Department (BCFD).
- 1998: Jim Bayer becomes Director of CMH PHS.
- 1999: Steve Keller becomes Director of CMH PHS.
- 2000: Polk County Central Dispatch (911) formed and began dispatching for all agencies in Polk County.
- 2005: Rick Seiner struck and killed by an automobile on Highway 13 at the scene of an MVA while working for CMH PHS as an EMT.

- 2010: Kerri Schiegoleit becomes Director of CMH PHS.
- 2011: Neal Taylor becomes Director of CMH PHS... again.
- 2012: CMH PHS acquired contract for EMS services for Cedar County.
- 2014: Sac Osage Hospital closed. CMH PHS began providing ambulance service to St Clair County.
- 2017: EMS Education Department created. CMH Paramedic education program accredited.
- 2020: PHS Leadership reorganization with the department director serving as hospital emergency manager with responsibility over PHS and Security departments. Operations chief, clinical chief, regional manager, and crew leader positions formed.

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# Sub-Section 3-385-24 - CMH PHS EMT Internship Academy Faculty

## CMH EMS Education Manual

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### Medical Director:

Dr. Keith Butvilas is the medical director for Pre-Hospital Services and the Emergency Room at Citizens Memorial Hospital. Dr. Butvilas is board-certified and residency-trained in emergency medicine with extensive high-volume and trauma experience exploring community and academic settings. He is comfortable with all skills and procedures and trained in emergency ultrasound-guided procedures. Keith has extensive leadership experience, including being the Chief Medical Officer of a healthcare system and the lead physician in an EMR conversion responsible for the physician design and build.



### Program Director:

Theron Becker, FACPE, MMPA, EFO, BS-FPE, NRP, is a Nationally Registered Paramedic and Missouri Community Paramedic. Theron got his EMT license in 1995 while attending the Fire Engineering program at Oklahoma State University. Since then, he has obtained a Masters degree in Public Administration Management, Executive Fire Officer from the National Fire Academy, Fellow of the American College of Paramedic Executives, and is currently working on his Master of Public Health.

Theron has been a volunteer firefighter in Southwest Missouri since he was 16 years old. He has been employed as an ambulance paramedic, on hazmat teams, as a fire protection engineer, and in public health in bioterrorism preparedness. Mr. Becker is also the Assistant Editor of the International Journal of Paramedicine.

Full bio and curriculum vitae can be found here: <http://ozarksems.com/theron-resume.php>



### Lead Instructor:

Alice Roberts, EMT-P is the Eastern Regional Manager for CMH PHS and has been with CMH since 2002. As Eastern Regional Manager, Mrs. Roberts manages Polk and Hickory Counties including the Bolivar and Hermitage stations and crews.



**Assistant Instructor:**

Ryan McDonald, EMT-P is a Missouri state-licensed paramedic. Mr. McDonald took his EMT class through Breech Paramedics in Lebanon, MO in 1992. He graduated from paramedic class in 1994 through St. John's EMS in Springfield, MO. He also served ten years of volunteer fire service with the Lebanon Rural Fire Protection District from 1991 to 2001.

Mr. McDonald has over 20 years of EMS service and has worked at multiple EMS services in Southwest Missouri over his career, in both full- and part-time/PRN positions. He has been with CMH EMS since 2016, and obtained his instructor certification in the Spring of 2018. He instructed his first EMT Academy in the Fall of 2018 and continues pursuing other educational instruction with CMH.

**Assistant Instructor:**

Brice Flynn, BA, NRP is a Nationally Registered Paramedic. Mr. Flynn is the Education Coordinator for the Pre-Hospital Services Department at Citizens Memorial Hospital. Brice graduated from Southwest Baptist University in 2008. After college, Mr. Flynn obtained his EMT license in 2012, joined the Bolivar City Fire Department, and later that year started working for CMH as an EMT. Brice completed his paramedic education through Mercy in Springfield and continued his interest in education by becoming an FTO and then lead instructor for the CMH Paramedic Academy.



**Change Log:**

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11/19/21		Created section.
12/28/22		Updated faculty

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# Sub-Section 3-385-26 - CMH PHS EMT Internship Academy Curriculum

## CMH EMS Education Manual

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### Purpose:

Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of the NHTSA National Standard Curriculum.

### Curriculum:

The EMT program will use the [National EMS Education Standards](#).

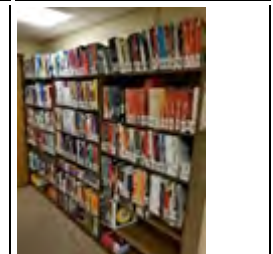
Specifically, the current edition curriculum and textbooks from AAOS (published by Jones and Bartlett) will be utilized for EMT courses.

The current edition of the textbook used is "Emergency Care and Transportation of the Sick and Injured - 12th edition" with "Navigate 2 Essentials Package."

ISBN: [9781284227222](#)



Library of more than 700 reference books can be browsed and checked out by visiting <http://ozarksems.com/library.php>.



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# Sub-Section 3-385-28 - CMH PHS EMT Internship Academy Experiential Learning

## CMH EMS Education Manual

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Credit for experiential learning, advanced placement, or transfer of credits from another institution will not be offered or provided with the exception of minor certificates. Minor certificates that have previously been completed may be used in lieu of attending those specific classes again. Case-by-case approval must be attained and certificates provided prior to the class in question. Additionally, if the course has a post-test, you must repeat the post-test with the rest of the class and that test score will be used. Examples include, but not limited to:

- AHA courses,
- NAEMT courses,
- NIMS courses,
- NIHSS course,
- Etc.

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# Sub-Section 3-385-30 - EMT Internship Academy Classroom Details

## CMH EMS Education Manual

The class will meet three days per week from 8 am to 8 pm at CMH EMS Headquarters Classrooms located at 1525 N Oakland Ave, Bolivar, MO. Coursework, classroom activities, and in-class testing will focus on personal safety, teamwork, and exceptional, compassionate patient care. Extensive use of simulation and scenario education will be included. Additionally, personal work habits and fitness activities will be included to prepare students for a life-long career in EMS.

### Generic Weekly Schedule:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Afternoon	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Evening		Emergency Medical Technician			Emergency Medical Technician		

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# Sub-Section 3-385-32 - EMT Internship Academy Academic Progress

## CMH EMS Education Manual

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To remain in and progress through the EMT Internship Academy, the student must:

- Remain in compliance with policies and procedures outlined in this administration manual, AND
- Submit to annual infectious disease immunizations (i.e. influenza and COVID) as required by CMS, CMH, CDC, and local public health, AND
- Maintain the following minimum academic standards:
  - Minimum academy score of 60% AND
  - Minimum passing rate of 60% of attempted grades have a "pass" status.

Students are responsible to constantly monitor his or her own learning process. Current standing and grades are available upon request. Every effort will be made to email grade records at the completion of each chapter.

Students are strongly encouraged to request appropriate faculty guidance and assistance with any curriculum material or any clinical objectives he or she is having difficulty mastering.

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# Sub-Section 3-385-34 - EMT Internship Academy Grade Calculation

## CMH EMS Education Manual

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The overall Academy score is calculated using the following calculation:

- Exams (mid-term and final): 50% of grade
- Tests (each chapter): 50% of grade

The following are PASS/FAIL. Obtaining a "Fail" on any of them will result in a zero percent (0%) overall in the EMT Academy.

- Affective evaluations,
- Clinical rotations,
- Simulations, AND
- Psychomotor exams (both the mid-term and final).

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# Sub-Section 3-385-36 - Tips to Succeed on an EMT Internship Academy Exam

## CMH EMS Education Manual

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Exams are designed to assess your knowledge and critical thinking ability. Questions are authored by instructors across the country and reviewed by subject matter experts and a board certified Emergency Physician. After you finish the exam, we hope you will come away with a good understanding of topics that you mastered along with ones that need improvement.

The exams are intended to prepare you for your national or state certification exam. In addition to studying the textbook, we recommend familiarizing yourself with current American Heart Association guidelines

Exam items generally include the following question styles. Understanding how to interpret these questions will help you succeed:

### What should you do?

These questions ask you to apply knowledge to treat a patient as you would in the field. You should select the best treatment option available. If you feel there are multiple "correct" answers then pick the BEST option by imagining that there is a "next" or "first" at the end. E.g. "What should you do next?" or "What should you do first?"

### What should you suspect?

These questions ask you to diagnose patients by suspecting underlying comorbidities or pathophysiologies that are described in the question. If more than one answer seems "correct," think of the condition that is the most life-threatening. You should suspect the most lethal diagnosis given the signs and symptoms.

### What is the most likely cause?

These questions are asking you to think about the most probable cause or condition based on the signs and symptoms. This type of question asks about what is most likely, NOT the most lethal.

### Test-taking tips:

- Read the question completely. Before looking at the possible answers imagine what you should do to take care of the patient.
- Read all possible answers completely and consider the BEST answer.



- During the exam, if your instructor allows, we encourage you to write down (on a blank piece of paper) words or topics you want to review afterwards.
- All questions are randomized, so don't get discouraged if you get difficult ones right away.

We wish you the best on this exam, on your certification exam, and ultimately in your new career as an EMS professional!

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# Sub-Section 3-385-38 - Certifications Gained after Completion of the EMT Internship Academy

## CMH EMS Education Manual

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- Prepared and eligible to test for Missouri Licensed [Emergency Medical Technician](#)
- Prepared and eligible to test for [Nationally Registered Emergency Medical Technician](#)
- Prepared and eligible to test for [Missouri Class E Driver License](#)
- American Heart Association (AHA) - [Basic Life Support \(BLS\)](#)
- National Association of EMTs (NAEMT) - [EMS Safety](#)
- National Association of EMTs (NAEMT) - [PreHospital Trauma Life Support \(PHTLS\)](#)
- [Hazardous Materials / WMD Incident Response: Awareness](#)
- National Incident Management System (NIMS) - 100: [Introduction to the Incident Command System](#)
- National Incident Management System (NIMS) - 700: [Introduction to National Incident Management System](#)
- Missouri Department of Transportation (MODOT) - [Traffic Incident Management \(TIMS\)](#)
- National Association of EMTs (NAEMT) - [Emergency Vehicle Operator Safety \(EVOS\)](#)

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# Sub-Section 3-385-40 - EMT Internship Academy Test Validation

## CMH EMS Education Manual

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EMSTesting website through Platinum Education will be used for tests and exams.

Simplified test item analysis:

- Overall KR20 score less than 0.7: The entire test will be reviewed.
- Point Biserial less than 0: That test question will be reviewed.
- PVal less than 0.2: That test question will be reviewed.

Full test item analysis explanation:

- Overall test reliability will be ensured through reviewing each test's KR20 score (ranges from 0.0 to 1.0). Scores below 0.7 indicate the test did not do a good job of discriminating between high and low performing students, the test had too many interruptions, material was not adequately covered, or cheating might have occurred. Tests with KR20 less than 0.7 may be completely thrown out, retaken, partially modified, or other action deemed appropriate by the lead instructor
- Test item reliability will be ensured through reviewing each question's class discrimination score (ranges from -1.0 to 1.0). Scores below zero indicate the question did not do a good job of discriminating between high and low performing students. Questions may be completely thrown out, modified, or other action deemed appropriate by the lead instructor.
- Test item validity will be ensured through reviewing the percent of the class that answered the question correctly. Pval ranges from 0.0 to 1.0 indicating the percent of the students that answered correctly. Scores below 0.2 will be reviewed to ensure the material was adequately covered and the test question is written and keyed correctly. Questions may be completely thrown out, modified, or other action deemed appropriate by the lead instructor.
- Additionally, students may request test item review if they feel it was incorrect or clarifying information is requested.

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# Sub-Section 3-385-42 - EMT Internship Academy Graduation Requirements

## CMH EMS Education Manual

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To be eligible for state and national testing, the student must meet the following requirements:

- Eligibility to take the NREMT psychomotor exam will be granted upon successful completion of the following no earlier than the end your first semester:
  - Achieve a cumulative score of no less than 80%,
  - Attain a score of at least 70% on at least 70% of all assignments, chapter quizzes, and unit tests,
  - Completion of all assigned tests and exams, AND
  - A “pass” certification on the final psychomotor evaluation.
- Eligibility to take the NREMT computer-based-test will be granted upon successful completion of the following:
  - Successfully complete all clinical minimum hour, patient contact, and skill requirements AND
  - Must complete the Platinum Adaptive Test with the following settings and results:
    - Type: Timed Test
    - Curriculum: [National EMS Education Standards](#)
    - Module: Comprehensive
    - Overall Indication Results: All modules with "Good" (two indicators met).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
11/22/21		Created section.
12/30/22	<a href="#">pdf</a>	Removed the exceptional requirement for adaptive testing.

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# Sub-Section 3-385-44 - EMS 351 (CMH PHS EMT Internship) Course

## CMH EMS Education Manual


Fourteen (18) college credit hours - 288 contact hours.

This course includes all the classroom and laboratory activities to prepare students for a career as an Emergency Medical Technician.

### Prerequisites:

Enrollment in the EMT Internship Academy.

2022 EMT Internship CANCELLED Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
June 2022				
2022-06-06 (Monday)	08:00 - 17:00	<a href="#">CANCELLED Hospital Orientation</a>	None	
2022-06-07 (Tuesday)	08:00 - 17:00	<a href="#">Study Habits, Test Skills, EMS Systems</a>	Ch 1, Facilities Tour, Demographic Form, Dispatch Info Form, Office Checklist	
2022-06-08 (Wednesday)	08:00 - 17:00	 <a href="#">CANCELLED Basic Life Support</a>	BVM, CPR Lab	
2022-06-10 (Friday)	08:00 - 17:00	 <a href="#">CANCELLED NAEMT Psychological Trauma</a>	Syllabus Test	
2022-06-13 (Monday)	08:00 - 17:00	<a href="#">CANCELLED Safety, Lifting, Moving</a>	Ch2, 8, Pt Moving Lab	
2022-06-14 (Tuesday)	08:00 - 17:00	<a href="#">CANCELLED Communications, Documentation, Terminology</a>	Ch 4, 5, Documentation Lab	
2022-06-15 (Wednesday)	08:00 - 17:00	<a href="#">CANCELLED Anatomy, Life Span</a>	Ch 6, 7, Anatomy Lab	
2022-06-17 (Friday)	08:00 - 17:00	<a href="#">CANCELLED Legal, Ethical, Assessment</a>	Ch 3, 10, Assessment Lab	

Date	Times	Lesson	Comments	Instructors
2022-06-20 (Monday)	08:00 - 17:00	<a href="#">CANCELLED Airway, Pharmacology</a>	Ch 11, 12, Airway Lab	
2022-06-21 (Tuesday)	08:00 - 17:00	 <a href="#">CANCELLED NAEMT EMS Safety, EVOS, TIMS (1 of 2)</a>	None	
2022-06-22 (Wednesday)	08:00 - 17:00	 <a href="#">CANCELLED NAEMT EMS Safety, EVOS, TIMS (2 of 2)</a>	None	
2022-06-24 (Friday)	08:00 - 17:00	<a href="#">CANCELLED Shock, Resuscitation</a>	Ch 13, 14, Open Lab	
2022-06-27 (Monday)	08:00 - 17:00	<a href="#">CANCELLED Medical, Respiratory</a>	Ch 15, 16, Respiratory Lab	
2022-06-28 (Tuesday)	09:00 - 11:00	 <a href="#">Life Support Competencies</a>	None	Theron Becker, CP Brice Flynn, Medic Ryan McDonald, CP Julie Wilken, RN    
2022-06-28 (Tuesday)	12:00 - 14:00	 <a href="#">Life Support Competency</a>	None	Theron Becker, CP Brice Flynn, Medic Ryan McDonald, CP Julie Wilken, RN    
2022-06-29 (Wednesday)	08:00 - 17:00	<a href="#">CANCELLED Landing Zone</a>	Cox Air Care, ALS Assist Lab	
2022-06-30 (Thursday)	08:00 - 17:00	<a href="#">CANCELLED Cardiovascular</a>	Ch 17, Cardiac Lab	
<b>July 2022</b>				
2022-07-05 (Tuesday)	08:00 - 17:00	<a href="#">CANCELLED Neurological</a>	Ch 18, Neuro Lab	
2022-07-06 (Wednesday)	08:00 - 17:00	<a href="#">CANCELLED GI, Urologic, Endocrine, Hematologic</a>	Ch 19, 20, Open Lab	

Date	Times	Lesson	Comments	Instructors
2022-07-08 (Friday)	08:00 - 17:00	<a href="#">CANCELLED Anaphylaxis, Toxicology</a>	Ch 21, 22, Anaphylaxis Lab	
2022-07-11 (Monday)	08:00 - 17:00	<a href="#">CANCELLED Psychiatric, Gynecologic</a>	Ch 23, 24, Open Lab	
2022-07-12 (Tuesday)	08:00 - 17:00	<a href="#">CANCELLED Mid-Term Exams</a>	Routine academic counseling	
2022-07-13 (Wednesday)	08:00 - 17:00	<a href="#">CANCELLED Trauma, Bleeding</a>	Ch 25, 26, Trauma Lab	
2022-07-15 (Friday)	08:00 - 17:00	<a href="#">CANCELLED Soft-Tissue, Face, Neck Injuries</a>	Ch 27, 28, Trauma Lab	
2022-07-18 (Monday)	08:00 - 17:00	<a href="#">CANCELLED Head, Spine Injuries</a>	Ch 29, Immobilization Lab	
2022-07-19 (Tuesday)	08:00 - 17:00	<a href="#">CANCELLED Chest, Abdominal, GI Injuries</a>	Ch 30, 31, Trauma Lab	
2022-07-20 (Wednesday)	08:00 - 17:00	<a href="#">CANCELLED Orthopedic Injuries, Environmental</a>	Ch 32, 33, Trauma Lab	
2022-07-22 (Friday)	08:00 - 17:00	<a href="#">CANCELLED Obstetrics, Neonatal</a>	Ch 34, OB Lab	
2022-07-25 (Monday)	08:00 - 17:00	<a href="#">CANCELLED Pediatric Emergencies</a>	Ch 35, Pediatric Lab	
2022-07-26 (Tuesday)	08:30 - 17:30	 <a href="#">PreHospital Trauma Life Support (1 of 2)</a>	None	Brice Flynn, <b>Medic</b> Ryan McDonald, <b>CP</b> Richard Young, <b>CP</b>   
2022-07-27 (Wednesday)	08:30 - 17:30	 <a href="#">PreHospital Trauma Life Support (2 of 2)</a>	None	Brice Flynn, <b>Medic</b> Ryan McDonald, <b>CP</b> Richard Young, <b>CP</b> Andrew Nicholes, <b>DO</b>    
2022-07-29 (Friday)	08:00 - 17:00	<a href="#">CANCELLED Geriatric, Special Challenges</a>	Ch 36, 37, Special Needs Lab	

August 2022

Date	Times	Lesson	Comments	Instructors
2022-08-01 (Monday)	08:00 - 17:00	<a href="#">CANCELLED Operations, Extrication, Rescue</a>	Ch 38, 39, Rescue Lab	
2022-08-02 (Tuesday)	08:00 - 17:00	<a href="#">CANCELLED Incident Mgmt, Terrorism, Disaster, Team Approach</a>	Ch 40, 41, 9, MCI Lab	
2022-08-03 (Wednesday)	08:00 - 17:00	<a href="#">CANCELLED Skills Practice, Test Review</a>	None	
2022-08-05 (Friday)	08:00 - 17:00	<a href="#">CANCELLED Final Exams</a>	NIMS, Hazmat, Driver License due	
2022-08-12 (Friday)	16:30 - 17:00	<a href="#">CANCELLED Classroom, Lab, Sim Checklists due</a>	None	
2022-08-19 (Friday)	16:30 - 17:00	<a href="#">CANCELLED Driving Checklist due</a>	None	
2022-08-26 (Friday)	16:30 - 17:00	<a href="#">CANCELLED Ambulance, Final Checklists due</a>	None	



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11/22/21		Created this section.
11/24/21	<a href="#">pdf</a>	Re-did schedule from three 12-hour classroom days to four 8-hour classroom days.
12/08/21	<a href="#">pdf</a>	Updated schedule to give more afternoon study time based on instructor feedback.
07/14/22	<a href="#">pdf</a>	Added dynamic content.

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# Sub-Section 3-385-46 - CMH PHS EMT Internship Classroom, Laboratory, and Simulation Checklist

## CMH EMS Education Manual

Classroom Checklist	
<input type="checkbox"/>	N95 and MSA mask fit testing and masks issued.
<input type="checkbox"/>	Issue traffic vest.
<input type="checkbox"/>	Discuss ProQA dispatch codes.
<input type="checkbox"/>	Discuss Regroup and mass employee notifications.
<input type="checkbox"/>	Discuss the buy-the-night system. 2a-7a is unpaid, paid for each hour up. Buy the whole night if less than five hrs uninterrupted sleep. Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss shift holdover policy. Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss special events and standbys. Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss quality review process (documentation and clinical reviews). Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss Just Culture reviews. Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss how to report an on-the-job injury, patient event, vehicle accident, or near miss. (Meditech "triangle")
<input type="checkbox"/>	Discuss what to do if they miss a clock in or clock out.
<input type="checkbox"/>	Review medical control and PRCs. Review <a href="#">Protocol 2-924 - Universal Patient Care</a> and <a href="#">Protocol 2-682 - Patient Refusal</a> .
<input type="checkbox"/>	Review Aspirin for chest pain. EMT can administer aspirin if cardiac chest pain. Review <a href="#">Protocol 2-220 - Chest Pain</a> .
<input type="checkbox"/>	Review BLS Ambulance with ALS patient goes to closest ER. EMT can administer aspirin if cardiac chest pain. Review <a href="#">Protocol 2-924 - Universal Patient Care</a> .
<input type="checkbox"/>	Discuss BLS transfer with IV saline lock in place. Review <a href="#">Protocol 2-924 - Universal Patient Care</a> .
<input type="checkbox"/>	Review 12-lead and 15-lead placement and interpretation. Review <a href="#">Protocol 8-108-01 - ECG Interpretation Guide</a> .
<input type="checkbox"/>	Review RSI contraindications. Review <a href="#">Protocol 2-044 - RSI</a> .

<input type="checkbox"/>	Review specific TCD protocols and destination selection variables. <ul style="list-style-type: none"><li>• <a href="#">Protocol 2-220-01 - STEMI Destination Matrix</a></li><li>• <a href="#">Protocol 2-880-72 - STROKE Destination Matrix</a></li><li>• <a href="#">Protocol 2-924-03 - TRAUMA Destination Matrix</a></li></ul>
<input type="checkbox"/>	Review entire protocol book (hardcover in ambulances and <a href="#">EMSProtocols.Online</a> ) and download to your mobile device, if wanted.
<input type="checkbox"/>	Log into <a href="#">ESO EHR</a> and have new hire review training documents and videos under Product Training -> EHR Tab.

### Laboratory Checklist

<input type="checkbox"/>	Review airway equipment and procedures with manikin (NPA, OPA, supraglottic, bougie, intubation, cric, capno).
<input type="checkbox"/>	Review RSI procedure, equipment, and medications.
<input type="checkbox"/>	Review capnography devices and concepts.
<input type="checkbox"/>	Review nebulizer tips and tricks.
<input type="checkbox"/>	Review CPAP equipment and procedures with manikin.
<input type="checkbox"/>	Review EMT can administer Narcan under certain conditions. Discuss and practice those conditions.
<input type="checkbox"/>	Review Ventilator equipment and procedures.
<input type="checkbox"/>	Review needle decompression.
<input type="checkbox"/>	Review LifePak equipment and procedures.
<input type="checkbox"/>	Review vascular access equipment and procedures. (IN, IV, IO, Port)
<input type="checkbox"/>	Review IV pump equipment and procedures.
<input type="checkbox"/>	Review glucometer and glucose check on altered mental status and suspected stroke patients.
<input type="checkbox"/>	Review all medications.
<input type="checkbox"/>	Review big bag and pediatric bag contents.
<input type="checkbox"/>	Review <a href="#">2-836 SMR protocol</a> and SMR devices.
<input type="checkbox"/>	Review cot use and safety/back/lifting best practices.
<input type="checkbox"/>	Review stair chair use and safety.
<input type="checkbox"/>	Review Pedi-Mate use and safety. Review car seat to cot securement.
<input type="checkbox"/>	Review traction splint use and safety.
<input type="checkbox"/>	Review mass casualty and hazmat trailers and resources. Discuss SALT triage.
<b>Completion signatures</b>	All checkboxes above completed and this packet given to Education Coordinator <span style="float: right; border: 2px solid black; border-radius: 15px; width: 150px; height: 30px; display: inline-block;"></span>

**Simulation Checklist**

<input type="checkbox"/>	Complete an RSI simulation with associated evaluation form.
<input type="checkbox"/>	Complete a megacode ACLS simulation with associated evaluation form.
<input type="checkbox"/>	Complete a PALS shock simulation with associated evaluation form.
Completion signatures	All checkboxes above completed and this packet given to Student <input type="text"/> (typically signed by )

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
11/24/21		Created this section
11/24/21		Added simulation checklist content.

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# Sub-Section 3-385-52 - EMS 356 (CMH PHS EMT Internship Clinical Experience) Course

## CMH EMS Education Manual

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Five (5) college credit hours - 72 contact hours.

This course provides an opportunity for students to apply classroom knowledge to real-life situations and patients. Included in this course are all the components of the EMT curriculum as applied to live patient care.

If the minimum number of patient contacts listed in [Sub-Section 3-385-54 - EMT Internship Academy Clinical Requirements](#) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

All hour and patient contact requirements are due prior to being eligible for NIEMT and NREMT testing.

### Topic Outline:

Location Type (click for details)	Prerequisites	Scope	Minimum Hours
<a href="#">Emergency Room</a>	Successful completion of AHA BLS CPR and Completion of Patient Assessment lecture and test	The purpose of EMT student rotation in the emergency room is to improve medical and trauma patient assessments and have a basic understanding of emergency room operations. EMT students are to shadow ER techs and act as their extensions.	24
<a href="#">Ambulance</a>	Successful completion of all emergency room clinical hours	The purpose of EMT student rotation on an ambulance is to have an intermediate understanding of ambulance operations and perform basic patient assessments and treatments. These students should be exposed to the basics of scene management. EMT students are to shadow ambulance EMTs and act as their extensions.	48

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
11/24/21		Created this section.
11/04/22	<a href="#">pdf</a>	Moved details to common page 2-660.
12/30/22	<a href="#">pdf</a>	Dynamic display of clinical site info.

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# Sub-Section 3-385-54 - EMT Internship Academy Clinical Requirements

## CMH EMS Education Manual

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Clinical experience is defined as a planned and scheduled educational student experience with live patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers, and may include field experience.

Field experience is defined as planned and scheduled educational student time spent on an EMS unit, which may include observation and skill development, but which does not include team leading and does not contribute to the CoAEMSP definition of field internship.

### Eligibility:

To be eligible to attend clinical rotations, the student must maintain passing status (70% overall grade) in the EMT Academy.

### Staff Substitutions:

At no time may an EMT intern or student be substituted for EMT staff. Students in this EMT Internship Academy are also employees and staff, however, they may not fill EMT scheduled shifts or be allowed to perform EMT skills without preceptor oversight. Once graduated from this academy and licensed by the state of Missouri, students will no longer be enrolled in the academy and will no longer be considered students or interns.

- When functioning as an EMT student or intern:
  - Must wear student uniform.
  - Must wear and have visible above the waist the student ID.
  - Must be under the direct supervision of a Field Training Officer or Preceptor.

### General Requirements:

Students are required to participate and be eligible to participate at all clinical sites without exception. Students must also comply with the facilities' policies and procedures. CMH is not obligated to locate an additional clinical site to accommodate a student for any reason.

Courses with a clinical component require mastery of the clinical objectives in order to successfully complete the course. The clinical component of any course is an integral portion of that course. Clinical experiences are graded on a pass/fail basis. If a student fails in clinical, he or she will fail the course. Students will be sent

home from the clinical setting for unsafe or unprofessional behavior and may be grounds for dismissal from the course.

### **Scope:**

If, at any time during a clinical rotation, a student is asked to perform outside his/her scope of training, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it.

### **Identification:**

All students will be required to wear a CMH-issued ID badge during all classroom, skills, and clinical rotations. The name badge shall be returned upon course completion (or having dropped the course). Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

### **Laboratory Requirements:**

Required basic laboratory competencies are listed below. These requirements must be completed prior to any live patient encounters. At least one (1) evaluation must be completed on you by an instructor or preceptor while you complete the following skills:

- 12-lead ECG placement (NREMT skill)
- Automated external defibrillator (AHA skill)
- CPR for adults, children, and infants with both one- and two-rescuer (AHA skill)
- Glucometer (NREMT skill)
- Hemorrhage control (NREMT skill)
- Intranasal medication administration (NREMT skill)
- Joint splinting (NREMT skill)
- Long bone splinting (NREMT skill)
- Relief of choking in infants and children (AHA skill)
- Rescue breathing for adults and children with bag-mask (AHA skill)
- Spinal immobilization - Adult seated patient (NREMT skill)
- Spinal immobilization - Adult supine patient (NREMT skill)
- Traction splinting (NREMT skill)

### **Clinical Requirements:**

Minimum hour requirements are listed below:

- Minimum of 24 hours in an Emergency Room AND
- Minimum of 48 hours on an Ambulance.

Specific clinical patient assessment requirements to be completed by the end of all clinical hours are listed below. These requirements can be worked on throughout all clinical sites.

- Document an assessment on six (6) medical patients AND
- Document an assessment on six (6) trauma patients.

All requirements must be completed by the end of your second trimester (usually the end of April or eight months after the start of the Academy).

### **Clinical Double-Dipping Policy:**

In the event, you have a patient that has both medical and trauma complaints, this one patient can be counted as two separate patients if you perform a complete medical assessment and a complete trauma assessment.

However, if you encounter the same patient more than once in the same shift, the only way you can count multiple assessments is if the patient returns for a second visit to the ER or calls 911 a second time while riding on the ambulance.

### **Laboratory and Clinical Documentation Software:**

Platinum Planner will be used to document and track skills, labs, scenarios, simulations, and clinical contacts. It is the student's responsibility to complete documentation.

When documenting live patient contacts and skills in Platinum Planner, the first line in the narrative must contain a medical record number trackable to the patient. This could be a hospital number off a face sheet or an EMS run number. Spot checks will be done to ensure accurate documentation.

All documentation in Platinum Planner for lab, scenarios, clinicals, field experience, and field internship **MUST** be submitted within 48 hours of completing the activity. If documentation is submitted late, it will be rejected and will not count.

### **Platinum Planner Signup Directions:**

1. Go to <http://platinumed.com> and click on "Create student account."
2. Complete the form. A course code will be given to you by your instructor.
3. Check your email and activate your account following the directions in the email.

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# Sub-Section 3-385-56 - EMT Intern Clinical Evaluation Card

## CMH EMS Education Manual

Thank you for being a preceptor for a CMH EMT intern.

**For the intern to get credit for completing this clinical shift, an evaluation must be completed by you.**

Please go to the following link and complete the shift evaluation.

<http://ozarksems.com/eval-clinical.php>



EMT students are encouraged and allowed to perform the following skills:

- Basic assessments and vitals
- 12-lead acquisition and transmission
- Pharyngeal and blind-insertion airways
- BVM
- Assist with CPAP/BiPAP
- Upper airway suction
- Blood glucose monitoring
- Oxygen, oral glucose, and aspirin administration
- Manual fracture stabilization and SMR
- Bleeding control

Student name:

Clinical date:

Time in:  Time out:

School contact for exposure or other reasons:  
Theron Becker 417-597-3688.

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# Sub-Section 3-385-58 - EMS 366 (CMH PHS EMT Internship Field Experience) Course

## CMH EMS Education Manual

### EMS Observation:

Note: Orientation shifts (min 72 hours) must be completed prior to 60 days past the Hospital Orientation date.

Shift 1 date (Bolivar): <input style="width: 100%;" type="text"/>	Start time: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <a href="#">Eval</a> Completed
FTO: <input style="width: 100%;" type="text"/>	Location: <input style="width: 100%; border: 1px solid black;" type="text" value="Bolivar"/>	
Shift 2 date (24-hour station): <input style="width: 100%;" type="text"/>	Start time: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <a href="#">Eval</a> Completed
FTO: <input style="width: 100%;" type="text"/>	Location: <input style="width: 100%; border: 1px solid black;" type="text"/>	
Shift 3 date (home station): <input style="width: 100%;" type="text"/>	Start time: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <a href="#">Eval</a> Completed
FTO: <input style="width: 100%;" type="text"/>	Location: <input style="width: 100%; border: 1px solid black;" type="text"/>	
Shift 4 date (home station): <input style="width: 100%;" type="text"/>	Start time: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <a href="#">Eval</a> Completed
FTO: <input style="width: 100%;" type="text"/>	Location: <input style="width: 100%; border: 1px solid black;" type="text"/>	
Shift 5 date (Bolivar): <input style="width: 100%;" type="text"/>	Start time: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <a href="#">Eval</a> Completed
FTO: <input style="width: 100%;" type="text"/>	Location: <input style="width: 100%; border: 1px solid black;" type="text" value="Bolivar"/>	

### EMS Evaluation:

Shift date: <input style="width: 100%;" type="text"/>	Location: <input style="width: 100%; border: 1px solid black;" type="text"/>	<input type="checkbox"/> <a href="#">Eval</a> Completed
Manager or Crew Leader: <input style="width: 100%; border: 1px solid black;" type="text"/>		

Completion signatures	All dates scheduled	<input style="width: 100%; border: 1px solid black;" type="text"/>
	All evaluations completed	<input style="width: 100%; border: 1px solid black;" type="text"/>

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# Sub-Section 3-385-62 - EMT Intern Academy Driving Checklist

CMH EMS Education Manual

Driving Checkboxes	
<input type="checkbox"/>	If the employee does not have an unexpired emergency vehicle driving certificate, schedule them in the next EVOS course.
<input type="checkbox"/>	Review safe driving and patient/crew comfort driving practices.
<input type="checkbox"/>	Review lights and siren use. Talk about the effects of stress on the patient and effects on other drivers.
<input type="checkbox"/>	Drive to Bolivar ambulance station and review common Polk County locations.
<input type="checkbox"/>	Drive to Hermitage ambulance station and review common Hickory County locations.
<input type="checkbox"/>	Drive to Osceola ambulance station and review common St Clair County locations.
<input type="checkbox"/>	Drive to El Dorado Springs ambulance station and review common Cedar County locations.
<input type="checkbox"/>	Drive to Stockton ambulance station and review common Cedar County locations.
Completion signatures	All checkboxes above completed and this packet given to Education Coordinator <span style="float: right; border: 2px solid black; border-radius: 15px; width: 150px; height: 25px; display: inline-block;"></span>

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# Sub-Section 3-385-64 - EMT Intern Academy Ambulance Checklist

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## Ambulance Checkboxes

<input type="checkbox"/>	<p>Complete a <a href="https://ozarksems.com/phs-clinicaleval.php">Clinical Student Evaluation (https://ozarksems.com/phs-clinicaleval.php)</a> for every shift worked. This is critical to get credit for completed shifts.</p>  <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Shift 1 (Bolivar)</li> <li>• <input type="checkbox"/> Shift 2 (24-hr station)</li> <li>• <input type="checkbox"/> Shift 3 (Home station)</li> <li>• <input type="checkbox"/> Shift 4 (Home station)</li> <li>• <input type="checkbox"/> Shift 5 (Bolivar)</li> <li>• <input type="checkbox"/> Shift 6 (Manager/Crew Leader)</li> <li>• <input type="checkbox"/> All extra remediation shifts</li> </ul>
<input type="checkbox"/>	<p>Review <a href="#">Protocol 8-594 - NPA</a> and <a href="#">Protocol 8-630 - OPA</a>. If unfamiliar, practice with manikin.</p>
<input type="checkbox"/>	<p>Review <a href="#">Protocol 8-486 - King Airway</a> and <a href="#">Protocol 8-522 - LMA</a>. If unfamiliar, practice with manikin.</p>
<input type="checkbox"/>	<p>Review <a href="#">Protocol 8-072 - Bougie</a>. If unfamiliar, practice with manikin.</p>
<input type="checkbox"/>	<p>Review <a href="#">Protocol 8-288 - Endotracheal</a>. If unfamiliar, practice with equipment and a manikin.</p>
<input type="checkbox"/>	<p>Review <a href="#">Protocol 8-234 - Cricothyrotomy</a>. If unfamiliar, practice with equipment and a manikin.</p>
<input type="checkbox"/>	<p>Review <a href="#">Protocol 2-044 - RSI</a>. If unfamiliar, practice with equipment and a manikin.</p>
<input type="checkbox"/>	<p>Review <a href="#">Protocol 8-090 - Capnography</a>. If unfamiliar, review equipment.</p>

<input type="checkbox"/>	Review <a href="#">Protocol 8-198 - CPAP</a> . If unfamiliar, review equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-252 - Decompression Needle</a> . If unfamiliar, review equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-612 - Nebulizer</a> . If unfamiliar, review equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-936 - Ventilator</a> . If unfamiliar, practice with ventilator and blue lung simulator.
<input type="checkbox"/>	Review 12-lead and 15-lead placement, trouble shooting, and interpretation.
<input type="checkbox"/>	Review <a href="#">Protocol 8-108 - Cardiac Monitor</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-396 - Intranasal Device</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-414 - Intraosseous</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-450 - IV Pump</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review the narcotics disposition log.
<input type="checkbox"/>	Review <a href="#">Protocol 8-702 - Port Access Kit</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-216 - Cot</a> . If unfamiliar, practice with various cots available.
<input type="checkbox"/>	Review Stair Chair. If unfamiliar, practice with equipment available.
<input type="checkbox"/>	Review <a href="#">Protocol 2-836 - Spinal Immobilization Clearance</a> .
<input type="checkbox"/>	Review <a href="#">Protocol 2-810 - Traction Splint</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Learn how to download LifePak to ESO EHR.
<input type="checkbox"/>	Review dispatch centers, capabilities, and communication networks in Polk County.
<input type="checkbox"/>	Review dispatch centers, capabilities, and communication networks in Hickory County.
<input type="checkbox"/>	Review dispatch centers, capabilities, and communication networks in Cedar County.
<input type="checkbox"/>	Review dispatch centers, capabilities, and communication networks in St Clair County.
<input type="checkbox"/>	Review first responder agencies and capabilities in Polk County.
<input type="checkbox"/>	Review first responder agencies and capabilities in Hickory County.
<input type="checkbox"/>	Review first responder agencies and capabilities in Cedar County.

<input type="checkbox"/>	Review first responder agencies and capabilities in St Clair County.	
<input type="checkbox"/>	Become familiar with mapping systems in Polk County.	
<input type="checkbox"/>	Become familiar with mapping systems in Hickory County.	
<input type="checkbox"/>	Become familiar with mapping systems in Cedar County.	
<input type="checkbox"/>	Become familiar with mapping systems in St Clair County.	
<input type="checkbox"/>	Confirm your employee number allows access to glucometers.	
<input type="checkbox"/>	Confirm your proxy card opens hospital doors.	
<input type="checkbox"/>	If ALS: Confirm your proxy card opens station and ambulance narcotic boxes.	
<input type="checkbox"/>	Review severe weather actions and locations.	
<input type="checkbox"/>	Learn about the daily run report log.	
<input type="checkbox"/>	Learn about the daily station duties and cleaning assignments.	
Completion signatures	All checkboxes above completed and this packet given to Education Coordinator	<input type="text"/>

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# Sub-Section 3-385-70 - EMT Intern Academy Terminal Competency Form

## CMH EMS Education Manual

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Citizens Memorial Hospital - Emergency Medical Services Education Department hereby certifies that the candidate listed below has successfully completed all the terminal competencies required for graduation from the EMT internship education program as a minimally competent, entry-level EMT, has completed State and National Certification written and practical examination, and department onboarding in accordance with our published policies and procedures.

Name of graduate:

- Overall score: % (80% minimum overall score). [PROOF ATTACHED (OzarksEMS Transcript)]
- Practical skill sheets (includes all required skill sheets). [PROOF ATTACHED (Platinum)]
- Clinical tracking records (includes required hours, areas, procedures, patient contacts, etc.):
  - All clinical and experience hours meet minimum requirements. [PROOF ATTACHED (OzarksEMS)]
  - Laboratory and clinical skill meet minimum requirements. [PROOF ATTACHED (Platinum)].
- Final exams:
  - Cognitive: Platinum timed comprehensive adaptive test, or cumulative summary results with "Good" in all categories. [PROOF ATTACHED (Platinum)]
  - Affective: Final comprehensive eval with "PASS" status. [PROOF ATTACHED (Google Drive)]
  - Psychomotor: Final psychomotor "PASS" results [PROOF ATTACHED (Eval Form)].
- Student counseling (as applicable). Notes:
- Required course certifications:
  - AHA BLS. [PROOF ATTACHED]

- NAEMT PHTLS. [PROOF ATTACHED]
- BEMS skills verification form completed (<https://health.mo.gov/safety/ems/pdf/TrainingEntityEMT-BSkillsVerification.pdf>)
- All checklists completed with signatures.
- Manager has reviewed a completed ePCR by this employee and completed both a documentation and clinical review.
- Intern has successfully completed a final evaluation shift with a Manager (or Crew Leader).

Program requirements successfully and fully completed on:

Medical Director signature (optional):

Program Director signature:



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11/24/21		Created this section.
12/30/22	<a href="#">pdf</a>	Removed exceptional requirement from adaptive testing.

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# Section 3-420 - AEMT Academy

## CMH EMS Education Manual

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Currently, no AEMT program exists.

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the Advanced Emergency Medical Technician:

- The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

## Sub-Sections:

- [3-420-33 - EMS 401 \(Advanced Emergency Medical Technology\) Course](#)
- [3-420-66 - EMS 406 \(Advanced Emergency Medical Technology Clinical Experience\) Course](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
03/06/17	<a href="#">pdf</a>	Added CoAEMSP definition of AEMT.
07/17/19		Changed document number from 6-480 to 3-420
09/09/19	<a href="#">pdf</a>	Modified the academy course names.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.

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# **Sub-Section 3-420-33 - EMS 401 (Advanced Emergency Medical Technology) Course**

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# **Sub-Section 3-420-66 - EMS 406 (Advanced Emergency Medical Technology Clinical Experience) Course**

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This is a placeholder for course information.

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# Section 3-490 - Paramedic Academy

## CMH EMS Education Manual

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This section serves as the course syllabus for the Paramedic Academy. A maximum of nine (9) students will be accepted into each Paramedic Academy.

## Sub-Sections:

- [3-490-02 - Paramedic Academy Goal](#)
- [3-490-04 - Paramedic Academy Accreditation](#)
- [3-490-06 - Paramedic Academy Faculty](#)
- [3-490-10 - Paramedic Academy Curriculum](#)
- [3-490-12 - Paramedic Academy Prerequisites](#)
- [3-490-14 - Paramedic Academy Functional Abilities Required](#)
- [3-490-16 - Paramedic Academy Tuition Details](#)
- [3-490-18 - Chris Loderhose Memorial Paramedic Academy Work-Study Program](#)
- [3-490-20 - Paramedic Academy Application and Selection Process](#)
- [3-490-22 - Paramedic Academy Advanced Placement and Experiential Learning](#)
- [3-490-23 - Advanced EMT Advanced Placement](#)
- [3-490-24 - Paramedic Academy Military Advanced Placement](#)
- [3-490-26 - Paramedic Academy Registered Nurse Advanced Placement](#)
- [3-490-28 - Non-Accredited Paramedic Graduate Advanced Placement](#)
- [3-490-32 - Paramedic Academy Retake Advanced Placement](#)
- [3-490-34 - Paramedic Academy Classroom Details](#)
- [3-490-36 - Paramedic Academy Applied Research Project](#)
  - [3-490-36A - Paramedic Academy ARP Part 1](#)
  - [3-490-36B - Paramedic Academy ARP Part 2](#)
  - [3-490-36C - Paramedic Academy ARP Part 3](#)
  - [3-490-36D - Paramedic Academy ARP Part 4](#)
- [3-490-38 - Paramedic Academy Academic Progress](#)

- [3-490-40 - Paramedic Academy Grade Calculation](#)
- [3-490-42 - Certifications Gained after Completion of the Paramedic Academy](#)
- [3-490-44 - Paramedic Academy Examination and Graduation Requirements](#)
- [3-490-46 - Paramedic Academy Laboratory, Scenario, and Simulation Requirements](#)
- [3-490-48 - Paramedic Academy Clinical Requirements](#)
- [3-490-50 - EMS 501 \(Paramedicine I\) Course](#)
- [3-490-52 - EMS 506 \(Paramedicine Clinical Experience I\) Course](#)
- [3-490-54 - Paramedic Student Clinical Evaluation Cards](#)
- [3-490-58 - EMS 511 \(Paramedicine II\) Course](#)
- [3-490-60 - EMS 516 \(Paramedicine Clinical Experience II\) Course](#)
- [3-490-64 - EMS 521 \(Paramedicine III\) Course](#)
- [3-490-66 - EMS 526 \(Paramedicine Field Experience\) Course](#)
- [3-490-68 - Paramedic Student Field Experience Evaluation Cards](#)
- [3-490-70 - EMS 536 \(Paramedicine Field Internship\) Course](#)
- [3-490-72 - Paramedic Field Internship Mentor Approval Form](#)
- [3-490-74 - Paramedic Student Field Internship Evaluation Cards](#)
- [3-490-76 - Paramedic Academy Terminal Competency Form](#)
- [3-490-88 - Paramedic Academy Terminal Competency Form \(long-form\)](#)

## Change Log:

Date	Link to previous version	Description of change
02/01/17	<a href="#">pdf</a>	Added paramedic academy information
02/05/17	<a href="#">pdf</a>	Continued to add details to paramedic academy.
03/03/17		Modified course timelines to be more generic with alignment to weeks only and reference to annual calendar section.
03/06/17		Added CoAEMSP definition of paramedic. Added definitions and minimum requirements for each pediatric age sub-category. Added clarification that for a patient contact during an interfacility transfer to be counted, it must be transferred to higher level of care requiring an assessment. Added comment to functional abilities that job requirements are often higher. Moved general clinical requirements (assessments and skills) to general section. Increased minimum intubations from six to ten. Added prerequisites for all classes. Changed laboratory clinical to infusion center. Changed ER triage time to 12 hrs, ER to 122 hrs, Cath Lab to 8 hrs. Added requirement for two live births. Added pediatric age sub-groups. Added definition of ALS patient. Added minimum of first ten and last ten team lead calls should be with mentor.
03/27/17		Added A&P Syllabii
04/04/17		Added research assignment requirement. Added advanced placement information for military medics. Added SBU Articulation Agreement details for transferring credits. Added comment than you may take FISDAP unit tests twice. Updated clinical age brackets to match those in FISDAP.
04/11/17		Added Bill Gray photo to 6.600.12. Added section containing transfer credit information for A&P.
04/13/17		Updated terminal competency form to be more useful after using it with current EMT Academy.
05/01/17		Updated program goal to be verbatim CAAHEP standard.
05/02/17		Adjusted hours in walk-in clinics and ER (10 hours in clinic and 124 in ER). Clarified in all clinical sections to specify which locations are allowed clinical time.
06/08/17		Added clarification on Letter of Review from CoAEMSP according to email received from CoAEMSP.
06/13/17		Updated background check authorization form for the new company human resources is using.
06/14/17		Added Basic Hazmat Life Support online course to the curriculum.
07/04/17		Updated simulation, clinical, and airway requirements based on updated CoAEMSP SSR Appendix G requirements.
07/11/17		Replaced Dr. Merk with Dr. Carter for medical director. Added clear instructions in multiple locations that the capstone course cannot be started until all other courses are successfully completed. Details of summative evaluation at the end of field internship and details of affective domain evaluation throughout the program were more completely detailed. Removed references to CoAEMSP LOR and CAAHEP pending accreditation. Added section to clearly indicate the only experiential learning accepted is military and A&P.
07/14/17		Changed textbooks from Pearson to Jones and Bartlett (AAOS).
09/01/17	<a href="#">pdf</a>	Updated courses and clinical prerequisites based on new curriculum.
09/03/17		Added section for advanced placement for RNs.
11/28/17		Added CoAEMSP Letter of Review into accreditation status. Added GEMS and PTEP courses to certifications gained after completion. Added PTEP to CEP 1511.

01/07/18		Updated classroom details moving from Tue / Thu class setup to Mon / Thu setup. Updated daily written quiz and simulation evaluation forms. Added comment that the student must maintain passing status to attend clinical rotations. Added comment that live patient contacts in Fisdap must include medical record number. Moved Ch 16 (Respiratory Emergencies) from EMS 105 to EMS 101 to get that material covered before the Fisdap Airway Exam.
01/07/18		Added details and grading rubric to applied research projects. Removed attendance requirement and minimum Fisdap unit exam scores. Added 70% completion requirement to graduation requirements. Changed class times to 9am to 5pm on all days that do not include A&P.
01/11/18		Added 2018 dates to all course scheduled. Changed course numbers to EMS ??? to align with BTC courses.
02/05/18	<a href="#">pdf</a>	Added generic chapter schedule. Added guest instructors to the course schedules.
03/27/18		Several typo fixes and minor adjustments based on 2018 Paramedic Academy. Generic classroom schedule modified. Added requirement for students to complete ePCR after each simulation scenario. Added scheduling and contact details for clinical sites. Added guest instructors.
04/01/18		Added blank pharmacology quiz form.
04/25/18		Added details of semester final practical exams. Corrected typos in applied research project instructions. Added info on how to sign up and where to go for EMS 103 clinicals.
05/15/18		Added supplemental textbook information. Modified simulation requirements to include practice in class of observing scenarios. Added information on deadlines for each clinical course that is due by the end of the following semester. Added a few Mercy department administrative contacts. Added clinical site details. Added TECC to trauma course.
07/02/18	<a href="#">pdf</a>	Updated schedule for current paramedic academy
08/22/18		Added first draft of the Chris Loderhose Work Study Program.
09/10/18		Added guide on how to succeed on Fisdap exams. Changed terminology for curriculum to National EMS Education Standards. Clarified military advanced placement entries added to skills tracker. Added comment that if entrance exam A&P section was not passing score, student must take A&P courses. Added comment to require drug screen before clinicals. Updated course schedules to match current plans. Added comment to anesthesia clinicals that student must inform and ask permission from patient. Added Cox ambulance clinical info. Added BTC transcript request form.
10/01/18	<a href="#">pdf</a>	Made changes to EMS 222 and EMS 224 schedule to represent 2018 course details.
11/14/18		Added field internship mentor approval form.
12/20/18		Added ALS patient contact form link to 4th semester evaluation card for preceptors.
01/15/19		Added comment to clinical requirements that the student must maintain passing status to attend clinical rotations. Updated faculty list to include a different A&P instructor, however, the details are not complete. Updated to the 10th edition of the A&P textbook. Added specification of the AHA version of BLS CPR is a prerequisite for the paramedic academy. Added TECC to the list of certifications gained in the paramedic academy. Updated EMS 101 schedule to represent 2019 course details. Changed all CMH hospital scheduling contact information to Lani Hayes, except Cardiology which is Robert Richardson. Added prerequisite for ER clinicals to have completed Anesthesia clinical time and all live human intubations. Changed scheduling contact for CMH Ambulance to Ryan McDonald. Removed CMH Dallas County Walk-In Clinic and CMH Pediatric Walk-In Clinic as sites after refusal to take students by those two clinics.
01/18/19	<a href="#">pdf</a>	Modified the definition of an ALS patient for team leads. Previously, starting an IV did not make a patient ALS. Due to difficulty in getting ALS team lead contacts by the first student to do team leads in the busiest service area available, this change was made to give a more realistic target for students.
01/26/19		Added photo and bio info from Lucinda Schmidt. Updated BTC A&P I syllabus.

01/28/19		Modified second semester schedule to reflect actual dates and topics for 2019. Removed requirements for two pediatric and two unconscious team leads in field internship phase.
02/19/19		Modified first semester schedule to reflect actual dates and topics for 2019.
04/10/19		Added course details and hours for each course, semester, and overall to the classroom details section. Removed references to number of hours listed on each class to eliminate confusion or multiple areas needing updates. Updated all four classroom course schedules to reflect actual dates for 2019. Added clinical scheduling details for Cox Air Care, TCAD, and WLAD.
04/11/19		Pretty significant changes to the lab and clinical requirements to comply with CoAEMSP Appendix G.
05/14/19		Typos corrected. Added clarification that each semester clinical requirements are due within six months of completing the semester and a total deadline of 12 month deadline after completing all classroom requirements. Also clarified there will be no extensions given past the 12 month deadline. Added adaptive mid-term and semester final exam descriptions to each semester schedule. Updated EMS 105 schedule to represent actual guest instructors and events. Modified ER clinical prerequisite from completing ALL intubations to just must complete ONE intubation and ONE anesthesia shift. Modified number of ALS team leads must be with mentor from first and last ten to first and last six. Added NREMT progression of lab-clinical-field. Added comments that skills must be completed in lab prior to the field. Also added requirement that field documentation must include medical record number to count and if there is a falsification, removal from the program is an option. Added requirements that all ALS patient encounters must be documented and only successful team leads count and the last 18 of 20 must be successful. The first and last skill evaluation should be done by an instructor and if the final evaluation is unsuccessful the student and peer evaluators must repeat all evaluations. Definition of successful skill evaluation is 80% of the points. Added description of how simulations are validated. Added contact information to clinical evaluation card in case of student exposure. Added program administration manual familiarization test to the third week of class.
07/17/19		Changed document number from 6-600 to 3-490
07/17/19	<a href="#">pdf</a>	Removed additional goal that did not include the ability to measure it. Made significant changes to include one classroom and one clinical course each semester with one field experience and one field internship course. Also made chapter re-arrangements to allow starting of clinicals as soon as possible. Switched to two-week module format that includes a mandatory clinical shift each module. Added textbooks that are available to students and not provided to keep. Added section to describe how non-accredited medic graduates can enter the program. Added section to describe how students can re-enter the program after failing out. Added details of students that already have certificates such as ACLS, NIMS, NIHSS, etc can have credit without repeating them. Added section that describes the grading calculations. Added AMLS and NFA Q courses to the curriculum. Added details of when simulations can replace clinical patient contacts. Clarified deadlines for clinicals completions. Added the ability for BLS team leads after completion of minimum hours. Updated terminal competency form to include evaluations after team leads and added medical director meeting.
07/18/19		Added note that JBLearning practice chapter quiz must be completed with a passing score before being allowed to sit for the lecture or classroom activities for that chapter. Changed all documentation deadlines to 48 hours. Added section detailing when students can "double-dip" patient contacts during clinicals.
07/31/19		Modified grade calculation to include mid-term exam, final exam, and ARP. Added age range definitions to clinical skill requirement table. Added requirement to have Platinum Adaptive exam complete before starting field internship.
08/23/19		Added Osceola Clinic site.
09/09/19	<a href="#">pdf</a>	Modified the academy course names. Modified the fall course schedule.
10/02/19	<a href="#">pdf</a>	Updated maximum number of employment contracts (two per year) and Loderhose work-study (one per trimester). Added actual 2020 dates in all three trimester schedules and started firming up guest



		instructor dates. Added Stockton and Eldorado clinic clinical sites. Added Vernon County Ambulance clinical site.
11/11/19		Added "People Care" to curriculum. Added weekly discussion question requirements. Added AEMT to experiential learning credit. Added test item analysis discussion to exam requirements. Updated walk-in clinic locations. Modified post- field internship assessment requirements. Modified terminal competency form to include new exam requirements.
11/15/19		Modified lab and clinical requirements based on the skills ACTUALLY completed by previous paramedic students.
12/05/19		Clarified when students are eligible for psychomotor and CBT exams. Clarified Platinum adaptive cumulative testing requirements. Clarified process when students are not able to meet clinical requirements. Clarified deadline for completion of clinical requirements is at the end of the student's fourth semester. Removed deadlines for each individual clinical course. Deadline is only found at the end of field internship to reduce possible confusion.
12/10/19		Added ARP presentation evaluation form.
12/27/19		Added AHA NRP as a certification gained. Updated course schedule to reflect confirmed guest instructors. Added NRP to course schedule. Adjusted research project instructions to reflect one final document instead of three separate documents.
01/04/20		3.490.26 - Removed requirement for letter of support from BEMS. 3.490.40 - Added simulation score into chapter grade. Added "pass" requirement for People Care discussion into module grade. 3.490.42 - Removed retired NFA courses Q0123 and Q0170 and replaced with new course Q0427. 3.490.50 - Changed NFA course. Added EKG Jedi quiz levels. 3.490.58 - Removed NFA course. Added EKG Jedi quiz levels. 3.490.64 - Added EKG Jedi quiz levels.
10/31/20	<a href="#">pdf</a>	Moved online
12/29/20	<a href="#">pdf</a>	Added links to individual parts of ARP
12/23/21	<a href="#">pdf</a>	Removed link for A&P transfer credit.
12/23/21		Integrated A&P into paramedic curriculum and removed sections 3-490-30, 3-490-56, and 3-490-62.

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# Sub-Section 3-490-02 - Paramedic Academy Goal

## CMH EMS Education Manual

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CMH EMS Paramedic Academy goal is "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels." (This verbatim language is required by 2015 CAAHEP Standard 11.C). Our program does not include exit points at EMR, EMT, or AEMT levels.

### **Description:**

According to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the following is the description of the Paramedic:

- The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

### **Life Changes During the Academy:**

Paramedics are highly trained and extremely important members of the allied healthcare team caring for the critically ill or injured. This is a highly demanding 18- to 24-month study that provides students the opportunity to acquire the knowledge and master the skills necessary to enter the workforce as a competent entry-level paramedic. Didactic portions of the course are taught at CMH EMS Headquarters with clinical time at CMH and other various clinical sites.

During this academy, students are highly encouraged not to make any other large life changes (i.e. get married, get divorced, move residences, change jobs, etc.). Additionally, in order to have enough time to prepare for and complete all requirements of the academy, a maximum work load of 24 hours per week is recommended. If the student's overall score is less than 80%, the recommended work load is reduced to 12 hours and further reduced to zero hours if the overall score is less than 70%.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.

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## Sub-Section 3-490-04 - Paramedic Academy Accreditation

### CMH EMS Education Manual

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The following is verbatim from Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) Policies and Procedures as required:

The Citizens Memorial Hospital Paramedic Program holds a Letter of Review, which is NOT a CAAHEP accreditation status, but is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. However, it is NOT a guarantee of eventual accreditation.

Students are eligible to test for licensure who begin class with a program and successfully graduate from a program that holds a letter of review or fully accredited and that program subsequently does not gain accreditation or loses accreditation.

**Sponsor's Institutional Accreditation Status - Southwest Baptist University**[Articulation agreement.](#)**HIGHER LEARNING COMMISSION**

230 South LaSalle Street, Suite 7-51  
Chicago, IL 60604-14  
312.263.0456 | 800.621.74  
Fax: 312.263.7462 | hlcommission.o

March 25, 2016

Dr. C. Pat Taylor  
President  
Southwest Baptist University  
1600 University Ave.  
Bolivar, MO 65613-2597

Dear President Taylor:

This letter serves as formal notification and official record of action taken concerning Southwest Baptist University by the Institutional Actions Council of the Higher Learning Commission at its meeting on March 21, 2016. The date of this action constitutes the effective date of the institution's new status with HLC.

**Action with Interim Monitoring.** IAC continued the accreditation of Southwest Baptist University with the next Reaffirmation of Accreditation in 2025-26. In conjunction with this action, IAC required the following interim monitoring.

**Embedded Report.** A Report on program assessment including assessment of general education in the Year 4 Assurance Review.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <http://www.hlcommission.org/isr-reque>

Information on notifying the public of this action is available at <http://www.hlcommission.org/HLC-Institutions/institutional-reporting-of-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Mary Vanis. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Gellman-Danley".

Barbara Gellman-Danley  
President

CC: ALO

**Sponsor's Institutional Accreditation Status - Bolivar Technical College**

Articulation pending.

**Sponsor's Institutional Accreditation Status - Missouri Southern State University**

Articulation pending.



## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online.

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# Sub-Section 3-490-06 - Paramedic Academy Faculty

## CMH EMS Education Manual

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### Medical Director:

Dr. Keith Butvilas is the medical director for Pre-Hospital Services and the Emergency Room at Citizens Memorial Hospital. Dr. Butvilas is board-certified and residency-trained in emergency medicine with extensive high-volume and trauma experience exploring community and academic settings. He is comfortable with all skills and procedures and trained in emergency ultrasound-guided procedures. Keith has extensive leadership experience, including being the Chief Medical Officer of a healthcare system and the lead physician in an EMR conversion responsible for the physician design and build.



### Program Director:

Theron Becker, FACPE, MMPA, EFO, BS-FPE, NRP, is a Nationally Registered Paramedic and Missouri Community Paramedic. Theron got his EMT license in 1995 while attending the Fire Engineering program at Oklahoma State University. Since then, he has obtained a Masters degree in Public Administration Management, Executive Fire Officer from the National Fire Academy, Fellow of the American College of Paramedic Executives, and is currently working on his Master of Public Health.

Theron has been a volunteer firefighter in Southwest Missouri since he was 16 years old. He has been employed as an ambulance paramedic, on hazmat teams, as a fire protection engineer, and in public health in bioterrorism preparedness. Mr. Becker is also the Assistant Editor of the International Journal of Paramedicine.

Full bio and curriculum vitae can be found here: <http://ozarksems.com/theron-resume.php>



### Lead Instructor:

Brice Flynn, BA, NRP is a Nationally Registered Paramedic. Mr. Flynn is the Education Coordinator for the Pre-Hospital Services Department at Citizens Memorial Hospital. Brice graduated from Southwest Baptist University in 2008. After college, Mr. Flynn obtained his EMT license in 2012, joined the Bolivar City Fire Department, and later that year started working for CMH as an EMT. Brice completed his paramedic education through Mercy in



Springfield and continued his interest in education by becoming an FTO and then lead instructor for the CMH Paramedic Academy.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
12/28/22		Updated faculty.

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# Sub-Section 3-490-10 - Paramedic Academy Curriculum

## CMH EMS Education Manual

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### Purpose:

Provide specialty core and support courses to ensure the achievement of program goals and learning domains and to meet or exceed the content and competency demands of the latest edition of the [National EMS Education Standards](#).

### Curriculum:

The paramedic program will use the [National EMS Education Standards](#).

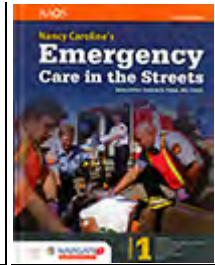
Specifically, the current edition curriculum and textbooks from AAOS (published by Jones and Bartlett) will be utilized for paramedic courses. All chapters are included with the exception of the following:

- Ch 8 - Anatomy and Physiology (The content of this chapter is covered during the first trimester in a dedicated A&P delivery.)
- Ch 43 - Pediatric Emergencies (The content of this chapter is covered throughout the Paramedic Academy. Pediatric populations are included as a patient population regardless of the illness or injury subject being covered. Specifically, pediatric emergencies are covered within the AHA Pediatric Advanced Life Support course.)
- Ch 44 - Geriatric Emergencies (The content of this chapter is covered throughout the Paramedic Academy. Geriatric populations are included as a patient population regardless of the illness or injury subject being covered. Specifically, geriatric emergencies are covered within the NAEMT Geriatric Education for EMS course.)
- Ch 49 - Hazardous Materials (The content of this chapter is covered throughout the Paramedic Academy. The potential for hazardous materials are included as a possible safety hazard regardless of the illness or injury subject being covered. Specifically, hazardous materials are covered within the NAEMT All Hazards Disaster Response course and the Hazmat Medic course.)
- Ch 50 - Terrorism (The content of this chapter is covered throughout the Paramedic Academy. The potential for terrorist activities are included as a possible safety hazard regardless of the illness or injury subject being covered. Specifically, terrorism incidents are covered within the NAEMT All Hazards Disaster Response course and the Hazmat Medic course.)
- Ch 51 - Disaster Response (Specifically, disaster response topics are covered within the NAEMT All Hazards Disaster Response course.)

### Books included with tuition:

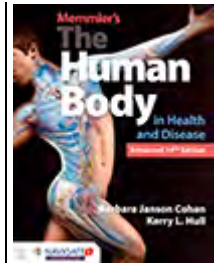
The current edition of the textbook used is "Nancy Caroline's Emergency Care in the Streets - 8th Edition" with "Navigate 2 Advantage Package."

ISBN: [9781284457025](https://www.isbn-international.org/product/9781284457025)



Textbook for Anatomy and Physiology courses includes, "The Human Body in Health and Disease - Enhanced 14th Edition."

ISBN: [9781284217964](https://www.isbn-international.org/product/9781284217964)



Textbook for Cardiology units includes, "12-Lead ECG for Acute and Critical Care Providers."

ISBN: [9780133824124](https://www.isbn-international.org/product/9780133824124)



Reference guide for ACLS and PALS includes, "AHA Handbook of Emergency Cardiovascular Care for Healthcare Providers."

ISBN: [9781616697662](https://www.isbn-international.org/product/9781616697662)



Textbook for ACLS course includes, "AHA Advanced Cardiovascular Life Support Provider Manual."

ISBN: [9781616694005](https://www.isbn-international.org/product/9781616694005)



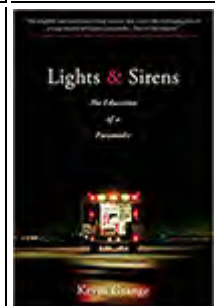
Textbook for PALS course includes, "AHA Pediatric Advanced Life Support Provider Manual."

ISBN: [9781616695990](https://www.isbn-international.org/product/9781616695990)



"Lights & Sirens: The Education of a Paramedic."

ISBN: [9780425275238](https://www.isbn-international.org/product/9780425275238)





"People Care: Perspectives and Practices for Professional Caregivers - 3rd edition."

ISBN: [9781616695990](https://www.isbn-international.org/product/9781616695990)



## Books issued to students during the Academy that will be returned at the end of each course:

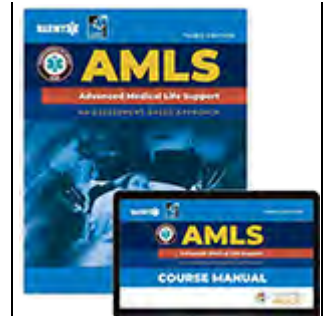
"All Hazards Disaster Response - Course Manual."

ISBN: [9781284180503](https://www.isbn-international.org/product/9781284180503)



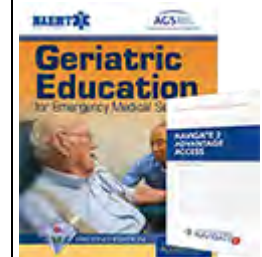
"AML: Advanced Medical Life Support."

ISBN: [9781284196115](https://www.isbn-international.org/product/9781284196115)



"Geriatric Education for Emergency Medical Services."

ISBN: [9781449641917](https://www.isbn-international.org/product/9781449641917)



"Publication Manual of the American Psychological Association - Seventh Edition (2020)."

ISBN: [9781433832178](https://www.isbn-international.org/product/9781433832178)



"TECC: Tactical Emergency Casualty Care."

ISBN: [9781284483871](https://www.isbn-international.org/product/9781284483871)



Library of more than 700 reference books can be browsed and checked out by visiting <http://ozarksems.com/library.php>.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
11/16/20	<a href="#">pdf</a>	Updated textbooks for the 2021 paramedic academy (AHA new versions, changed 12-lead book, added Lights and Siren)
12/27/20	<a href="#">pdf</a>	Added conversation about the textbook chapters that are not covered in the 2021 course.
12/23/21	<a href="#">pdf</a>	Updated Anatomy and Physiology textbook.

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# Sub-Section 3-490-12 - Paramedic Academy Prerequisites

## CMH EMS Education Manual

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Students must complete the following before completing the first day of class:

- Refer to [Sub-Section 2-600-66 - Patient Protection and Student Vaccinations](#) for vaccination requirements to attend class and have patient contact.
- Have regular access to a personal computer with reliable internet access and some type of word processing software.
- Must have a high school diploma, High School Equivalency (HSE), or GED.
- Will be at least 18 years old before scheduled clinical time.
- Complete application process (including application fee, entrance exam, and acceptance into the program).
- Ability to obtain Missouri Class E Driver License.
- Completion of student ID process at CMH HR (certification of insurance application, HIPAA video, and criminal background check).
  - Must not have a criminal background of felonies or drug-related convictions.
  - Must have the ability to pass a drug screen.
- Must have completed NIMS 100 and NIMS 700.
- Must be currently certified in American Heart Association Basic Life Support CPR and maintain certification until completion of the Paramedic Academy.
- Must currently hold an undisciplined Missouri Emergency Medical Technician license and must maintain licensure until completion of the Paramedic Academy.
  - Must have one year of work experience full-time as an EMT OR
  - Must have two years of work experience part-time, PRN, or volunteer as an EMT OR
  - Must have recommendation in writing by the head of department or current employer.
- Ability to meet functional requirements of paramedic job responsibilities.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
11/13/21	<a href="#">pdf</a>	Exchanged list of vaccination requirements with link to 2-600-66.

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# Sub-Section 3-490-14 - Paramedic Academy Functional Abilities Required

## CMH EMS Education Manual

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CMH EMS Department does not discriminate against any individual with disabilities. However, there are certain technical standards, essential functions, and physical demands which are required of the EMT. The physical requirements are listed below and the student must be able to perform these requirements as well as have satisfactory physical health. NOTE: Additional requirements are often required by employers to those listed below.

Students must be able to achieve all clinical objectives, and below items in the list of functional abilities, which are an inherent part of the clinical objectives. Students returning to school following an illness or injury must submit a letter from his or her doctor indicating any restrictions. Situations with a student placed on restrictions from a doctor will be considered on a case-by-case basis. Determination will then be made after evaluation of the restriction and time frame indicated by the doctor regarding the student's ability to meet all clinical objectives and remain in the academy.

- Gross motor skills: Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders (i.e. hang an IV bag), and reach below waist (i.e. plug an electrical plug into an outlet).
- Fine motor skills: Pick up objects with hands, grasp small objects with hands, write with pen or pencil, type on a computer keyboard, pinch and pick or otherwise work with fingers (i.e. manipulate a syringe), twist (i.e. turn knob), squeeze with fingers (i.e. eye dropper), and able to safely operate a motor vehicle (i.e. an ambulance).
- Physical endurance: Stand (i.e. at patient side during a procedure), sustain repetitive movements (i.e. CPR compressions), and maintain physical tolerance (i.e. assist a patient walking).
- Physical strength: Push and pull 50 pounds (i.e. position patients), support 50 pounds of weight (i.e. ambulate a patient), lift 50 pounds (i.e. pick up a child), move 50 pound objects (i.e. transfer a patient), defend against combative patient, carry equipment and supplies, use upper body strength (i.e. physically restrain a patient), and squeeze with hands (i.e. operate a fire extinguisher).
- Mobility: Twist, bend, stoop, squat, move quickly (i.e. in response to an emergency), climb (i.e. ladders), and walk.
- Hearing: Hear normal speaking levels (i.e. person-to-person report), hear faint voices, hear faint body sounds (i.e. blood pressure), hear in situations when not able to see lips, hear auditory alarms.
- Visual: See objects at arms-length (i.e. computer screen), see objects around 20 feet away (i.e. patient in a room), see objects more than 20 feet away (i.e. obstacles on the roadway), use depth perception, use peripheral vision, distinguish color (i.e. color codes on equipment), distinguish color intensity (i.e. skin color).



- Tactile: Feel vibrations (i.e. palpate pulse), detect temperature (i.e. skin), feel differences in surface characteristics (i.e. skin turgor), feel differences in sizes and shapes (i.e. palpate vein), and detect environmental temperature (i.e. check for drafts).
- Smell: Detect odors from patient (i.e. alcohol breath), detect smoke, and detect gases or noxious smells.
- Reading: Read and understand written documents (i.e. protocols).
- Arithmetic competence: Read and understand columns of writing (i.e. charts), read digital displays, read graphics (i.e. EKG), calibrate equipment, convert numbers to and from metric system, tell time, measure time (i.e. count duration of contractions), count rates (i.e. breaths per minute), use measuring tools (i.e. thermometer), read measurement marks (i.e. scales), add/subtract/multiply/divide whole numbers, compute fractions (i.e. medication dosages), use a calculator, and write numbers.
- Emotional stability: Establish therapeutic boundaries, provide patients with emotional support, adapt to changing environments and stress, deal with the unexpected (i.e. patient crisis), focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, and handle strong emotions (i.e. grief).
- Analytical thinking: Transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use long-term memory, and use short-term memory.
- Critical thinking: Identify cause and effect relationships, plan and control activities for others, synthesize knowledge and skills, and sequence information.
- Interpersonal skills: Negotiate interpersonal conflict, respect differences in patients and co-workers, and establish rapport with patients and co-workers.
- Communication skills: Teach (i.e. patient education), explain procedures, give oral reports, interact with others, communicate on the telephone, communicate on a radio, influence people, direct activities of others, convey information through writing.

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# Sub-Section 3-490-16 - Paramedic Academy Tuition Details

## CMH EMS Education Manual

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Tuition of \$5,600 includes textbooks, online access codes, polo shirts (2), and testing fees (re-testing fees are not included). A non-refundable application fee of \$100 is due at time of application. Fees and tuition can be paid by check, credit card, or CMH employee payroll deduction.

A monthly payment schedule is available. **Deadline for payment is by 1700 hours on the first class period of each month.**

Month	Course	Amount
January	EMS 501 (Paramedicine I) and EMS 506 (Paramedicine Clinical Experience I)	\$700.00
February	EMS 501 (Paramedicine I)	\$350.00
March	EMS 501 (Paramedicine I)	\$350.00
April	EMS 501 (Paramedicine I)	\$350.00
May	EMS 511 (Paramedicine II) and EMS 516 (Paramedicine Clinical Experience II)	\$700.00
June	EMS 511 (Paramedicine II)	\$350.00
July	EMS 511 (Paramedicine II)	\$350.00
August	EMS 511 (Paramedicine II)	\$350.00
September	EMS 521 (Paramedicine III) and EMS 526 (Paramedicine Field Experience)	\$700.00
October	EMS 521 (Paramedicine III)	\$350.00
November	EMS 521 (Paramedicine III)	\$350.00
December	EMS 521 (Paramedicine III) and EMS 536 (Paramedicine Field Internship)	\$700.00

Employment contract is available for currently employed CMH EMTs. Contact your manager for details.

Payment methods can be found here: [Section 2-160 - Course Fees](#).

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10/31/20		Moved online.
08/24/21	<a href="#">pdf</a>	Added new tuition info with monthly payment plan and no longer requiring anatomy and physiology.
12/23/21	<a href="#">pdf</a>	Removed previous tuition details (prior to integrated A&P class)
12/30/21	<a href="#">pdf</a>	Added link to course fees for payment methods.

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# Sub-Section 3-490-18 - Chris Loderhose Memorial Paramedic Academy Work-Study Program

## CMH EMS Education Manual

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Each trimester, each of the following individuals can sponsor one (1) student in the work-study program. From these sponsorships, a maximum of one (1) work-study student will be selected per trimester.

- CMH PHS Director.
- CMH PHS Medical Director.
- CMH PHS Clinical Chief.
- CMH PHS Operations Chief.
- Each CMH PHS Manager.

An official enrollment must be received by the PHS Clinical Chief before the start of each trimester of the Paramedic Academy. All application, entrance, and enrollment requirements must be met by deadlines provided; however, tuition fees will be reduced according to the work contract.

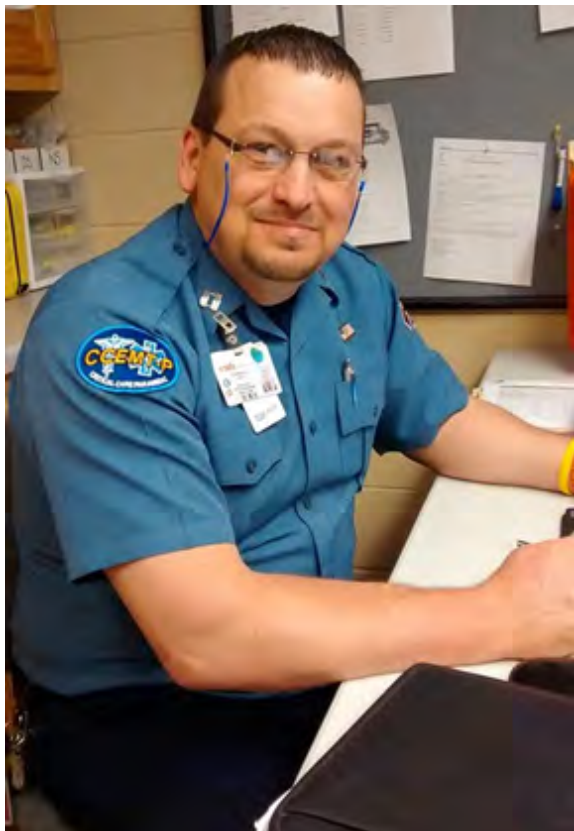
Only students with an overall Paramedic Academy grade greater than 80% and in good standing with laboratory and clinical requirements are eligible to participate in the work-study program. If the overall course grade drops below 80% or the student falls behind on laboratory or clinical requirements, the student will be removed from work-study program for the remainder of trimester and tuition fees will be pro-rated based on the portion of the work contract completed.

Award selection criteria is based on a point system. The one (1) student applicant with a sponsor and with the highest points will be awarded the work-study opportunity for the given trimester.

## Christopher Allen Loderhose Obituary (Aug 22, 1968 - May 19, 2018)

Christopher Allen Loderhose, 49, went to be with his Lord on Saturday, May 19, 2018. He was born on Thursday, August 22, 1968 in Middleton, NY to Jean Marie Morse and Peter Hones Loderhose.

Chris moved to Springfield with his family in 1982 from Walden, NY. Chris attended Central High School, was on the wrestling team and graduated in '86. It was here in 1983 that he met a young lady by the name of Michelle Climer. Chris and Michelle dated through high school. On June 10, 1988 they were united in marriage and to this union three children were born. Chris was saved during a service at the Westport Assembly of God when he was 18. Shortly after, he enrolled at Central Bible College and graduated in 1992. Chris attended CBC four years and also worked as a Youth Pastor, Pastor and in the transportation business before becoming a Paramedic.



Being a paramedic was his true calling. Chris loved helping others, from Pastoring, to transportation, from transportation to EMS, his desire was to show others Christ. Chris worked for CMH as a paramedic and as the Cedar County Manager from 2011 to 2014. He worked the last four years at Cox Health, saving lives while fighting for his own.

Chris "Poppy" loved his children and grandchildren. He had the opportunity to visit his grandchildren in Beaufort, SC and later in Okinawa, Japan while Cavin served in the U.S. Marines. Chris passed from colorectal cancer and was a strong advocate for early screening.

"I have fought the good fight, I have finished the race, I have kept the faith. Finally, there is laid up for me the crown of righteousness, which the Lord, the righteous Judge, will give to me on that Day, and not to me only but also to all who have loved His appearing."



## Work-Study Application

Student name:

Applying for year:

Applying for semester:

I attest that I meet the following qualifications (select all that apply):

<input type="checkbox"/>	I have read the obituary for Rick Seiner and, if awarded, I agree to live up to Rick's memory through being an EMS professional and student worthy of his name.	[Mandatory]
<input type="checkbox"/>	My household income falls within the pre-tax, gross income required to qualify for one or both of the programs below. Verification of income may be required. Household size: <input type="text"/> Monthly income: <input type="text"/>	[Optional]
<input type="checkbox"/>	My family qualifies for <a href="#">Missouri Food Stamps</a>	[10 points]
<input type="checkbox"/>	My family qualifies for <a href="#">Missouri WIC</a>	[5 points]
<input type="checkbox"/>	I am currently an active volunteer emergency responder in my community. Agency: <input type="text"/> Chief signature: <input type="text"/>	[2 points]
<input type="checkbox"/>	I am currently an employee of Citizens Memorial Hospital.	[5 points]
<input type="checkbox"/>	I intend to work at CMH as a paramedic after graduation.	[1 point]

Student signature:

**This section is to be completed by the review committee**

Student name:

Applying for year:

Applying for semester:

Total points for this student:

Total number of applications:

Rank of this application:

Was this student selected for the award:

- Yes
- No

Committee representative name:

Committee representative signature:

Date signed:

Date forwarded to CMH HR Department:

## Work-Study Program Contract

Student name:

Start date:

End date (>):

- Maximum of 15 weeks after the start date.
- No work-study is to be done during finals week.

Number of work hours per week:

- Maximum of 12 hours per week.

Tuition reduction: \$

- Tuition will be reduced at a rate of \$10 per hour worked. For example, if the student works six hours per week for 15 weeks, the tuition due that trimester will be reduced by \$900. Maximum tuition reduction is the amount of tuition due that trimester.

Description of work (In general, work should be of a clerical, cleaning, or other administrative-type activity. At no time may a work-study student be substituted for EMT or paramedic staff. During work-study activities, the student must wear the student uniform and CMH-issued student ID badge and may not perform their normal work duties or study activities).

Student signature:

PHS Clinical Chief signature:

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# Sub-Section 3-490-20 - Paramedic Academy Application and Selection Process

## CMH EMS Education Manual

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CMH EMS Education Department will review completed student applications. Application can be found here (<http://ozarksems.com/education-application.php>). Upon meeting minimum admission standards, or higher, qualified applicants will be offered a seat in the Paramedic Academy in the following priority:

- CMH employee.
- First responder agency within CMH's seven-county service area.
- Currently working full-time for an ambulance agency.
- Highest entrance exam score (if applicable).

If the number of applicants exceeds classroom capacity, an entrance exam will be used to select and admit prospective paramedic students with the best chances of success in the Paramedic Academy. It is also used as a diagnostic tool to assess the incoming students' strengths and weaknesses.

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# Sub-Section 3-490-22 - Paramedic Academy Advanced Placement and Experiential Learning

## CMH EMS Education Manual

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Credit for experiential learning, advanced placement, or transfer of credits from another institution will not be offered or provided other than those specifically indicated in one of the following sections:

- [Sub-Section 3-490-23 - Advanced EMT Advanced Placement.](#)
- [Sub-Section 3-490-24 - Paramedic Academy Military Advanced Placement.](#)
- [Sub-Section 3-490-26 - Paramedic Academy Registered Nurse Advanced Placement.](#)
- [Sub-Section 3-490-28 - Non-Accredited Paramedic Graduate Advanced Placement.](#)
- [Sub-Section 3-490-32 - Paramedic Academy Retake Advanced Placement.](#)
- Minor certificates that have previously been completed may be used in lieu of attending those specific classes again. Case-by-case approval must be attained and certificates provided prior to the class in question. Additionally, if the course has a post-test, you must repeat the post-test with the rest of the class and that test score will be used. In most cases, utilization of previously completed courses does not effect the tuition due. Examples include, but not limited to:
  - AHA courses,
  - NAEMT courses,
  - NIMS courses,
  - NIHSS course, and
  - Other courses on a case-by-case approval from the Lead Instructor and Program Director.

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10/31/20		Moved online.
12/23/21	<a href="#">pdf</a>	Removed A&P transfer credit link.

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# Sub-Section 3-490-23 - Advanced EMT Advanced Placement

## CMH EMS Education Manual

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To take advantage of this advanced placement, the individual must be currently registered as an Advanced EMT with NREMT and at least a current EMT license in the state of Missouri.

Full tuition is required. The following ALS skills are expected:

- IM/SQ medication administration,
- IV and IO access and medication administration,
- IV blood draw,
- Nebulizer medication administration, and
- ET intubation.

Advanced placement with this specialty includes the following:

- Laboratory skills and scenarios added to the tracker that will not be required by the student:
  - IM/SQ, IV, IO, and
  - Nebulizer.
- Clinical skills, assessments, and patient encounters added to the tracker that will not be required by the student:
  - IV starts,
  - Medication administrations,
  - Hours required in Same-Day-Surgery for IV start practice (still highly encouraged), and
  - Airway management (all of the BVM and live human intubations are still required).

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# Sub-Section 3-490-24 - Paramedic Academy Military Advanced Placement

## CMH EMS Education Manual

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In accordance with Missouri Regulations 19 CSR 30-40.331 and 19 CSR 30-40.342, CMH will provide advanced placement into the Paramedic Academy for active duty and honorably discharged military personnel. The intent of these regulatory changes is to provide recognition of the EMS training and experience obtained during military service.

Advanced placement consideration is available to all active duty or honorably discharged personnel of all branches of the Armed Forces including the National Guard and Reserves.

To take advantage of these provisions, the individual must be currently licensed as an EMT in the state of Missouri. Refer to the Missouri Bureau of EMS website (<http://health.mo.gov/safety/ems>). Missouri BEMS requires licensure within two (2) years after honorable discharge or during active duty.

Once accepted into CMH Paramedic Academy, your EMS knowledge, skills, and abilities may be assessed for advanced placement. Assessment is not required for the following Military Occupational Specialties:

- ARMY HEALTH CARE SPECIALIST (MOS 68W) LEVEL I:
  - Full tuition is required. The following ALS skills are expected:
    - IM/SQ medication administration,
    - IV and IO access and medication administration,
    - IV blood draw,
    - Nebulizer medication administration,
    - Needle chest decompression,
    - OG tube placement, and
    - Surgical cricothyrotomy.
  - Advanced placement with this specialty includes the following:
    - Laboratory skills and scenarios added to the tracker that will not be required by the student:
      - IM/SQ, IV, IO,
      - Nebulizer,
      - Needle decompression,
      - OG tube placement,
      - Surgical cricothyrotomy, and
      - Many of the trauma laboratory sessions may not be required, but they are encouraged.
    - Clinical skills, assessments, and patient encounters added to the tracker that will not be required by the student:
      - IV starts,
      - Medication administrations, and



- Hours required in Same-Day-Surgery for IV start practice (still highly encouraged).
- ARMY HEALTH CARE SPECIALIST (MOS 68W) LEVEL II:
  - Full tuition is required. The following ALS skills are expected:
    - All those listed for Army Health Care Specialist (MOS 68W) Level I.
  - Advanced placement with this specialty includes the following:
    - All those listed for Army Health Care Specialist (MOS 68W) Level I.
- ARMY HEALTHCARE SPECIALIST (MOS 68W) LEVEL III:
  - Full tuition is required. The following ALS skills are expected:
    - All those listed for Army Health Care Specialist (MOS 68W) Level II and
    - ET Intubation.
  - Advanced placement with this specialty includes the following:
    - All those listed for Army Health Care Specialist (MOS 68W) Level II,
    - Laboratory skills and scenarios added to the tracker that will not be required by the student:
      - Airway.
    - Clinical skills, assessments, and patient encounters added to the tracker that will not be required by the student:
      - Airway management (all of the BVM and live human intubations are still required).

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# Sub-Section 3-490-26 - Paramedic Academy Registered Nurse Advanced Placement

## CMH EMS Education Manual

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In accordance with Missouri Bureau of Emergency Medical Services (BEMS) interpretation, CMH will provide advanced placement into the Paramedic Academy for Registered Nurses. Students must complete the following:

- Have a current, undisciplined Missouri EMT License,
- Have a current, undisciplined Missouri Registered Nurse License, and
- Complete application process as described in [Sub-Section 3.490.20 - Paramedic Academy Application and Selection Process](#).

Upon acceptance into the program, the final written and practical exams will be completed. A gap analysis will be completed to address areas needed for paramedic proficiency. An individual learning plan will be created based on that gap analysis that will include the following areas:

- Cognitive knowledge required and classroom education scheduled,
- Psychomotor knowledge and abilities required and laboratory and simulation education scheduled, and
- Affective knowledge and abilities required and clinical experience scheduled.

In all cases, all trimester Mid-Term and Final Exams and the final written and psychomotor exams must be successfully completed. Finally, all candidates must successfully complete all requirements of [Sub-Section 3.490.66 - EMS 526 \(Paramedicine Field Experience\) Course](#) and [Sub-Section 3.490.70 - EMS 536 \(Paramedicine Field Internship\) Course](#) must be completed before being eligible to test for National Registry testing. Adjustments to tuition requirements will also be made based on the results of the gap analysis.

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# Sub-Section 3-490-28 - Non-Accredited Paramedic Graduate Advanced Placement

## CMH EMS Education Manual

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Currently licensed paramedics from a non-accredited school may apply for advanced placement into the Paramedic Academy. Students must complete the following:

- Have a current, undisciplined Missouri Paramedic License and
- Complete application process as described in [Sub-Section 3.490.20 - Paramedic Academy Application and Selection Process](#).

Upon acceptance into the program, the final written and practical exams will be completed. A gap analysis will be completed to address areas needed for paramedic proficiency. An individual learning plan will be created based on that gap analysis that will include the following areas:

- Cognitive knowledge required and classroom education scheduled,
- Psychomotor knowledge and abilities required and laboratory and simulation education scheduled, and
- Affective knowledge and abilities required and clinical experience scheduled.

In all cases, all trimester Mid-Term and Final Exams and the final written and psychomotor exams must be successfully completed. Finally, all candidates must successfully complete all requirements of [Sub-Section 3.490.66 - EMS 526 \(Paramedicine Field Experience\) Course](#) and [Sub-Section 3.490.70 - EMS 536 \(Paramedicine Field Internship\) Course](#) must be completed before being eligible to test for National Registry testing. Adjustments to tuition requirements will also be made based on the results of the gap analysis.

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# Sub-Section 3-490-32 - Paramedic Academy Retake Advanced Placement

## CMH EMS Education Manual

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Paramedic Academy students that have failed previous attempts may return into the paramedic academy following this procedure. Students must complete the following:

- Meet all prerequisite requirements and
- Complete application process as described in [Sub-Section 3.490.20 - Paramedic Academy Application and Selection Process](#).

Upon acceptance into the program, the written and practical exams will be completed for all previously completed courses where a score of greater than 80% was originally attained. If the retest results are greater than 70%, the student will not need to retake that course and the previous grade will be used in the new academy. Courses where the original score was less than 80%, the entire course will need to be retaken.

All candidates must successfully complete all requirements of all clinical, field experience, and field internship courses before being eligible to test for National Registry testing. Adjustments to tuition requirements will also be made based on the results of the gap analysis.

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# Sub-Section 3-490-34 - Paramedic Academy Classroom Details

## CMH EMS Education Manual

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The Paramedic Academy is broken into five (5) trimesters of 16 weeks each:

- First trimester (spring: Jan-Apr):
  - [Sub-Section 3-490-50 - EMS 501 \(Paramedicine I\) Course.](#)
    - Classroom and laboratory every Monday and Thursday 0830 to 1730 hours.
- Second trimester (summer: May-Aug):
  - [Sub-Section 3-490-52 - EMS 506 \(Paramedicine Clinical Experience I\) Course.](#)
    - This clinical course may be started at any time, however, to be completed in a timely manner, it is suggested to complete these clinical requirements during this trimester.
  - [Sub-Section 3-490-58 - EMS 511 \(Paramedicine II\) Course.](#)
    - Classroom and laboratory every Monday and Thursday 0830 to 1730 hours.
- Third trimester (fall: Sep-Dec):
  - [Sub-Section 3-490-60 - EMS 516 \(Paramedicine Clinical Experience II\) Course.](#)
    - This clinical course may be started at any time, however, to be completed in a timely manner, it is suggested to complete these clinical requirements during this trimester.
  - [Sub-Section 3-490-64 - EMS 521 \(Paramedicine III\) Course.](#)
    - Classroom and laboratory every Monday and Thursday 0830 to 1730 hours.
- Fourth trimester (spring: Jan-Apr):
  - [Sub-Section 3-490-66 - EMS 526 \(Paramedicine Field Experience\) Course.](#)
    - Students are on their own to schedule the remainder of clinicals and field experience shifts.
- Fifth trimester (summer: May-Aug)
  - [Sub-Section 3-490-70 - EMS 536 \(Paramedicine Field Internship\) Course.](#)
    - Once EMS 526 is complete, students are on their own to schedule field internship shifts.

Coursework, classroom activities, and in-class testing will focus on personal safety, teamwork, and exceptional, compassionate patient care. Extensive use of simulation and scenario education will be included. Additionally, personal work habits and fitness activities will be included to prepare students for a life-long career in EMS.

The use of various "make-it-stick" principles will be utilized during the course with the goal of increasing student transfer of learning from the classroom to the street.

**Trimester, contact, and clinical hours:**

<b>Course</b>	<b>Credit hours</b>	<b>Classroom and lab contact hours</b>	<b>Clinical (hospital) contact hours</b>	<b>Field experience (ambulance) contact hours</b>	<b>Field internship (ambulance team lead) contact hours</b>	<b>Total contact hours</b>
EMS 501 (Paramedicine I)	15	240				240
<b>First Trimester Total</b>	<b>15</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>
EMS 506 (Paramedicine Clinical Experience I)	5		72			72
EMS 511 (Paramedicine II)	15	232				232
<b>Second Trimester Total</b>	<b>19</b>	<b>232</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>304</b>
EMS 516 (Paramedicine Clinical Experience II)	11		178			178
EMS 521 (Paramedicine III)	11	176				176
<b>Third Trimester Total</b>	<b>22</b>	<b>176</b>	<b>178</b>	<b>0</b>	<b>0</b>	<b>354</b>
EMS 526 (Paramedicine Field Experience)	6			100		100
<b>Fourth Trimester Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>100</b>
EMS 536 (Paramedicine Field Internship)	9				150	150
<b>Fifth Trimester Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>150</b>
<b>Academy Totals</b>	<b>72</b>	<b>648</b>	<b>250</b>	<b>100</b>	<b>150</b>	<b>1,148</b>
Minimums established by MO		500	250	250		1,000

<b>Course</b>	<b>Credit hours</b>	<b>Classroom and lab contact hours</b>	<b>Clinical (hospital) contact hours</b>	<b>Field experience (ambulance) contact hours</b>	<b>Field internship (ambulance team lead) contact hours</b>	<b>Total contact hours</b>
19 CSR 30-40.331(2)						
"Typical range" by CoAEMSP						1,000-1,300

## Participation Credit

All participation scores must be above 70% for each semester to successfully pass the course.

### Chapter pre-quiz participation:

- Each student will have completed the practice chapter quiz found on JBLearning with a passing score of greater than 70% to be counted as participating in that category.

### "Lights and Siren" and "People Care" weekly discussion participation:

- Each week, an e-mail discussion thread based on the reading assignment in the book "Lights and Siren" or "People Care" will be required. Meaningful participating each week is required. Instructors will post questions and/or conversation that must be responded to based on your experience and reading. Each week is pass/fail based on responses. Participation in the weekly discussion is due by 8 AM each Thursday morning.



## Generic Chapter Classroom and Laboratory Schedule

The following schedule is used for each chapter classroom and laboratory activities. Some chapters span several class periods and some class periods have multiple chapters. Instructors and students will need to practice flexibility with varied chapter content and guest instructors.

1. Pre-quiz: JBLearning quiz is due by 0730 of the correlating class.
2. Bell work: Students write down and submit a hand-written answer to the question: "What do you remember from the previous class?" A similar spaced-retrieval question may be used for participation credit.
3. Fast five: A five-question quiz over any previously-covered material is used to implement the concepts of interleaving and spaced retrieval.
4. Case study: The chapter case study is presented to develop classroom discussion.
5. Chapter lecture: This involves highlights from the reading assignment, tips and tricks from the field, and guest lecturers. Student-led impromptu lecture based on student questions is also included.
6. Pharmacology review: Instructor-led impromptu lecture based on the list of medications to be tested on the next class date. This lecture will contain heavy discussion on represented protocols as they apply to these medications.
7. Skills lab: Specific skills associated with the lecture will be reviewed, practiced, and tested. Observation, practice, and refinement of individual skills on manikins and fellow students.
8. Pharmacology quiz: Assigned medication(s) and/or random medication(s) that have already been quizzed.
9. EKG quiz: A random EKG will be selected and must be interpreted.
10. Simulation lab: The on-duty student team manages a simulation scenario based on an actual call and patient. Other students play as actors or patients, evaluate the team, or observe as assigned.
11. Simulation review: Directly after the scenario, the entire class reviews the scenario. The on-duty team critiques themselves first, followed by the instructor, and then the entire class. Instructor-led impromptu lecture based on street and real-life experience.
12. Exit ticket: Students write down and submit meaningful explanations of the main points of the day or answer specific questions given by the instructor. Exit ticket completion is used for class participation credit.
13. Learning journal: A weekly entry in the learning journal is used to track the student's own thoughts on learning new content and recalling old content. Journals will be reviewed by the lead instructor weekly during the Thursday class for participation credit.

## Generic Weekly Schedule:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Afternoon	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Evening		Emergency Medical Technician			Emergency Medical Technician		

## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online.
11/16/20	<a href="#">pdf</a>	Updated schedule for 2021 Paramedic Academy. Moved A&P to first trimester. Added Lights and Siren book.
11/22/21	<a href="#">pdf</a>	Added generic weekly agenda that is shared between academies.
12/23/21	<a href="#">pdf</a>	Integrated A&P class.
02/24/22	<a href="#">pdf</a>	Updated some course total hours. Added make-it-stick comment.
02/25/22	<a href="#">pdf</a>	Added to generic classroom items.

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# Sub-Section 3-490-36 - Paramedic Academy Applied Research Project

## CMH EMS Education Manual

Each student will be required to complete an applied research project. This project will equip students with the ability to problem solve, conduct EMS research, and present solutions to supervisors. These skills are critical to promote evidence-based change in the EMS profession.

The Applied Research Project is to be completed using correct APA citations, spelling, grammar, and punctuation. Each of the phases are to be completed during the assigned trimester by the assigned deadline. Specific deadlines can be found in the appropriate course description.

Part (Click below for in-depth instructions and grading rubric)	Course	Due Dates	Description
NA	<a href="#">EMS 501 (Paramedicine I)</a>	NA	No research project assignment this trimester.
Problem statement only	<a href="#">EMS 511 (Paramedicine II)</a>	Problem statement only is due at end of term.	Refer to <a href="#">Part 1</a> for more details on how to create a good problem statement.
<a href="#">Part 1</a>	<a href="#">EMS 521 (Paramedicine III)</a>	<a href="#">Part 1</a> is due at mid- term.	<b>What is the problem? What did others do to fix their similar problem?</b>  Describe the problem, provide background information, perform a literature review, and cite references.
<a href="#">Part 2</a>		<a href="#">Part 2</a> is no longer a required part of the ARP as of the 2022 Paramedic Academy.	<b>What do you want to do to research your own solution?</b>  Describe the purpose of your original research, define your research questions, and design your research tools to gather your own data.
<a href="#">Part 3</a>		<a href="#">Part 3</a> is no longer a required part of the	<b>What did you do to research your own solution?</b>

		ARP as of the 2022 Paramedic Academy.	Generate new and original research data and discuss your results.
<a href="#">Part 4</a>	<a href="#">EMS 521 (Paramedicine III)</a>	<a href="#">Part 4</a> is due at end-of-term. Additionally, the presentation is usually scheduled near end-of-term.	<b>How do you want to fix the problem?</b>  Develop recommendations based on your findings, briefly present those findings to administration, and summarize your entire project in an abstract suitable for presentation to executive leadership.

Resources can be found in numerous locations and details will be provided in class. Sources available from CMH EMS:

- Physical reference library. Online card catalog can be found here: [https://www.librarycat.org/lib/cmh\\_ems](https://www.librarycat.org/lib/cmh_ems).
- Online EMS research article database can be found here: <http://ozarksems.com/research.php>.

## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online.
11/16/20	<a href="#">pdf</a>	Adjusted research project assignments for the 2021 Paramedic Academy. Instead of three parts (one for each trimester), only the last two trimesters have research assignments.
12/28/20	<a href="#">pdf</a>	Started work on moving all the details for each ARP part to this document from the individual trimester courses. Still have work to do on adjusting from three parts to four parts.
12/29/20	<a href="#">pdf</a>	Created sub-sections A, B, C, and D to add specific instructions and grading rubric forms for each part of the ARP.
08/24/21	<a href="#">pdf</a>	Added more clarification for each section.
08/26/22	<a href="#">pdf</a>	Updates for 2022 paramedic academy. Removed requirements for parts 2 and 3.

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# Sub-Section 3-490-36A - Paramedic Academy APA Part 1

## CMH EMS Education Manual

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### Applied Research Project - Part 1 of 4 - Instructions:

Part one of the Applied Research Project focuses on describing an EMS problem. The completed part one of the Applied Research Project should be submitted in an electronic format (Microsoft Word is preferred). There is no minimum number of pages, but correct APA citations and bibliography, spelling, grammar, and punctuation is expected.

A formatted document with all the sections created has been made for you to basically just fill in the blanks. Download the template here:

- [2020 Paramedic Academy Version](#)
- [2021 Paramedic Academy Version](#)
- [2022 Paramedic Academy Version](#)

The following sections must be included:

- Problem:
  - Identify your problem statement. The problem should be very specific and have a practical significance for your own organization. It should also be interesting to you. The problem statement should be limited to one sentence. Focus on the present and do not analyze causes at this point. An example might be, "The problem is CMH EMS is not able to provide medications that require refrigeration."
- Background and Significance:
  - Describe the background and history of the problem in your organization.
  - Present the significance of the problem in your organization from a past, present, and probable future impact on organizational effectiveness or patient care.
- Literature Review:
  - Provide a summary of critical findings of others who have published documents related to the problem statement.
- References:
  - Include a reference list in APA format. References may be from any source, but at least a few of them should be scholarly (not a website, not a trade journal, etc.). Great scholarly sources come from peer-reviewed journals within the past five years.

## Applied Research Project - Part 1 of 4 - Grading Rubric:

Date graded:

Student's name:

Paper title:

Evaluator's name:

Section	Sub-Section	Possible Score	Score Given	Comments for improvement
All sections (13% of grade)	Correct grammar, punctuation, and spelling. The score is based on the number of errors per number of words.	6	<input type="text"/>	<input type="text"/>
	Correct sentence structure. The score is based on the calculated reading grade level and the Grammarly score.	3	<input type="text"/>	<input type="text"/>
	Original content. The score is based on the percent of plagiarized words found with Grammarly.	3	<input type="text"/>	<input type="text"/>

	Correct APA format of citations throughout paper.	1	<input type="checkbox"/>	
<p><u>Problem:</u> Identify your problem statement. The problem should be very specific and have a practical significance to your own organization. It should also be interesting to you. The problem statement should be limited to one sentence. Focus on the present and do not analyze causes at this point. An example might be, "The problem is CMH EMS is not able to provide medications that require refrigeration."</p>				
Problem Section (25% of grade)	Problem statement clearly defined.	9	<input type="checkbox"/>	
	Problem statement specific.	8	<input type="checkbox"/>	
	Problem statement has practical significance.	8	<input type="checkbox"/>	
<p><u>Background and significance:</u> Describe the background and history of the problem in the student's organization. Present the significance of the problem in your organization from a past, present, and probable future impact on organizational effectiveness or patient care.</p>				
Background and Significance Section (25% of grade)	Clear and complete background analysis of the problem provided.	9	<input type="checkbox"/>	
	Sufficient evidence provided to justify study from an organizational perspective.	9	<input type="checkbox"/>	
	Includes past, present, and probable future impacts.	7	<input type="checkbox"/>	
Literature Review	<p><u>Literature review:</u> Provide a summary of critical findings of others who have published documents related to the problem statement.</p>			

(25% of grade)	Sufficiently comprehensive.	13	<input type="checkbox"/>	
	Findings are presented logically and clearly.	12	<input type="checkbox"/>	
<p><u>References</u>: Include a reference list in APA format. References may be from any source, but at least a few of them should be scholarly (not a website, not a trade journal, etc.). Great scholarly sources come from peer-reviewed journals within the past five years.</p>				
References (12% of grade)	Correct APA format of reference section.	2	<input type="checkbox"/>	
	Sources are current.	4	<input type="checkbox"/>	
	At least a few sources are from peer reviewed journals.	6	<input type="checkbox"/>	
<b>TOTAL SCORE:</b>		<b>100</b>	<input type="checkbox"/>	

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/29/20		Created this sub-section for instructions on part 1 of the ARP. Moved details from the semester syllabus.

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# Sub-Section 3-490-36B - Paramedic Academy APA Part 2

## CMH EMS Education Manual

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### Applied Research Project - Part 2 of 4 - Instructions:

Part two of the Applied Research Project focuses on developing research tools to find a solution to the EMS problem identified in part one. The completed part two of the Applied Research Project should be submitted in an electronic format (Microsoft Word is preferred). There is no minimum number of pages, but correct APA citations and bibliography, spelling, grammar, and punctuation is expected.

The following sections must be included:

- Purpose:
  - Define your purpose. The purpose statement should be a mirror of the problem statement in the first paper and describes exactly what you are going to accomplish. An example might be, "The purpose of this paper is to research what other EMS agencies do to overcome the need for medication refrigeration."
  - Three to five research questions. Research questions provide a roadmap for accomplishing your purpose. These questions are the factors and questions that need to be answered in order to accomplish your purpose. If you have a research question, you must generate information to respond to that question. A few examples might be, "Are any other EMS agencies using refrigerated medications? If so, what equipment are they using to maintain refrigeration on ambulances? If not, what alternative medications are they using?"
  - Special note: In the Procedures Section, you will develop Survey Questions (if you use a survey) based on your Research Questions in the Purpose Section. DO NOT CONFUSE RESEARCH QUESTIONS WITH SURVEY QUESTIONS!
- Procedures:
  - Explanation of what the student did to generate new and original data to answer the research questions.
  - Procedures must be delineated clearly to permit replication by other researchers.
  - Discuss limitations of the procedures you selected.
- Appendix A:
  - Provide a copy of research tool(s) developed.

## Applied Research Project - Part 2 of 4 - Grading Rubric:

Date graded:

Student's name:

Paper title:

Evaluator's name:

Section	Sub-Section	Possible Score	Score Given	Comments for improvement
All sections (10% of grade)	Correct grammar, punctuation, and spelling. The score is based on the number of errors per number of words.	6	<input type="text"/>	<input type="text"/>
	Correct sentence structure. The score is based on the calculated reading grade level and the Grammarly score.	2	<input type="text"/>	<input type="text"/>
	Original content. The score is based on the percent of plagiarized	1	<input type="text"/>	<input type="text"/>



	words found with Grammarly.			
	Correct APA format of citations throughout paper.	1	<input type="checkbox"/>	<input type="text"/>
	<p><u>Purpose</u>: Define your purpose. The purpose statement should be a mirror of the problem statement in the first paper and describes exactly what you are going to accomplish. Three to five research questions. Research questions provide a roadmap for accomplishing your purpose. These questions are the factors and questions that need to be answered in order to accomplish your purpose. If you have a research question, you must generate information to respon to that question.</p>			
Purpose Section (35% of grade)	Purpose statement clearly defined.	12	<input type="checkbox"/>	<input type="text"/>
	Research questions clearly stated. Remember, research questions ARE NOT survey questions.	12	<input type="checkbox"/>	<input type="text"/>
	At least three research questions included.	11	<input type="checkbox"/>	<input type="text"/>
Procedures Section (35% of grade)	<p><u>Procedures</u>: Explanation of what the student did to generate new and original data to answer the research questions. Procedures must be delineated clearly to permit replication by other researchers. Discuss limitations of the procedures you selected.</p>			
	Procedures sufficiently delineated to permit replication.	13	<input type="checkbox"/>	<input type="text"/>
	Procedures appropriate to achieve stated purpose.	11	<input type="checkbox"/>	<input type="text"/>

	Limitations are discussed.	11	<input type="checkbox"/>	
Appendix Section (20% of grade)	<u>Appendix A:</u> Provide a copy of all research tools that were developed to be utilized.			
	Research tool(s) included.	20	<input type="checkbox"/>	
<b>TOTAL SCORE:</b>		<b>100</b>	<input type="checkbox"/>	

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/29/20		Created this section from APA instructions previously found in individual syllabii.

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# Sub-Section 3-490-36C - Paramedic Academy APA Part 3

## CMH EMS Education Manual

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### Applied Research Project - Part 3 of 4 - Instructions:

Part three of the Applied Research Project focuses on using your research tools from part two to actually find a solution to the EMS problem identified in part one. The completed part three of the Applied Research Project should be submitted in an electronic format (Microsoft Word is preferred). There is no minimum number of pages, but correct APA citations and bibliography, spelling, grammar, and punctuation is expected.

The following sections must be included:

- Results:
  - Clear and comprehensive narrative description of the findings from procedures.
  - Results and findings must be in a logical manner to answer all the research questions without personal editorializing.
- Discussion:
  - Discuss the relationship between the literature review in the first paper and the research results in the second paper.
  - Does the research support what was found in the literature?
  - Interpretation of all results and clearly state the implications for his/her organization. (i.e. If this is implemented, \_\_\_\_ are the positive results. If this is not implemented, \_\_\_\_ are the negative impacts.)
- Appendix B:
  - Provide complete results of research.

## Applied Research Project - Part 3 of 4 - Grading Rubric:

Date graded:

Student's name:

Paper title:

Evaluator's name:

Section	Sub-Section	Possible Score	Score Given	Comments for improvement
All sections (10% of grade)	Correct grammar, punctuation, and spelling. The score is based on the number of errors per number of words.	6	<input type="text"/>	<input type="text"/>
	Correct sentence structure. The score is based on the calculated reading grade level and the Grammarly score.	2	<input type="text"/>	<input type="text"/>
	Original content. The score is based on the percent of plagiarized words found with Grammarly.	1	<input type="text"/>	<input type="text"/>
	Correct APA format of citations throughout paper.	1	<input type="text"/>	<input type="text"/>

<p><u>Results:</u> Clear and comprehensive narrative description of the findings from procedures. Results and finding must be in a logical manner to answer all the research questions without personal editorializing.</p>				
<p>Results Section (40% of grade)</p>	Results clearly and concisely stated in narrative form.	8	<input type="checkbox"/>	
	Detailed results of all procedures provided.	8	<input type="checkbox"/>	
	Specific answers to original research questions provided.	8	<input type="checkbox"/>	
	Comprehensive analysis of data is included without personal editorializing.	4	<input type="checkbox"/>	
	Ties back to purpose statement.	4	<input type="checkbox"/>	
	Tables and figures clearly presented, correctly labeled, and contain appropriate data.	8	<input type="checkbox"/>	
<p>Discussion Section (30% of grade)</p>	<p><u>Discussion:</u> Discuss the relationship between the literature review in the first paper and the research results in the second paper. Does the research support what was found in the literature? Interpretation of all results and clearly state the implications for his/her organization. (i.e. If this is implemented, ____ are the positive results. If this is not implemented, ____ are the negative impacts.)</p>			
	The relationship between the research results and the literature review is discussed.	6	<input type="checkbox"/>	

	Author's interpretation of study results is presented.	12	<input type="checkbox"/>	<input type="text"/>
	Organizational implications of results clearly stated.	12	<input type="checkbox"/>	<input type="text"/>
Appendix Section (20% of grade)	<u>Appendix B:</u> Provide a copy of the complete results of the research with all details.			
	Complete results from research included.	20	<input type="checkbox"/>	<input type="text"/>
<b>TOTAL SCORE:</b>		<b>100</b>	<input type="checkbox"/>	



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/29/20		Created this section from APA instructions previously contained in individual course syllabi.

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# Sub-Section 3-490-36D - Paramedic Academy APA Part 4

## CMH EMS Education Manual

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### Applied Research Project - Part 4 of 4 - Instructions:

Part four of the Applied Research Project focuses on presenting the findings from parts one through three. The final product should be in the form of both written documents and multimedia presentation. The completed part four of the Applied Research Project should be submitted in an electronic format (Microsoft Office is preferred). There is no minimum number of pages, but correct APA citations and bibliography, spelling, grammar, and punctuation is expected.

The following sections must be included:

- Abstract:
  - Summarize all three papers in an abstract format. Should be self-contained so if the audience only reads this section, they will get all the information they need.
  - Note: Write this section LAST; after the recommendations section.
- Recommendations:
  - Provide recommendations that flow from the data in the second paper and relate to the problem statement in the first paper.
- Appendix C:
  - Provide a copy of the document or change recommended. This may be a policy, protocol, or other information that answers the problem statement.
  - This document needs to be in its final form and read to be adopted by the target agency.
- Appendix D:
  - The final presentation should include information from all three papers with a heavy emphasis on recommendations. The target length of the presentation is 10 to 15 minutes (does not include questions or discussion at the end). The target audience of the presentation is your supervisor and/or decision makers at your organization that you are convincing to make the changes recommended from your research. We will invite supervisory staff and medical directors from your organization to watch your presentation.
  - Any method of presentation may be used including PowerPoint, dry-erase board, static display, handouts, video, hands-on demonstration, motivational skit, etc. Some form of audio/visual aid must be used.

## Applied Research Project - Part 4 of 4 - Grading Rubric:

Date graded:

Student's name:

Paper title:

Evaluator's name:

Section	Sub-Section	Possible Score	Score Given	Comments for improvement
All sections (10% of grade)	Correct grammar, punctuation, and spelling. The score is based on the number of errors per number of words.	6	<input type="text"/>	<input type="text"/>
	Correct sentence structure. The score is based on the calculated reading grade level and the Grammarly score.	2	<input type="text"/>	<input type="text"/>
	Original content. The score is based on the percent of plagiarized words found with Grammarly.	1	<input type="text"/>	<input type="text"/>
	Correct APA format of citations throughout paper.	1	<input type="text"/>	<input type="text"/>
Abstract Section (15% of grade)	<u>Abstract:</u> Summarize all previous papers in an abstract format. Should be self-contained so if the audience only reads this section, they will get all the information they need.			

	Self-contained.	4	<input type="checkbox"/>	
	Problem statement defined.	2	<input type="checkbox"/>	
	Significance summarized.	2	<input type="checkbox"/>	
	Literature review summarized.	2	<input type="checkbox"/>	
	Recommendations summarized.	5	<input type="checkbox"/>	
	<u>Recommendations:</u> Provide recommendations that flow from the data in the second paper and relate to the problem statement in the first paper.			
Recommendations Section (10% of grade)	Recommendations logically flowed from the results.	2	<input type="checkbox"/>	
	Recommendations were supported by the literature review.	4	<input type="checkbox"/>	
	Recommendations provided for the organization and for future leaders.	4	<input type="checkbox"/>	
Appendix Section (35% of grade)	<u>Appendix C:</u> Provide a copy of the document or change recommended. This may be a policy, protocol, or other information that answers the problem statement. This document needs to be in its final form and read to be adopted by the target agency.			
	Final product(s) of research included.	4	<input type="checkbox"/>	
	Answers the problem statement.	5	<input type="checkbox"/>	
	Useful document worthy of implementation.	8	<input type="checkbox"/>	
	Document in its "final" form with minimal changes	18	<input type="checkbox"/>	

	needed before implementation.			
	<u>Appendix D</u> : Provide a copy of your lecture notes, powerpoint presentation or other document you used to guide your presentation.			
Appendix Section (5% of grade)	Copy of presentation included.	20	<input type="checkbox"/>	<input type="text"/>
<b>TOTAL SCORE:</b>		<b>75</b>	<input type="checkbox"/>	<input type="checkbox"/>

# Applied Research Project Presentation Grading Sheet

Date:

Student name:

Topic:

Evaluator name:

Start time:

End time:

Description	Possible Score	Score Given	Comments for improvement
Problem statement defined?	3	<input type="text"/>	<input type="text"/>
Significance summarized?	3	<input type="text"/>	<input type="text"/>
Literature review summarized?	3	<input type="text"/>	<input type="text"/>
Recommendations summarized?	3	<input type="text"/>	<input type="text"/>
Includes audio and/or visual?	2	<input type="text"/>	<input type="text"/>
Sufficiently persuasive?	10	<input type="text"/>	<input type="text"/>
Stays within target time of 10-15 minutes?	1	<input type="text"/>	<input type="text"/>
<b>TOTAL POINTS</b>	<b>25</b>	<input type="text"/>	

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**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/29/20		Created this section from APA instructions in individual course syllabii
08/26/22	<a href="#">pdf</a>	Made changes for the 2022 paramedic academy. Had to adjust the grading rubric for part 4 due to missing parts 2 and 3.



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# Sub-Section 3-490-38 - Paramedic Academy Academic Progress

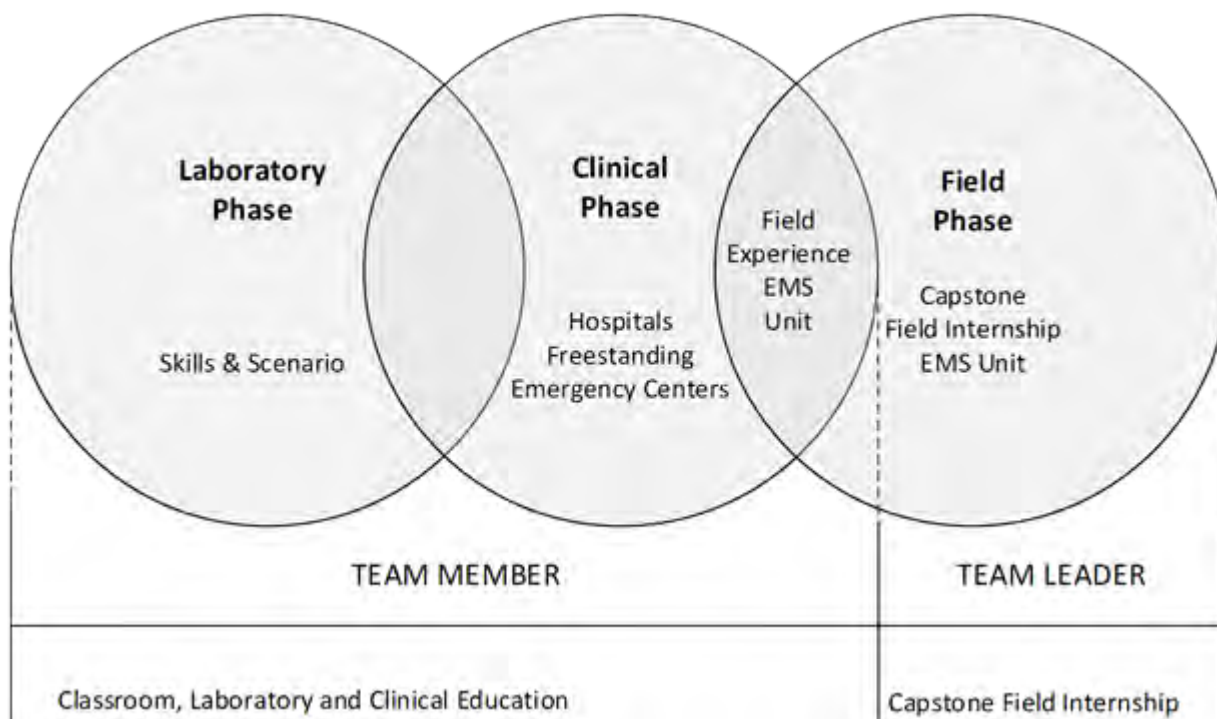
## CMH EMS Education Manual

To remain in and progress through the Paramedic Academy, the student must:

- Remain in compliance with policies and procedures outlined in this administration manual.
- Maintain CPR certification and MO EMT licensure.
- Submit to annual infectious disease immunizations (i.e. influenza and COVID) as required by CMS, CMH, CDC, and local public health.

Students are responsible to constantly monitor his or her own learning process. Current standing and grades are available upon request. Every effort will be made to email grade records at the completion of each chapter.

Students are strongly encouraged to request appropriate faculty guidance and assistance with any curriculum material or any clinical objectives he or she is having difficulty mastering.



(National Registry of Emergency Medical Technicians, Inc., 2015)

## Paramedic Academy Course Progress Graphic

Trimester	Month	<a href="#">EMS 501 (Medic I)</a>	<a href="#">EMS 511 (Medic II)</a>	<a href="#">EMS 521 (Medic III)</a>	<a href="#">EMS 506 (Clinical I)</a>	<a href="#">EMS 516 (Clinical II)</a>	<a href="#">EMS 526 (Field Experience)</a>	<a href="#">EMS 536 (Field Internship)</a>
First (Spring)	Jan	<a href="#">EMS 501 (Medic I)</a> Lecture & Lab					Last year's class finishing	
	Feb							
	Mar							
	Apr							
Second (Summer)	May		<a href="#">EMS 511 (Medic II)</a> Lecture & Lab (Must complete EMS 501, first)		<a href="#">EMS 506 (Clinical I)</a> Hospital Clinical	<a href="#">EMS 516 (Clinical II)</a> Hospital Clinical		Last year's class finishing
	Jun							
	Jul							
	Aug							
Third (Fall)	Sep			<a href="#">EMS 521 (Medic III)</a> Lecture & Lab (Must complete EMS 511, first)		<a href="#">EMS 516 (Clinical II)</a> Hospital Clinical (Must complete EMS 506, first)	<a href="#">EMS 526 (Field Experience)</a> Ambulance Clinical (Must complete EMS 516, first)	
	Oct							
	Nov							
	Dec							
Fourth (Spring)	Jan	Next year's class starting			Next year's class starting			<a href="#">EMS 536 (Field Internship)</a> Team Leads (Must complete ALL other courses, first)
	Feb							
	Mar							
	Apr							
Fifth (Summer)	May		Next year's class starting					
	Jun							
	Jul							
	Aug							

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
01/05/21	<a href="#">pdf</a>	Modified for the 2021 academy where A&P classes are in the first semester, now.
11/22/21	<a href="#">pdf</a>	Made the annual flu shot statement more generic to include possible COVID requirements in the future.
12/23/21	<a href="#">pdf</a>	Removed A&P.

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# Sub-Section 3-490-40 - Paramedic Academy Grade Calculation

## CMH EMS Education Manual

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The overall Academy score is calculated using the following table:

Description	Percentage of overall grade
EMS 501	33.3%
EMS 511	33.3%
EMS 521	33.3%

## Lecture course score calculation

Lecture courses include the following:

- [Sub-Section 3-490-50 - EMS 501 \(Paramedicine I\) Course](#)
- [Sub-Section 3-490-58 - EMS 511 \(Paramedicine II\) Course](#)
- [Sub-Section 3-490-64 - EMS 521 \(Paramedicine III\) Course](#)

Each course score is calculated using the following table:

Description	Percentage of course grade
Platinum Chapter Tests	25%
Mid-Term Exam	25%
Final Exam	25%
Research Project	5%
Quiz (ECG)	5%
Quiz (Pharmacology)	5%
Quiz (Simulation)	5%
Quiz (JBL)	1%
Participation (Exit Ticket)	1%
Participation (Fast Five)	1%
Participation (Learning Journal)	1%
Participation (Transformed by Trauma)	1%

Refer to [Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form](#) for minimum scores and participation requirements.

## Clinical and field course score calculation

Clinical and field courses include the following:

- [Sub-Section 3-490-52 - EMS 506 \(Paramedicine Clinical Experience I\) Course](#)
- [Sub-Section 3-490-60 - EMS 516 \(Paramedicine Clinical Experience II\) Course](#)
- [Sub-Section 3-490-66 - EMS 526 \(Paramedicine Field Experience\) Course](#)
- [Sub-Section 3-490-70 - EMS 536 \(Paramedicine Field Internship\) Course](#)

Each clinical and field course is PASS/FAIL. Obtaining a "FAIL" in any of the clinical or field courses will result in an overall "FAIL" in the Paramedic Academy.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
02/25/22	<a href="#">pdf</a>	Changed grade calculations from the 2021 academy to the 2022 academy.
12/28/22	<a href="#">pdf</a>	Updated to reflect 2023 academy changes.

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# Sub-Section 3-490-42 - Certifications Gained after Completion of the Paramedic Academy

## CMH EMS Education Manual

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- American Heart Association (AHA) - [Advanced Cardiac Life Support](#) (ACLS).
- American Heart Association (AHA) - [Pediatric Advanced Life Support](#) (PALS).
- Hazmat Medic.
- National Association of Emergency Medical Technicians (NAEMT) - [Advanced Medical Life Support](#) (AMLS).
- National Association of Emergency Medical Technicians (NAEMT) - [All Hazard Disaster Response](#) (AHDR).
- National Association of Emergency Medical Technicians (NAEMT) - [Geriatric Education for EMS](#) (GEMS).
- National Association of Emergency Medical Technicians (NAEMT) - [Psychological Trauma in EMS Patients](#) (PTEP).
- National Association of Emergency Medical Technicians (NAEMT) - [Tactical Emergency Casualty Care](#) (TECC).
- National Fire Administration - Q0427 - [Applied Research Design for Fire and Emergency Medical Services](#).
- National Incident Management System (NIMS) 200: [Basic Incident Command System for Initial Response](#).
- Port Access Course.
- Paramedic course credit may be transferred to colleges where we have articulation agreements. Refer to the program director for the list of colleges.
- Prepared and eligible to test for [Missouri Licensed Paramedic](#).
- Prepared and eligible to test for [Nationally Registered Paramedic](#).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.

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# Sub-Section 3-490-44 - Paramedic Academy Examination and Graduation Requirements

## CMH EMS Education Manual

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[EMSTesting](#) website through Platinum Education will be used for Paramedic tests, Paramedic exams, and A&P exams. Test reliability and discrimination will be completed on every chapter test and formally completed on every exam. Refer to [Sub-Section 1-560-24 - High Stakes Exam Analysis](#) for more details.

[EMSTesting](#) website through Platinum Education will also be used for gradebook calculations. Refer to [Sub-Section 3-490-40 - Paramedic Academy Grade Calculation](#) for details.

## Course Completion Requirements

ALL of the following must be completed for successful completion of each course and to be eligible to progress to the next course. Additionally, all requirements of [Sub-Section 3-490-38 - Paramedic Academy Academic Progress](#) will also be enforced to progress to the next course.

- Attain at least a 70% overall course score,
- Successful completion (at least a 70% grade) on at least a 70% of the chapters in the course,
- Successful completion of all required laboratory skills within the course,
- Learning journal participation grade of at least 70%,
- Fast Five quiz participation of at least 70%,
- Exit Ticket participation of at least 70%, AND
- Successful completion of all required clinical skills, patient contacts, and hours.

## Academy Graduation Requirements

NREMT Psychomotor Exam: Early eligibility to take the psychomotor exam will be granted upon successful completion of the following no earlier than the end of the third trimester and successful completion of [EMS 521](#):

- Achieve a cumulative score of no less than 80% (this is an average of the scores obtained in [EMS 501](#), [EMS 511](#), and [EMS 521](#)) AND
- Achieve a grade of no less than 70% in the following courses:
  - [Sub-Section 3-490-50 - EMS 501 \(Paramedicine I\) Course](#), AND
  - [Sub-Section 3-490-58 - EMS 511 \(Paramedicine II\) Course](#), AND
  - [Sub-Section 3-490-64 - EMS 521 \(Paramedicine III\) Course](#).

NREMT Computer-Based Test: Eligibility to take the computer-based test will be granted upon successful completion of the following:

- Successfully complete all requirements of the capstone course final assessment. Refer to [Sub-Section 3-490-70 - EMS 536 \(Paramedicine Field Internship\) course](#) AND
- Successfully complete a minimum of 1,000 contact hours (500 classroom/laboratory + 250 hospital clinical + 250 ambulance clinical) as required by [MO 19 CSR 30-40.311\(2\)\(L\)](#).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
12/23/21	<a href="#">pdf</a>	Removed A&P.
02/24/22	<a href="#">pdf</a>	Details added of using JBLearning for A&P tests, learning journal participation, bellwork participation, fast5 participation, and exit ticket participation.
08/26/22	<a href="#">pdf</a>	Added the 1000 minimum hour requirement before being eligible to take the NREMT CBT.
01/02/23	<a href="#">pdf</a>	Removed Bell Work and AP tests in JBL (used in 2022, not in 2023).



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# Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenario, and Simulation Requirements

## CMH EMS Education Manual

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### Definitions

- **Skills:** This is the class time and activities where individual skills are practiced and evaluated on manikins or peers. This is the first step in skill mastery. For example, paramedic students will use lab time to start IVs on manikin arms and each other.
- **Simulation:** This is the class time and activities where an entire patient encounter event is simulated in a 20-minute evolution. Students act in teams and will need to manage all aspects of the situation and patient. For example, a simulation might present a patient with chest pain where the student must assess the patient, start an IV and give medication.

### Skill Progression

Skills will be practiced and mastered in a progression format from basic to advanced. Refer to the table below where the first column of requirements for a particular skill must be completed before moving to the next column. All requirements below for a particular skill must be completed in lab, scenario, or simulation **before** performing the skill in the clinical setting.

### Simulation Teams

A schedule will be developed where each student team will be responsible for responding to simulated emergencies. These simulated emergencies may occur at any time during the paramedic classroom time. If your team is "on duty" for the day, you will be expected to have the assigned response equipment checked and available before start of class and left in service and available for the next class and next "on duty" team. Teams not "on duty" will be required to participate as patients or actors, serve as peer evaluators, or observe the simulated emergency.

Simulations are written by instructors and peers based on an actual call with real patient information. Simulations are validated by the use of actual patient demographics, complaints, vitals, and response to treatments as documented in the ePCR data.

### Instructor Evaluations

Instructor evaluations also count as peer evaluations. For example, if the IV Therapy Skill requires one (1) peer evaluation and one (1) instructor evaluation and the student obtains two (2) instructor evaluations, the requirements have been met. Additionally, Simulation Evaluations also meet the requirements of Scenario Evaluations.

In general, the first and last evaluations are preferred to be instructor evaluations. If the last evaluation is failed, all previous peer evaluations must be completed by the student and the peer(s) that documented the successful evaluations. In addition to not missing any critical fail criteria, a successful evaluation obtains at least 70% of the possible points on the evaluation form.

## Laboratory and Clinical Documentation Software

[Platinum Planner](#) will be used to document and track skills, labs, scenarios, simulations, and clinical contacts. It is the student's responsibility to complete documentation.

When documenting live patient contacts and skills in [Platinum Planner](#), the first line in the narrative must contain a medical record number trackable to the patient. This could be a hospital number off a face sheet or an EMS run number. Spot checks will be done to ensure accurate documentation.

***All documentation in [Platinum Planner](#) for lab, scenarios, clinicals, field experience, and field internship MUST be submitted within 48 hours of completing the activity. If documentation is submitted late, it will be rejected and will not count.***

### Platinum Planner Signup Directions

1. Go to <http://platinumed.com> and click on "Create student account."
2. Complete the form. A course code will be given to you by your instructor.
3. Check your email and activate your account following the directions in the email.

### Laboratory Simulation and Skill Requirements

The table below meets or exceeds CoAEMSP Student Minimum Competency requirements (Table 2).

Pathology/Complaint/Condition	Minimum Simulations
Trauma (Adult)	1
Trauma (Pediatric)	1
Psychiatric/Behavioral	1
Complicated Obstetric Delivery (Prolapsed Cord)	1
Complicated Obstetric Delivery (Breech Delivery)	1
Distressed Neonate	1
Cardiac-Related Chest Pain	1
Cardiac Arrest	1
Neurologic (Geriatric Stroke)	1
Respiratory (Geriatric)	1
Respiratory (Pediatric)	1
Sepsis (Geriatric)	1

The table below meets or exceeds CoAEMSP Student Minimum Competency requirements (Table 3).

<b>Skill</b>	<b>Minimum Skills</b>
Establish IV access	2
Administer IV infusion medication	2
Administer IV bolus medication	2
Administer IM injection	2
Establish IO access	4
Perform PPV with BVM	4
Perform oral endotracheal intubation	2
Perform endotracheal suctioning	2
Perform FBAO removal using Magill Forceps	2
Perform cricothyrotomy	2
Insert supraglottic airway	2
Perform needle decompression of the chest	2
Perform synchronized cardioversion	2
Perform defibrillation	2
Perform transcutaneous pacing	2
Perform chest compressions	2

The table below meets or exceeds CoAEMSP Student Minimum Competency requirements (Table 5).

<b>Skill</b>	<b>Minimum EMT Skills</b>
Insert NPA	1
Insert OPA	1
Perform oral suctioning	1
Perform FBAO - Adult	1
Perform FBAO - Infant	1
Administer oxygen by nasal cannula	1
Administer oxygen by face mask	1
Ventilate an adult patient with a BVM	1
Ventilate a pediatric patient with a BVM	1
Ventilate a neonate patient with a BVM	1
Apply a tourniquet	1
Apply a cervical collar	1
Perform spine motion restriction	1
Lift and transfer a patient to the stretcher	1
Splint a suspected long bone injury	1
Splint a suspected joint injury	1
Stabilize an impaled object	1
Dress and bandage a soft tissue injury	1
Apply an occlusive dressing to an open wound to the thorax	1
Perform uncomplicated delivery	1
Assess vital signs	1
Perform a comprehensive physical assessment	1
Perform CPR - Adult	1
Perform CPR - Pediatric	1
Perform CPR - Neonate	1

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
01/04/21	<a href="#">pdf</a>	Moved lab skills back to clinical requirements as required by CoAEMSP. See 3-490-48.
12/29/21	<a href="#">pdf</a>	Updated lab requirements: direct oral intubation adult, pathology team lead any adult, geriatric, pediatric, and pacing.
02/24/22	<a href="#">pdf</a>	Underlined, bolded, and emphasized some important information.
12/28/22	<a href="#">pdf</a>	Updated to meet CoAEMSP SMC for 2023 academy.
12/30/22	<a href="#">pdf</a>	Typo corrections.

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# Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements

## CMH EMS Education Manual

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### Definitions

Clinical experience is defined as a planned and scheduled educational student experience with live patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers, and may include field experience.

Field experience is defined as planned and scheduled educational student time spent on an EMS unit, which may include observation and skill development, but which does not include team leading and does not contribute to the CoAEMSP definition of field internship.

Field internship is defined as planned and scheduled educational student time on an ALS EMS unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic-level decision-making associated with prehospital patients.

### Eligibility

To be eligible to attend clinical rotations, the student must maintain passing status (min 70% overall grade) in the Paramedic Academy. Urine drug screen may be required prior to starting clinicals. CMH Lab will be used for these drug screens. Administrative contact for CMH Lab is Paulette Ivey.

### Staff Substitutions

At no time may a paramedic student be substituted for EMT or paramedic staff. If the paramedic student is also an employee of the clinical site:

When functioning as a paramedic student:	When functioning as staff:
<ul style="list-style-type: none"> <li>• Must wear student uniform.</li> <li>• Must NOT perform normal work duties that are outside the scope of the clinical objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Must NOT wear student uniform.</li> <li>• Must NOT perform clinical student activities outside the scope of employed job description.</li> </ul>

## General Requirements

Students are required to participate and be eligible to participate at all clinical sites without exception. Students must also comply with the facilities' policies and procedures. CMH is not obligated to locate an additional clinical site to accommodate a student for any reason.

Courses with a clinical component require mastery of the clinical objectives in order to successfully complete the course. The clinical component of any course is an integral portion of that course. Clinical experiences are graded on a pass/fail basis. If a student fails in clinical, he or she will fail the course. Students will be sent home from the clinical setting for unsafe or unprofessional behavior and may be grounds for dismissal from the course.

## Inability to Encounter Live Patients

If the minimum number of patient contacts and skills listed for each clinical requirement is not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

In the event a student is unable to obtain the minimum number of live patient encounters or skill competence, he or she should request in writing for an evaluation and alternative action plan. The deficiency will be evaluated on a case-by-case basis to develop an action plan that may include (but not limited to):

- Termination from the program,
- Extension of deadlines, and/or
- Alternative methods to demonstrate competence in scenario-based high-fidelity simulations. Simulations will replace live encounters on a 1:1 ratio basis with the following exceptions:
  - At least two pediatric live encounters must be done on live pediatric humans and may not be simulated.
  - All required team leads in [Sub-Section 3.490.70 - EMS 536 \(Paramedicine Field Internship\) Course](#) must be done on humans and may not be simulated.

## Scope

If, at any time during a clinical rotation, a student is asked to perform outside his/her scope of training or has not been approved by the lead instructor, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it. Clinical skills are approved by the lead instructor once the student has shown proficiency in a laboratory setting.

## Identification

All students will be required to wear a CMH-issued ID badge during all classroom, skills, and clinical rotations. The name badge shall be returned upon course completion (or having dropped the course). Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

## Documentation

[Platinum Planner](#) will be used to document and track skills, labs, scenarios, simulations, and clinical contacts. Documentation is the responsibility of the student. The patient medical record number must be documented with the skills performed. If the medical record number is not included, the patient encounter and skills associated will be returned to the student and will not count until the medical record number is attached. If, during spot checks and subsequent investigation, a falsification is found, disciplinary action will be taken and may include termination from the program.

When documenting live patient contacts and skills in Platinum Planner, the first line in the narrative must contain a medical record number trackable to the patient. This could be a hospital number off a face sheet or an EMS run number. Spot checks will be done to ensure accurate documentation.

## Clinical Double-Dipping Policy

When documenting skills, you may document as many skills on the same patient as you actually perform (i.e. medication administration), however, patient assessments may only be documented once per patient per patient visit. If you assess the same patient on different shifts, both assessments may be counted. If the patient leaves and returns for a second visit (or calls 911 a second time while riding the ambulance), both assessments and both team leads (if applicable) may be documented.

## Clinical Skill Requirements

Double-asterisks (\*\*) with a green background in the table indicate these requirements are typically extremely difficult to obtain on live humans. Special high-fidelity simulations will be scheduled during lab time to obtain these skills.

The table below meets or exceeds CoAEMSP Student Minimum Competencies (Table 1).

Age	<b>Minimum Formative (some assistance) Contacts During:</b> <ul style="list-style-type: none"> <li>• <b>Note: Must be completed prior to Summative.</b></li> <li>• <a href="#">EMS 506 (Clinical I)</a>,</li> <li>• <a href="#">EMS 516 (Clinical II)</a>,</li> <li>and/or</li> <li>• <a href="#">EMS 526 (Field Experience)</a></li> </ul>	<b>Minimum Summative (no assistance) Contacts During:</b> <ul style="list-style-type: none"> <li>• <a href="#">EMS 506 (Clinical I)</a>,</li> <li>• <a href="#">EMS 516 (Clinical II)</a>,</li> <li>• <a href="#">EMS 526 (Field Experience)</a>, and/or</li> <li>• <a href="#">EMS 536 (Field Internship)</a></li> </ul>
Pediatric Note: At least two contacts must fall within the following sub-categories: <ul style="list-style-type: none"> <li>• Neonate (0-30 days)</li> <li>• Infant (1-12 months)</li> <li>• Toddler (1-2 years)</li> <li>• Preschool (3-5 years)</li> <li>• School-Aged (6-12 years)</li> <li>• Adolescent (13-18 years)</li> </ul>	15	15
Adult (19-65 years)	30	30
Geriatric (>65 years)	9	9

The table below meets or exceeds CoAEMSP Student Minimum Competencies (Table 2).

<b>Pathology/Complaint/Condition</b>	<b>Minimum Formative (some assistance) Contacts During:</b> <ul style="list-style-type: none"> <li><a href="#">EMS 506 (Clinical I)</a>,</li> <li><a href="#">EMS 516 (Clinical II)</a>,</li> <li>and/or</li> <li><a href="#">EMS 526 (Field Experience)</a></li> </ul>	<b>Minimum Summative (no assistance) Contacts During:</b> <ul style="list-style-type: none"> <li><a href="#">EMS 536 (Field Internship)</a></li> </ul>
Trauma	18	9
Psychiatric/Behavioral	12	6
Obstetric delivery with normal newborn care	2	2**
Complicated obstetric delivery	2**	
Distressed neonate	2**	2**
Cardiac (ACS or chest pain)	12	6
Cardiac arrest	2**	1**
Cardiac dysrhythmias	10	6
Neurologic (stroke, syncope, AMS)	8	4
Respiratory	8	4
Other	12	6

The table below meets or exceeds CoAEMSP Student Minimum Competencies (Table 3).

<b>Skill</b>	<b>Minimum Skills on Live Patients</b>
Establish IV access	52
Administer IV infusion medication	2
Administer IV bolus medication	10
Administer IM injection	2
Establish IO access	2**
Perform PPV with BVM	10**
Perform oral endotracheal intubation	10**
Perform endotracheal suctioning	2**
Perform FBAO removal using Magill Forceps	2**
Perform cricothyrotomy	2**
Insert supraglottic airway	10**

Skill	Minimum Skills on Live Patients
Perform needle decompression of the chest	2**
Perform synchronized cardioversion	10**
Perform defibrillation	10**
Perform transcutaneous pacing	10**
Perform chest compressions	2**

The table below meets or exceeds CoAEMSP Student Minimum Competencies (Table 4).

<b>Minimum Formative (TEAM MEMBER) Contacts During:</b> <ul style="list-style-type: none"><li data-bbox="138 331 690 373">• <a href="#">EMS 526 (Field Experience)</a></li></ul>	<b>Minimum Summative (TEAM LEADER) Contacts During:</b> <ul style="list-style-type: none"><li data-bbox="860 331 1404 373">• <a href="#">EMS 536 (Field Internship)</a></li></ul>
30	30

## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online.
01/04/21	<a href="#">pdf</a>	Moved skills from lab to clinical and will schedule special high-fidelity simulations to meet these needs.
12/29/21	<a href="#">pdf</a>	Updated skill names: IV Bolus, toxicological/od.
12/28/22	<a href="#">pdf</a>	Updated to CoAEMSP SMC and 2023 academy.
12/30/22	<a href="#">pdf</a>	Added a statement under scope that students are only allowed to do clinical skills after demonstrating proficiency in lab.



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# Sub-Section 3-490-50 - EMS 501 (Paramedicine I) Course

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## Prerequisites

Enrollment in the Paramedic Academy.

## Credit:

240 contact hours - 15 credit hours

## Course Description, Goals, and Objectives:

Refer to overall Paramedic Academy description, goals, and objectives in [Sub-Section 3-490-02 - Paramedic Academy Goal](#)

## Education Standards:

This course contains the approximately 20% of the paramedic-level content in the [National EMS Education Standards](#). The remaining content can be found in [Sub-Section 3-490-58 - EMS 511 \(Paramedicine II\) Course](#) and [Sub-Section 3-490-64 - EMS 521 \(Paramedicine III\) Course](#).

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Competencies Required for Completion:

- [Sub-Section 3-490-44 - Paramedic Academy Examination and Graduation Requirements](#),
- [Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenarion, and Simulation Requirements](#),
- [Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements](#), and
- [Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form](#).

## Course Instructor:

- **Paramedic:** Brice Flynn. Office hours by appointment. Email: [brice.flynn@citizensmemorial.com](mailto:brice.flynn@citizensmemorial.com).
- **Anatomy and Physiology:** Comorgan Jones. Office hours by appointment. Email: [comorgan.jones@citizensmemorial.com](mailto:comorgan.jones@citizensmemorial.com).

## Topic Outline/Schedule:

Lecture and Laboratory is on Mondays and Thursdays from 0830 to 1730.

Jones & Bartlett (JBL) pre-class quizzes are due at 0730 the day the corresponding class material will be delivered.

Tests (both JBL and Platinum) will be given in class at 0830 on the day listed on the schedule (typically, the day following completion of lecture over that chapter).

Pharmacology quizzes will be given in class at any point on the day listed on the schedule.

### 2018-2019 Paramedic Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>February 2018</b>				
2018-02-01 (Thursday)	09:00 - 18:00	<a href="#">Paramedic Academy (first day)</a>	None	

### 2019-2020 Paramedic Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>January 2019</b>				
2019-01-03 (Thursday)	09:00 - 17:00	<a href="#">Paramedic Academy (first day)</a>	None	

### 2020-2021 Paramedic Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
2020-01-09 (Thursday)	12:00 - 16:30	<a href="#">Patient Assessment</a>	None	
2020-01-13 (Monday)	12:00 - 16:30	<a href="#">Pharmacology</a>	None	
2020-01-16 (Thursday)	12:00 - 16:30	<a href="#">Medication Administration</a>	None	
2020-01-20 (Monday)	12:00 - 14:00	<a href="#">Port Access</a>	None	
2020-01-20 (Monday)	14:00 - 16:30	<a href="#">Medical Math</a>	None	
2020-01-23 (Thursday)	12:00 - 16:30	<a href="#">Airway Management</a>	None	
2020-01-27 (Monday)	12:00 - 14:00	<a href="#">BLS Airway</a>	None	
2020-01-27 (Monday)	14:00 - 16:30	<a href="#">ENT and Airway Emergencies</a>	None	
2020-01-30 (Thursday)	12:00 - 14:00	<a href="#">Respiratory Emergencies</a>	None	
2020-01-30 (Thursday)	14:00 - 16:30	<a href="#">Difficult Airways</a>	None	
<b>February 2020</b>				
2020-02-03 (Monday)	12:00 - 14:00	<a href="#">Rapid and Delayed Sequence Intubation</a>	None	
2020-02-03 (Monday)	14:00 - 16:30	<a href="#">Medical Terminology</a>	None	
2020-02-06 (Thursday)	12:00 - 16:30	<a href="#">Cardiac Rhythm Identification</a>	None	
2020-02-10 (Monday)	12:00 - 13:00	<a href="#">Cardiologist Q and A</a>	None	
2020-02-10 (Monday)	13:00 - 16:30	<a href="#">Cardiovascular Emergencies</a>	None	
2020-02-13 (Thursday)	12:00 - 14:00	<a href="#">Intro to 12-Leads</a>	None	

Date	Times	Lesson	Comments	Instructors
2020-02-13 (Thursday)	14:00 - 16:30	<a href="#">Congestive Heart Failure</a>	None	
2020-02-20 (Thursday)	08:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (1 of 2)</a>	None	
2020-02-24 (Monday)	08:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (2 of 2)</a>	None	
2020-02-27 (Thursday)	12:00 - 14:00	<a href="#">Advanced STEMI Topics</a>	None	
2020-02-28 (Friday)	08:00 - 17:00	<a href="#">Neurologic Emergencies (2 of 2)</a>	None	
<b>March 2020</b>				
2020-03-02 (Monday)	10:00 - 11:45	<a href="#">Safety and Wellness</a>	None	
2020-03-02 (Monday)	14:15 - 16:00	<a href="#">Pathophysiology</a>	None	
2020-03-05 (Thursday)	10:00 - 11:45	<a href="#">Public Health</a>	None	
2020-03-05 (Thursday)	14:15 - 16:00	<a href="#">Pediatric Emergencies</a>	None	
2020-03-12 (Thursday)	08:30 - 17:30	<a href="#">Neonatal Resuscitation</a>	None	
2020-03-16 (Monday)	08:30 - 17:30	 <a href="#">Pediatric Advanced Life Support (1 of 2)</a>	None	
2020-03-19 (Thursday)	08:30 - 17:30	 <a href="#">Pediatric Advanced Life Support (2 of 2)</a>	None	
2020-03-26 (Thursday)	10:00 - 11:45	<a href="#">Legal and Ethical Issues</a>	None	
2020-03-26 (Thursday)	14:15 - 16:00	<a href="#">Documentation</a>	None	
2020-03-30 (Monday)	10:00 - 11:45	<a href="#">Communications</a>	None	
2020-03-30 (Monday)	14:15 - 16:00	<a href="#">Transport Operations</a>	None	
<b>April 2020</b>				
2020-04-02 (Thursday)	10:00 - 11:45	<a href="#">Life Span Development</a>	None	
2020-04-02 (Thursday)	14:15 - 16:00	<a href="#">Psychiatric Emergencies</a>	None	
2020-04-09 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT Psychological Trauma</a>	None	
2020-04-13 (Monday)	10:00 - 11:45	<a href="#">Vehicle Extrication and Rescue</a>	None	
2020-04-13 (Monday)	14:15 - 16:00	<a href="#">Terrorism</a>	None	
2020-04-16 (Thursday)	10:00 - 11:45	<a href="#">Critical Thinking / Decision Making</a>	None	
2020-04-16 (Thursday)	14:15 - 16:00	<a href="#">Crime Scene Awareness</a>	None	

2021-2022 Paramedic Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>January 2021</b>				
2021-01-04 (Monday)	13:30 - 17:30	<a href="#">Student Success</a>	None	
2021-01-07 (Thursday)	13:30 - 17:30	<a href="#">Skills</a>	None	
2021-01-11 (Monday)	13:30 - 17:30	<a href="#">Patient Assessment (1 of 2)</a>	None	
2021-01-14 (Thursday)	13:30 - 17:30	<a href="#">Patient Assessment (2 of 2)</a>	None	
2021-01-18 (Monday)	13:30 - 17:30	<a href="#">Medical Terminology</a>	None	
2021-01-21 (Thursday)	13:30 - 17:30	<a href="#">Pharmacology (1 of 2)</a>	None	
2021-01-25 (Monday)	13:30 - 17:30	<a href="#">Pharmacology (2 of 2)</a>	None	

Date	Times	Lesson	Comments	Instructors
2021-01-28 (Thursday)	13:30 - 17:30	<a href="#">Medication Administration (1 of 2)</a>	None	
<b>February 2021</b>				
2021-02-01 (Monday)	13:30 - 17:30	<a href="#">Medication Administration (2 of 2)</a>	None	
2021-02-04 (Thursday)	13:30 - 14:30	<a href="#">Port Access Class</a>	None	
2021-02-04 (Thursday)	14:30 - 17:30	<a href="#">Medical Math</a>	None	
2021-02-08 (Monday)	13:30 - 17:30	<a href="#">Airway Review</a>	None	
2021-02-11 (Thursday)	13:30 - 17:30	<a href="#">Airway, Ventilation (1 of 3)</a>	None	
2021-02-18 (Thursday)	13:30 - 17:30	<a href="#">Airway, Ventilation (2 of 3)</a>	None	
2021-02-22 (Monday)	13:30 - 17:30	<a href="#">Airway, Ventilation (3 of 3)</a>	None	
<b>March 2021</b>				
2021-03-01 (Monday)	13:30 - 17:30	<a href="#">Respiratory Emergencies (1 of 4)</a>	None	
2021-03-04 (Thursday)	13:30 - 17:30	<a href="#">Respiratory Emergencies (2 of 4)</a>	None	
2021-03-08 (Monday)	13:30 - 17:30	<a href="#">Respiratory Emergencies (3 of 4)</a>	None	
2021-03-11 (Thursday)	13:30 - 17:30	<a href="#">Respiratory Emergencies (4 of 4)</a>	None	
2021-03-15 (Monday)	13:30 - 17:30	<a href="#">Difficult Airways</a>	None	
2021-03-18 (Thursday)	13:30 - 17:30	<a href="#">Rapid Sequence Intubation (1 of 2)</a>	None	
2021-03-22 (Monday)	13:30 - 17:30	<a href="#">Rapid Sequence Intubation (2 of 2)</a>	None	
2021-03-25 (Thursday)	13:30 - 17:30	<a href="#">Basic Rhythm Identification</a>	None	
2021-03-29 (Monday)	13:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (1 of 4)</a>	None	
<b>April 2021</b>				
2021-04-01 (Thursday)	13:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (2 of 4)</a>	None	
2021-04-05 (Monday)	13:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (3 of 4)</a>	None	
2021-04-08 (Thursday)	13:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (4 of 4)</a>	None	
2021-04-12 (Monday)	13:30 - 17:30	<a href="#">Safety, Legal, Ethical, Courtroom</a>	None	
2021-04-15 (Thursday)	13:30 - 17:30	<a href="#">Patients with Special Challenges</a>	None	
2021-04-19 (Monday)	13:30 - 17:30	<a href="#">Trauma Systems, MOI</a>	None	




2022-2023 Paramedic Academy (click to view **PREVIOUS** classes):













Date	Times	Lesson	Comments	Instructors
<b>January 2022</b>				
2022-01-03 (Monday)	08:30 - 17:30	<a href="#">Introduction, Student Success, Platinum</a>	Guest instructors: Dr. Nicholes, Chief Becker, Chief Weaver. Simulation intro, Basic skills check	
2022-01-06 (Thursday)	08:30 - 17:30	<a href="#">Wellness, Public Health, Legal</a>	CANCELLED DUE TO WEATHER	
2022-01-10 (Monday)	08:30 - 17:30	<a href="#">AP Organization, Chem, Cells, Tissues</a>	AP ch 1, 2, 3, 4	

Date	Times	Lesson	Comments	Instructors
2022-01-13 (Thursday)	08:30 - 17:30	<a href="#">Systems, Wellness, Public Health, Legal, Ethical</a>	Ch 1, 2, 3, 4. Guest instructors: RN Kelsey Grant, Attorney Jeff Anderson	
2022-01-17 (Monday)	08:30 - 17:30	<a href="#">AP Skeletal, Muscular</a>	AP ch 7, 8	
2022-01-20 (Thursday)	08:30 - 17:30	<a href="#">Communications, Documentation, Terminology</a>	Ch 5, 6, 7. Guest instructor: Paramedic Steve Keller. Quiz: Zofran	
2022-01-24 (Monday)	08:30 - 17:30	<a href="#">AP Nervous</a>	AP ch 9, 10	
2022-01-27 (Thursday)	08:30 - 17:30	<a href="#">Pathophysiology</a>	Ch 9. Quiz: Aspirin, Oxygen	
2022-01-31 (Monday)	08:30 - 17:30	<a href="#">AP Sensory, Endocrine</a>	AP ch 11, 12	
<b>February 2022</b>				
2022-02-03 (Thursday)	08:30 - 17:30	<a href="#">Life Span, Assessment, Critical Thinking</a>	Ch 10, 11, 12. Quiz: Glucose, Narcan	
2022-02-07 (Monday)	08:30 - 17:30	<a href="#">AP Blood, Heart</a>	AP ch 13, 14	
2022-02-10 (Thursday)	08:30 - 17:30	<a href="#">Pharmacology (1 of 2)</a>	Ch 13. Quiz: NS, LR	
2022-02-14 (Monday)	08:30 - 17:30	<a href="#">AP Circulation</a>	AP ch 15	
2022-02-17 (Thursday)	08:30 - 17:30	<a href="#">Pharmacology (2 of 2)</a>	Ch 13. Mid-term review. Quiz: Fentanyl, random.	
2022-02-24 (Thursday)	08:30 - 17:30	<a href="#">Mid-Term Psychomotor</a>	Affective evaluation	
2022-02-28 (Monday)	08:30 - 17:30	<a href="#">AP Respiratory</a>	AP ch 18	
<b>March 2022</b>				
2022-03-03 (Thursday)	08:30 - 17:30	<a href="#">Medication Administration (1 of 2)</a>	Ch 14. Quiz: Versed, Morphine	
2022-03-07 (Monday)	08:30 - 17:30	<a href="#">AP Urinary, Fluids</a>	AP ch 21, 22	
2022-03-10 (Thursday)	08:30 - 17:30	<a href="#">Medication Administration (2 of 2)</a>	Ch 14. Quiz: Etomidate, random	
2022-03-14 (Monday)	08:30 - 17:30	<a href="#">AP Disease, Integumentary</a>	AP 5, 6	
2022-03-17 (Thursday)	08:30 - 17:30	<a href="#">Rapid Sequence Intubation</a>	Guest instructor: Paramedic Ryan McDonald. Quiz: Ketamine, random	













Date	Times	Lesson	Comments	Instructors
2022-03-21 (Monday)	08:30 - 17:30	<a href="#">AP Lymphatic, Immunity</a>	AP ch 16, 17	
2022-03-24 (Thursday)	08:30 - 17:30	<a href="#">Airway Management (1 of 2)</a>	Ch 15, Quiz: Rocuronium, Succinylcholine	
2022-03-28 (Monday)	08:30 - 17:30	<a href="#">AP Digestive, Nutrition</a>	AP ch 19, 20	
2022-03-31 (Thursday)	08:30 - 17:30	<a href="#">Airway Management (2 of 2)</a>	Ch 15. Quiz: Albuterol, Solu-Medrol	
<b>April 2022</b>				
2022-04-04 (Monday)	08:30 - 17:30	<a href="#">AP Reproductive, Development, Heredity</a>	AP ch 23, 24, 25	
2022-04-07 (Thursday)	08:30 - 17:30	<a href="#">Respiratory (1 of 2)</a>	Ch 16. Quiz: Ipratropium, Racemic Epi	
2022-04-11 (Monday)	08:30 - 17:30	<a href="#">AP Review</a>	None	
2022-04-14 (Thursday)	08:30 - 17:30	<a href="#">Respiratory (2 of 2)</a>	Ch 16. Guest instructor: Flight Medic / RT Jacob Snyder	
2022-04-18 (Monday)	08:30 - 17:30	<a href="#">Skills, Assessment, Simulation Review</a>	AP Final Exam. Quiz: Decadron, Duoneb	
2022-04-21 (Thursday)	08:30 - 17:30	<a href="#">Finals</a>	Affective evaluation	

### 2023-2024 Paramedic Academy (click to view **CURRENT** classes):

Date	Times	Lesson	Comments	Instructors
<b>January 2023</b>				
2023-01-02 (Monday)	08:30 - 17:30	<a href="#">Paramedic Academy - First Day / Organization and General Plan of the Body</a>	Introductions and Instructions / A and P	Brice Flynn, Medic Theron Becker, CP
2023-01-05 (Thursday)	08:30 - 17:30	 <a href="#">Chemistry of Life</a>	A and P	Brice Flynn, Medic
2023-01-09 (Monday)	08:30 - 17:30	 <a href="#">Cells, Tissues, and Membranes</a>	A and P	Brice Flynn, Medic
2023-01-12 (Thursday)	08:30 - 17:30	 <a href="#">Central and Peripheral</a>	A and P	Brice Flynn, Medic

Date	Times	Lesson	Comments	Instructors
		<a href="#">Nervous Systems</a>		
2023-01-16 (Monday)	08:30 - 17:30	* <a href="#">Senses</a>	A and P	Brice Flynn, Medic 
2023-01-19 (Thursday)	08:30 - 17:30	* <a href="#">Endocrine System</a>	A and P	Brice Flynn, Medic 
2023-01-19 (Thursday)	14:15 - 15:00	<a href="#">CoAEMSP Site Visit - Meet with Current Students</a>	Webex option: <a href="https://citizensmemorialmeetings.webex.com/meet/tbecke">https://citizensmemorialmeetings.webex.com/meet/tbecke</a>	Diane Flint, Medic  Leslie Hernandez, Medic 
2023-01-23 (Monday)	08:30 - 17:30	* <a href="#">Urinary System and Acid-Base Balance</a>	A and P	Brice Flynn, Medic 
2023-01-26 (Thursday)	08:30 - 17:30	* <a href="#">Cardiovascular Part 1</a>	A and P	Brice Flynn, Medic 
2023-01-30 (Monday)	08:30 - 17:30	* <a href="#">Cardiovascular Part 2</a>	A and P	Brice Flynn, Medic 
<b>February 2023</b>				
2023-02-02 (Thursday)	08:30 - 17:30	* <a href="#">Digestive System and Metabolism</a>	A and P	Brice Flynn, Medic 
2023-02-06 (Monday)	08:30 - 17:30	* <a href="#">Immune System and Microbiology</a>	A and P	Brice Flynn, Medic 
2023-02-09 (Thursday)	08:30 - 17:30	* <a href="#">Integumentary and Musculoskeletal System</a>	A and P	Brice Flynn, Medic 
2023-02-13 (Monday)	08:30 - 17:30	* <a href="#">Respiratory System</a>	A and P	Brice Flynn, Medic 
2023-02-16 (Thursday)	08:30 - 17:30	* <a href="#">Life Span Development</a>	A and P	Brice Flynn, Medic 



Date	Times	Lesson	Comments	Instructors
2023-02-23 (Thursday)	08:30 - 17:30	<a href="#">Mid Term Review</a>	None	Brice Flynn, Medic 
2023-02-27 (Monday)	08:30 - 17:30	<a href="#">Mid Term</a>	None	Brice Flynn, Medic 
<b>March 2023</b>				
2023-03-02 (Thursday)	08:30 - 17:30	* <a href="#">Medication Administration</a>	Pharmacology	Brice Flynn, Medic 
2023-03-06 (Monday)	08:30 - 17:30	* <a href="#">Medication Administration</a>	Pharmacology	Brice Flynn, Medic 
2023-03-09 (Thursday)	08:30 - 17:30	* <a href="#">Culture of Safety and Crew Resource Management</a>	Wellness and Injury Prevention	Brice Flynn, Medic 
2023-03-13 (Monday)	08:30 - 17:30	* <a href="#">Public Health</a>	Medicolegal and Ethical Issues	Brice Flynn, Medic Michelle Morris 
2023-03-16 (Thursday)	08:30 - 17:30	* <a href="#">Introduct to Research: Fisdap Research 101 course</a>	Intro	Brice Flynn, Medic Theron Becker, CP 
2023-03-20 (Monday)	08:30 - 17:30	* <a href="#">Communications</a>	Intro	Brice Flynn, Medic 
2023-03-23 (Thursday)	08:30 - 17:30	* <a href="#">Documentation</a>	Intro	Brice Flynn, Medic 
2023-03-27 (Monday)	08:30 - 17:30	* <a href="#">Patient Assessment Overview</a>	Assessment, Airway, and Respiratory Unit	Brice Flynn, Medic 
2023-03-30 (Thursday)	08:30 - 17:30	* <a href="#">Scene Assessment and Scene Safety</a>	Assessment, Airway, and Respiratory Unit	Brice Flynn, Medic 
<b>April 2023</b>				
2023-04-03	08:30 - 17:30	* <a href="#">Patient Assessment</a>	Assessment, Airway, and Respiratory Unit	Brice Flynn, 

Date	Times	Lesson	Comments	Instructors	
(Monday)		<a href="#">Techniques and Physical Examination</a>		Medic	
2023-04-06 (Thursday)	08:30 - 17:30	* <a href="#">History taking and Differential Diagnosis</a>	Assessment, Airway, and Respiratory Unit	Brice Flynn, Medic	
2023-04-10 (Monday)	08:30 - 17:30	* <a href="#">The Airway</a>	Assessment, Airway, and Respiratory Unit	Brice Flynn, Medic	
2023-04-13 (Thursday)	08:30 - 17:30	* <a href="#">The Airway</a>	Assessment, Airway, and Respiratory Unit	Brice Flynn, Medic	
2023-04-17 (Monday)	08:30 - 17:30	<a href="#">Final Review</a>	Final Review	Brice Flynn, Medic	
2023-04-20 (Thursday)	08:30 - 17:30	<a href="#">Final Psychomotor</a>	Final Written	Brice Flynn, Medic	

Refer to [Sub-Section 3-490-58 - EMS 511 \(Paramedicine II\) Course](#) for the next trimester's schedule.

## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online.
11/16/20	<a href="#">pdf</a>	Partially completed the update for the 2021 Paramedic Academy. More changes to come.
12/22/20	<a href="#">pdf</a>	Making more changes to get ready for the 2021 class.
12/27/20	<a href="#">pdf</a>	More work on schedule for 2021 academy. Still have ARP stuff and ECG quizzes to add.
12/28/20	<a href="#">pdf</a>	Completed the update for the 2021 Paramedic Academy
01/04/21	<a href="#">pdf</a>	Added psychomotor exam during mid-term.
03/23/21	<a href="#">pdf</a>	Massaged dates in this semester due to having to move ACLS.
03/29/21	<a href="#">pdf</a>	Typo with Acetaminophen and Oxytocin pharm quizzes.
12/23/21	<a href="#">pdf</a>	Made changes in anticipation of the 2022 paramedic academy.
01/14/22	<a href="#">pdf</a>	Updated schedule due to weather day.
02/24/22	<a href="#">pdf</a>	Adjusted topics on Apr 11, 14, & 18.
07/14/22	<a href="#">pdf</a>	Added dynamic content.

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# Sub-Section 3-490-52 - EMS 506 (Paramedicine Clinical Experience I) Course

CMH EMS Education Manual

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## Prerequisites

Enrollment in the Paramedic Academy.

## Credit:

72 contact hours - 4 credit hours

## Course Description, Goals, and Objectives:

Refer to overall Paramedic Academy description, goals, and objectives in [Sub-Section 3-490-02 - Paramedic Academy Goal](#)

This course provides an opportunity for paramedic students to apply classroom knowledge to real-life situations and patients. Included in this course are assessment skills for critical care hospital patients, respiratory skills in the hospital, and vascular access and medication administration skills for hospital patients.

If the minimum number of patient assessments and skills listed in [Sub-Section 3.490.48 - Paramedic Academy Clinical Requirements](#) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Competencies Required for Completion:

- [Sub-Section 3-490-44 - Paramedic Academy Examination and Graduation Requirements](#),
- [Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenarion, and Simulation Requirements](#),
- [Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements](#), and
- [Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form](#).

## Topic Outline:

Location Type (click for details)	Prerequisites	Scope	Minimum Hours
<a href="#">Intensive Care</a>	Complete the Pharmacology and Medication Administration chapters and the Port Access Class	The purpose of Paramedic student rotation in an ICU to improve critical care skills. Paramedic students are to shadow ICU RNs, NPS, or Physicians and act as their extensions.	24
<a href="#">Respiratory Therapy</a>	Complete respiratory chapter	The purpose of Paramedic student rotation in respiratory therapy is to improve respiratory patient assessments and treatments. Paramedic students are to shadow RTs and act as their extensions.	12
<a href="#">Surgery Pre-Operative</a>	Complete the Pharmacology and Medication Administration chapters and the Port Access Class	The purpose of Paramedic student rotation in surgery pre-op is to improve IV access skills and perform blood draws. Students may float between pre-op, post-op, endoscopy, outpatient radiology, infusion center, in-patient surgery, and/or out-patient surgery as needs and experiences change. Paramedic students are to shadow RNs and act as their extensions.	36

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
08/24/21		Changed prerequisites for doing RT clinicals from completing final exam to completing respiratory chapter.
02/25/22	<a href="#">pdf</a>	Minor changes to page layout.
07/11/22	<a href="#">pdf</a>	Updated contact email for CMH RT.
11/12/22		Moved clinical site details to 2-660.
12/30/22	<a href="#">pdf</a>	Dynamic clinical site data.

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# Sub-Section 3-490-54 - Paramedic Student Clinical Evaluation Card

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Thank you for being a preceptor for a CMH paramedic student.

**For the student to get credit for completing this clinical shift, an evaluation must be completed by you.**

Please go to the following link and complete the shift evaluation.

<http://ozarksems.com/eval-clinical.php>



Student name:

Clinical date:

Time in:  Time out:

School contact for exposure or other reasons:  
Theron Becker 417-597-3688.

Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Maintain and utilize port or central line access
- Administration of any medication by any route
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage adult cardiac arrests
- Manage the following TCD patients: STEMI, Stroke, or Sepsis

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.

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# Sub-Section 3-490-58 - EMS 511 (Paramedicine II) Course

CMH EMS Education Manual

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## Prerequisites

Successful completion of [Sub-Section 3.490.50 - EMS 501 \(Paramedicine I\) Course](#).

## Credit:

240 contact hours - 15 credit hours

## Course Description, Goals, and Objectives:

Refer to overall Paramedic Academy description, goals, and objectives in [Sub-Section 3-490-02 - Paramedic Academy Goal](#)

## Education Standards:

This course contains the approximately 40% of the paramedic-level content in the [National EMS Education Standards](#). The remaining content can be found in [Sub-Section 3-490-50 - EMS 501 \(Paramedicine I\) Course](#) and [Sub-Section 3-490-64 - EMS 521 \(Paramedicine III\) Course](#).

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Competencies Required for Completion:

- [Sub-Section 3-490-44 - Paramedic Academy Examination and Graduation Requirements](#),
- [Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenarion, and Simulation Requirements](#),
- [Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements](#), and
- [Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form](#).

## Course Instructor:

Brice Flynn. Office hours by appointment. Email: [brice.flynn@citizensmemorial.com](mailto:brice.flynn@citizensmemorial.com).

## Topic Outline/Schedule:

Lecture and Laboratory is on Mondays and Thursdays from 0830 to 1730.

Jones & Bartlett (JBL) pre-class quizzes are due at 0730 the day the corresponding class material will be delivered.

Tests (both JBL and Platinum) will be given in class on the day listed on the schedule (typically, the day following completion of lecture over that chapter).

ECG and Pharmacology quizzes will be given in class at any point on the day listed on the schedule.

2018-2019 Paramedic Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
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2019-2020 Paramedic Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>May 2019</b>				
2019-05-06 (Monday)	09:00 - 17:00	<a href="#">Basic Rhythm Identification</a>	None	
2019-05-09 (Thursday)	14:00 - 17:00	<a href="#">Introduction to 12-Leads</a>	None	
2019-05-13 (Monday)	09:00 - 17:00	<a href="#">Cardiovascular Emergencies (1 of 4)</a>	None	
2019-05-16 (Thursday)	14:00 - 17:00	<a href="#">Cardiovascular Emergencies (2 of 4)</a>	None	
2019-05-20 (Monday)	09:00 - 17:00	<a href="#">Cardiovascular Emergencies (3 of 4)</a>	None	
2019-05-23 (Thursday)	14:00 - 17:00	<a href="#">Cardiovascular Emergencies (4 of 4)</a>	None	
2019-05-30 (Thursday)	14:00 - 17:00	<a href="#">Congestive Heart Failure</a>	None	
<b>June 2019</b>				
2019-06-03 (Monday)	09:00 - 17:00	 <a href="#">Advanced Cardiac Life Support (1 of 2)</a>	None	
2019-06-06 (Thursday)	14:00 - 17:00	<a href="#">Cardiac Arrest Management</a>	None	
2019-06-10 (Monday)	09:00 - 17:00	 <a href="#">Advanced Cardiac Life Support (2 of 2)</a>	None	
2019-06-13 (Thursday)	14:00 - 17:00	<a href="#">Neurologic Emergencies</a>	None	

Date	Times	Lesson	Comments	Instructors
2019-06-20 (Thursday)	14:00 - 17:00	<a href="#">Neurologic Emergencies</a>	None	
2019-06-24 (Monday)	09:00 - 17:00	<a href="#">ENT Emergencies</a>	None	
2019-06-27 (Thursday)	14:00 - 17:00	<a href="#">Abd and GI Emergencies</a>	None	
<b>July 2019</b>				
2019-07-01 (Monday)	09:00 - 17:00	<a href="#">GU and Renal Emergencies</a>	None	
2019-07-08 (Monday)	09:00 - 17:00	<a href="#">Endocrine Emergencies</a>	None	
2019-07-11 (Thursday)	14:00 - 17:00	<a href="#">Gynecologic Emergencies</a>	None	
2019-07-15 (Monday)	09:00 - 17:00	 <a href="#">Hazmat Medic</a>	None	
2019-07-18 (Thursday)	14:00 - 17:00	<a href="#">Immunologic Emergencies</a>	None	
2019-07-22 (Monday)	09:00 - 17:00	<a href="#">Hematologic Emergencies</a>	None	
2019-07-25 (Thursday)	14:00 - 17:00	<a href="#">Toxicology</a>	None	
2019-07-29 (Monday)	09:00 - 17:00	<a href="#">Infectious Diseases</a>	None	
<b>August 2019</b>				
2019-08-01 (Thursday)	14:00 - 17:00	<a href="#">Psychiatric Emergencies</a>	None	
2019-08-05 (Monday)	09:00 - 17:00	 <a href="#">NAEMT PTEP</a>	None	
2019-08-08 (Thursday)	14:00 - 17:00	<a href="#">Cardiology ACLS Reviw</a>	None	

2020-2021 Paramedic Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>May 2020</b>				
2020-05-04 (Monday)	08:30 - 17:30	<a href="#">Diseases of Ears, Nose, and Throat</a>	None	
2020-05-07 (Thursday)	08:30 - 17:30	<a href="#">Genitourinary and Renal Emergencies</a>	None	
2020-05-14 (Thursday)	08:30 - 17:30	<a href="#">Gynecologic Emergencies</a>	None	

Date	Times	Lesson	Comments	Instructors
2020-05-18 (Monday)	08:30 - 17:30	<a href="#">Abdominal and GI Emergencies</a>	None	
2020-05-21 (Thursday)	08:30 - 17:30	<a href="#">Neurologic Emergencies (1 of 2)</a>	None	
<b>June 2020</b>				
2020-06-01 (Monday)	08:30 - 17:30	<a href="#">Endocrine Emergencies</a>	None	
2020-06-04 (Thursday)	08:30 - 17:30	<a href="#">Hematologic Emergencies</a>	None	
2020-06-11 (Thursday)	08:30 - 17:30	<a href="#">Immunologic Emergencies</a>	None	
2020-06-15 (Monday)	08:30 - 17:30	 <a href="#">NAEMT AMLS (1 of 3)</a>	None	
2020-06-18 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT AMLS (2 of 3)</a>	None	
2020-06-25 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT AMLS (3 of 3)</a>	None	
2020-06-29 (Monday)	08:30 - 17:30	<a href="#">Toxicology</a>	None	
<b>July 2020</b>				
2020-07-02 (Thursday)	08:30 - 17:30	<a href="#">Infectious Disease (1 of 2)</a>	None	
2020-07-09 (Thursday)	08:30 - 17:30	<a href="#">Infectious Disease (2 of 2)</a>	None	
2020-07-13 (Monday)	08:30 - 17:30	 <a href="#">Hazmat Medic</a>	None	
2020-07-16 (Thursday)	08:30 - 17:30	<a href="#">Hazardous Materials (1 of 2)</a>	None	
2020-07-23 (Thursday)	08:30 - 17:30	<a href="#">Hazardous Materials (2 of 2)</a>	None	
2020-07-27 (Monday)	08:30 - 17:30	 <a href="#">NAEMT GEMS (1 of 3)</a>	None	
2020-07-30 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT GEMS (2 of 3)</a>	None	
<b>August 2020</b>				
2020-08-06 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT GEMS (3 of 3)</a>	None	
2020-08-10 (Monday)	08:30 - 12:30	<a href="#">Geriatric Emergencies</a>	None	
2020-08-10 (Monday)	13:30 - 17:30	<a href="#">Patients with Special Challenges</a>	None	
2020-08-31 (Monday)	08:30 - 17:30	<a href="#">Trauma, MOI, Soft Tissue</a>	None	

2021-2022 Paramedic Academy (click to view **PREVIOUS** classes):









Date	Times	Lesson	Comments	Instructors
<b>May 2021</b>				
2021-05-03 (Monday)	08:30 - 17:30	<a href="#">Cardiovascular (1 of 2)</a>	None	
2021-05-06 (Thursday)	08:30 - 17:30	<a href="#">Cardiovascular (2 of 2)</a>	None	
2021-05-10 (Monday)	18:30 - 22:30	<a href="#">Comms, Documentation, Terminology</a>	None	
2021-05-13 (Thursday)	08:30 - 17:30	<a href="#">12-Leads</a>	None	




Date	Times	Lesson	Comments	Instructors
2021-05-17 (Monday)	08:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (1 of 2)</a>	None	
2021-05-20 (Thursday)	08:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (2 of 2)</a>	None	
2021-05-24 (Monday)	08:30 - 17:30	<a href="#">12-Leads</a>	None	
<b>June 2021</b>				
2021-06-03 (Thursday)	08:30 - 17:30	<a href="#">Congestive Heart Failure</a>	None	
2021-06-10 (Thursday)	08:30 - 17:30	<a href="#">Pathophysiology, Infectious Disease</a>	None	
2021-06-14 (Monday)	08:30 - 17:30	<a href="#">Endocrine, Toxicology, Psychiatric</a>	None	
2021-06-24 (Thursday)	08:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (1 of 2)</a>	None	
2021-06-28 (Monday)	08:30 - 17:30	 <a href="#">Advanced Cardiac Life Support (2 of 2)</a>	None	
<b>July 2021</b>				
2021-07-01 (Thursday)	08:30 - 17:30	<a href="#">Obstetrics</a>	None	
2021-07-08 (Thursday)	08:30 - 17:30	<a href="#">Neonatal</a>	None	
2021-07-12 (Monday)	08:30 - 17:30	<a href="#">Gynecologic Emergencies</a>	None	
2021-07-15 (Thursday)	08:30 - 17:30	<a href="#">GI, Renal, Immunologic</a>	None	
2021-07-22 (Thursday)	08:30 - 17:30	<a href="#">Abdominal, GI Emergencies</a>	None	
2021-07-26 (Monday)	08:30 - 17:30	<a href="#">Abdominal, GI Trauma</a>	None	
2021-07-29 (Thursday)	08:30 - 17:30	 <a href="#">Hazmat Medic</a>	None	
<b>August 2021</b>				
2021-08-05 (Thursday)	08:30 - 17:30	<a href="#">Face, Neck, Environmental Trauma</a>	None	
2021-08-09 (Monday)	08:30 - 17:30	<a href="#">Burns</a>	None	



Date	Times	Lesson	Comments	Instructors
2021-08-12 (Thursday)	08:30 - 17:30	<a href="#">Bleeding, Soft-Tissue Trauma</a>	None	

















2022-2023 Paramedic Academy (click to view **PREVIOUS** classes):






























Date	Times	Lesson	Comments	Instructors
<b>May 2022</b>				
2022-05-02 (Monday)	08:30 - 17:30	<a href="#">Cardiovascular (1 of 4)</a>	Ch 17. Guest instructor: Theron Becker. Quiz: 12lead	
2022-05-05 (Thursday)	08:30 - 17:30	<a href="#">Cardiovascular (2 of 4)</a>	Ch 17. Guest instructor: Theron Becker. Quiz: 12lead, Nitro, Lasix	
2022-05-09 (Monday)	08:30 - 17:30	<a href="#">Cardiovascular (3 of 4)</a>	Ch 17. Guest instructor: Theron Becker. Quiz: 12lead, Captopril, Adenosine	
2022-05-12 (Thursday)	08:30 - 17:30	<a href="#">Cardiovascular (4 of 4)</a>	Ch 17. Guest instructor: Theron Becker. Quiz: 12lead, Atropine, Lidocaine	
2022-05-16 (Monday)	08:30 - 17:30	 <a href="#">ACLS (1 of 2)</a>	Guest instructor: RN Richard Dunlap. ACLS pretest due before attending	
2022-05-19 (Thursday)	08:30 - 17:30	 <a href="#">ACLS (2 of 2)</a>	Guest instructor: RN Richard Dunlap. ACLS test	
2022-05-23 (Monday)	08:30 - 17:30	<a href="#">12-Leads (1 of 2)</a>	Guest instructor: Paramedic Theron Becker, Quiz: 12lead, Cardizem, Amiodarone	
2022-05-26 (Thursday)	08:30 - 16:30	<a href="#">12-Leads (2 of 2)</a>	Guest instructor: Dr. Riaz, Quiz: 12lead	
2022-05-26 (Thursday)	16:30 - 17:30	<a href="#">Cardiologist Q and A</a>	Guest instructor: Dr. Riaz	Brice Flynn, <b>Medic</b> Haris Riaz, <b>MD</b> Kyla Inman, <b>NP</b>   
<b>June 2022</b>				
2022-06-02 (Thursday)	08:30 - 17:30	<a href="#">Basic Life Support in Obstetrics</a>	Ch 22. Guest instructors: RN Ashley, RN Joannah. Quiz: 12lead, Epi 1:10k, Epi 1:100k, NIHSS assigned	Brice Flynn, <b>Medic</b> Ashley Jones, <b>RN</b> Joannah   






















Date	Times	Lesson	Comments	Instructors
				Albright, RN
2022-06-06 (Monday)	08:30 - 17:30	<a href="#">Pediatric Emergencies</a>	Ch 43. Quiz: 12lead, Magnesium, Oxytocin	
2022-06-09 (Thursday)	08:30 - 17:30	<a href="#">Neonatal Resuscitation Program</a>	Ch 42. Guest instructors: RN Ashley, RN Joannah. Quiz: 12lead, Acetaminophen, Ibuprofen.	Brice Flynn, Medic Ashley Jones, RN Joannah Albright, RN 
2022-06-13 (Monday)	08:30 - 17:30	 <a href="#">PALS (1 of 2)</a>	Guest instructor: RN Richard Dunlap. Pretest required before class.	
2022-06-16 (Thursday)	08:30 - 17:30	 <a href="#">PALS (2 of 2)</a>	Guest instructor: RN Richard Dunlap. PALS test.	
2022-06-20 (Monday)	08:30 - 17:30	<a href="#">Review</a>	Guest instructor: Paramedic Theron Becker. Quiz: 12lead, Dextrose, Dopamine.	
2022-06-23 (Thursday)	08:30 - 17:30	<a href="#">Mid-Term Exam</a>	Affective evaluation.	
2022-06-27 (Monday)	08:30 - 17:30	<a href="#">Neurologic (1 of 2)</a>	Ch 18. Quiz: 12lead. NIHSS due. ARP assigned.	
2022-06-30 (Thursday)	08:30 - 17:30	<a href="#">Neurologic (2 of 2)</a>	Ch 18. Quiz: 12lead, Heparin, Labetalol.	
<b>July 2022</b>				
2022-07-07 (Thursday)	08:30 - 17:30	<a href="#">ENT</a>	Ch 19. Quiz: 12lead, Hydralazine, Neorepinephrine	
2022-07-11 (Monday)	08:30 - 17:30	<a href="#">Abdominal</a>	Ch 20. Quiz: 12lead, tPA, Activated Charcoal	
2022-07-14 (Thursday)	08:30 - 17:30	<a href="#">GI, Renal</a>	Ch 21. Quiz: 12lead, Ativan, Benadryl	
2022-07-18 (Monday)	08:30 - 17:30	<a href="#">Endocrine</a>	Ch 23. Quiz: 12lead, Calcium Chloride, Dilaudid.	
2022-07-21 (Thursday)	08:30 - 17:30	<a href="#">Hematological</a>	Ch 24. Quiz: 12lead, Epi 1:1k, Glucagon.	
2022-07-25 (Monday)	08:30 - 17:30	<a href="#">Immunologic</a>	Ch 25. Quiz: 12lead, Haldol, Neosynephrine.	
2022-07-28 (Thursday)	08:30 - 17:30	<a href="#">Infectious</a>	Ch 26. Quiz: 12lead, Phenergan, Procainamide.	

Date	Times	Lesson	Comments	Instructors
<b>August 2022</b>				
2022-08-01 (Monday)	08:30 - 17:30	<a href="#">Toxicology</a>	Ch 27. Quiz: 12lead, Propofol, Reglan.	
2022-08-04 (Thursday)	08:30 - 17:30	<a href="#">Psychiatric Emergencies</a>	Ch 28. Quiz: 12lead, Sodium Bicarb, Tetracaine.	
2022-08-08 (Monday)	08:30 - 17:30	<a href="#">Geriatric Emergencies</a>	Ch 44. Quiz: 12lead, Thiamine, Toradol.	
2022-08-11 (Thursday)	08:30 - 17:30	<a href="#">Special Challenges</a>	Ch 45. Quiz: 12lead, TXA, Valium.	
2022-08-15 (Monday)	08:30 - 17:30	<a href="#">Review</a>	Quiz: 12lead, Vecuronium, Xopenex.	
2022-08-18 (Thursday)	08:30 - 17:30	<a href="#">Final Exam</a>	ARP outline due. Affective evaluation.	

2023-2024 Paramedic Academy (click to view **CURRENT** classes):

Date	Times	Lesson	Comments	Instructors
<b>May 2023</b>				
2023-05-01 (Monday)	08:30 - 17:30	 <a href="#">Introduction to Electrophysiology and Sinus Rhythms</a>	None	Brice Flynn, <b>Medic</b> 
2023-05-04 (Thursday)	08:30 - 17:30	 <a href="#">Cardiovascular Emergencies</a>	T by T Chapter 1	Brice Flynn, <b>Medic</b> 
2023-05-08 (Monday)	08:30 - 17:30	 <a href="#">ACLS and Resuscitation</a>	Cardiac	Brice Flynn, <b>Medic</b> 
2023-05-11 (Thursday)	08:30 - 17:30	 <a href="#">Cardiac Drugs</a>	T by T Chapter 2	Brice Flynn, <b>Medic</b> 
2023-05-15 (Monday)	08:30 - 17:30	 <a href="#">ACLS</a>	Day 1	Richard Dunlap, <b>RN</b> 
2023-05-18 (Thursday)	08:30 - 17:30	 <a href="#">ACLS</a>	T by T Chapter 3	Richard Dunlap, <b>RN</b> 
2023-05-22 (Monday)	08:30 - 17:30	 <a href="#">Drugs Used in Management of ACS and Obstetrics Drugs</a>	Pharmacology	Brice Flynn, <b>Medic</b> 
2023-05-25 (Thursday)	08:30 - 17:30	 <a href="#">The Reproductive System</a>	T by T Chapter 4	Brice Flynn, <b>Medic</b> 
<b>June 2023</b>				

Date	Times	Lesson	Comments	Instructors
2023-06-01 (Thursday)	08:30 - 17:30	 <a href="#">Obstetrics and Childbirth, Part 1 / BLSO</a>	T by T Chapter 5	Ashley Jones, RN Joannah Albright, RN Brice Flynn, Medic   
2023-06-05 (Monday)	08:30 - 17:30	 <a href="#">Respiratory Emergencies Part 1</a>	Assessment, Airway, and Respiratory Unit	Brice Flynn, Medic 
2023-06-08 (Thursday)	08:30 - 17:30	 <a href="#">Respiratory Emergencies Part 2</a>	T by T Chapter 6	Brice Flynn, Medic Shaun Miller, RT  
2023-06-12 (Monday)	08:30 - 17:30	 PALS	Day 1	Richard Dunlap, RN 
2023-06-15 (Thursday)	08:30 - 17:30	 PALS	T by T Chapter 7	Richard Dunlap, RN 
2023-06-19 (Monday)	08:30 - 17:30	 <a href="#">Pediatrics</a>	Obstetrics and Pediatrics Unit	Brice Flynn, Medic 
2023-06-22 (Thursday)	08:30 - 17:30	 <a href="#">Obstetrics and Childbirth, Part 2 / NRP</a>	T by T Chapter 8	Ashley Jones, RN Joannah Albright, RN Brice Flynn, Medic   
2023-06-26 (Monday)	08:30 - 17:30	<a href="#">Mid-Term Review</a>	None	Brice Flynn, Medic 
2023-06-29 (Thursday)	08:30 - 17:30	<a href="#">Mid-Term/Respiratory Drugs</a>	T by T Chapter 9	Brice Flynn, Medic 
<b>July 2023</b>				
2023-07-03 (Monday)	08:30 - 17:30	 <a href="#">Observing 4th of July NO CLASS</a>	Pharmacology	Brice Flynn, Medic 
2023-07-06 (Thursday)	08:30 - 17:30	 <a href="#">Atrial, Junctional, and Ventricular Rhythms, and Heart Block</a>	T by T Chapter 10	Brice Flynn, Medic 
2023-07-10 (Monday)	08:30 - 17:30	 <a href="#">12-lead ECG Interpretation</a>	Cardiac	Brice Flynn, Medic 
2023-07-13 (Thursday)	08:30 - 17:30	 <a href="#">Kinematics and Mechanism of Injury</a>	T by T Chapter 11	Brice Flynn, Medic 

Date	Times	Lesson	Comments	Instructors
2023-07-17 (Monday)	08:30 - 17:30	 <a href="#">Trauma Assessment: Team Leader and Member</a>	Trauma Unit	Brice Flynn, Medic 
2023-07-20 (Thursday)	08:30 - 17:30	 <a href="#">Pathophysiology of Shock and Fluid Resuscitation</a>	T by T Chapter 12	Brice Flynn, Medic 
2023-07-24 (Monday)	08:30 - 17:30	 <a href="#">Chest and Abdominal Trauma</a>	Trauma Unit	Brice Flynn, Medic 
2023-07-27 (Thursday)	08:30 - 17:30	 <a href="#">Face and Neck Trauma</a>	T by T Chapter 13	Brent Bartgis, MD  Brice Flynn, Medic 
2023-07-31 (Monday)	08:30 - 17:30	 <a href="#">Head and Spine Trauma</a>	Trauma Unit	Brice Flynn, Medic 
August 2023				
2023-08-03 (Thursday)	08:30 - 17:30	 <a href="#">Musculoskeletal Trauma</a>	T by T chapter 14	Brice Flynn, Medic 
2023-08-07 (Monday)	08:30 - 17:30	 <a href="#">Burns and Soft-Tissue Trauma</a>	Trauma Unit	Brice Flynn, Medic 
2023-08-10 (Thursday)	08:30 - 17:30	 <a href="#">Special Trauma Patients</a>	T by T 15	Brice Flynn, Medic 
2023-08-14 (Monday)	08:30 - 17:30	 <a href="#">Final Review</a>	Trauma Unit	Brice Flynn, Medic 
2023-08-17 (Thursday)	08:30 - 17:30	 <a href="#">Final</a>	T by T 16	Brice Flynn, Medic 

Refer to [Sub-Section 3-490-64 - EMS 521 \(Paramedicine III\) Course](#) for the next trimester's schedule.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
12/22/20	<a href="#">pdf</a>	Making changes for the 2021 paramedic class.
12/27/20	<a href="#">pdf</a>	More work on schedule for 2021 academy. Still have ARP stuff and ECG quizzes to add.
12/28/20	<a href="#">pdf</a>	Completed the update for the 2021 Paramedic Academy
12/29/20	<a href="#">pdf</a>	Added links to individual part instructions for ARP.
01/04/21	<a href="#">pdf</a>	Added psychomotor exam to the mid-term.
03/23/21	<a href="#">pdf</a>	Massaged dates in this semester for having to move ACLS.

03/29/21	<a href="#">pdf</a>	Typo with Acetaminophen and Oxytocin pharm quizzes.
08/24/21	<a href="#">pdf</a>	Minor changes due to instructor availability.
12/29/21	<a href="#">pdf</a>	Updated schedule for 2022.
01/14/22	<a href="#">pdf</a>	Updated schedule for second trimester for 2022.
07/14/22	<a href="#">pdf</a>	Added dynamic content.

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Return to [Education Manual Table of Contents](#).

Search education manual:

Search

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# Sub-Section 3-490-60 - EMS 516 (Paramedicine Clinical Experience II) Course

CMH EMS Education Manual

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## Prerequisites

Enrollment in the Paramedic Academy.

## Credit:

178 contact hours - 11 credit hours

## Course Description, Goals, and Objectives:

Refer to overall Paramedic Academy description, goals, and objectives in [Sub-Section 3-490-02 - Paramedic Academy Goal](#)

This course provides an opportunity for paramedic students to apply classroom knowledge to real-life situations and patients. Included in this course are advanced airway skills, geriatric patient assessments, and cardiac patient assessments. Additionally, assessment and treatment of emergency room patients are included in this course.

If the minimum number of patient assessments and skills listed in [Sub-Section 3.490.48 - Paramedic Academy Clinical Requirements](#) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Competencies Required for Completion:

- [Sub-Section 3-490-44 - Paramedic Academy Examination and Graduation Requirements](#),
- [Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenarion, and Simulation Requirements](#),
- [Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements](#), and
- [Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form](#).

## Topic Outline:

Location Type (click for details)	Prerequisites	Scope	Minimum Hours
<a href="#">Anesthesia</a>	Complete the Airway Management chapter	<p>The purpose of Paramedic student rotation in anesthesia is to perform airway assessments, supraglottic airways, and endotracheal intubations. Students must inform the patient with a script similar to: My name is Theron and I am a paramedic student. My preceptor is Jason, who is a nurse anesthetist. Is it OK if I put in your breathing tube during your operation today?</p> <p>Paramedic students are to shadow CRNAs or Anesthesiologists and act as their extensions.</p>	1
<a href="#">Cardiology</a>	Complete the Cardiovascular Emergencies module	<p>The purpose of Paramedic student rotation in the cath lab is to observe cardiac catheterization procedures and have a general understanding of cath lab operations so they can better prepare STEMI patients.</p> <p>Paramedic students are to shadow cath lab RNs, NPs, or Physicians and act as their extensions.</p>	8
<a href="#">Emergency Room</a>	Successfully complete the ACLS course and must have done at least one shift in Anesthesia with at least one successful live human intubation	<p>The purpose of Paramedic student rotation in the emergency room is to improve medical and trauma patient assessments and advanced treatments.</p> <p>Paramedic students are to shadow ER RNs, nurse practitioners, physician assistants, and/or physicians and act as their extensions.</p>	136
<a href="#">Clinic</a>	Complete Obstetrics and Pediatrics chapters and successfully complete PALS course	<p>The purpose of Paramedic student rotation in the clinic is to improve patient assessments and management. Specifically, exposure to pediatric patients is appreciated during this clinical time.</p> <p>Paramedic students are to shadow Clinic RNs, NPs, or Physicians and act as their extensions.</p>	10
<a href="#">Labor and Delivery</a>	Complete Obstetrics and Pediatrics chapters and successfully complete PALS course	<p>The purpose of Paramedic student rotation in labor and delivery is to improve obstetric patient assessments and management. Specifically, observing and assisting during deliveries is appreciated.</p> <p>Paramedic students are to shadow L and D RNs, NPs, or Physicians and act as their extensions.</p>	12

<b>Location Type (click for details)</b>	<b>Prerequisites</b>	<b>Scope</b>	<b>Minimum Hours</b>
<a href="#">Psychiatric</a>	Complete the Psychiatric Emergencies chapter	The purpose of Paramedic student rotation in psychiatric units is to improve psychiatric patient assessments and management. Paramedic students are to shadow RNs, Therapists, NPs, or Physicians and act as their extensions.	12

## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online.
05/18/21	<a href="#">pdf</a>	Changed contact information for CMH Parkview Wellness for students to schedule from Angela Tucker to Elizabeth Keith. Changed admin contact from Angela Tucker to Angela Long.
08/24/21	<a href="#">pdf</a>	Changed contact info for BFCC.
08/24/21		Added new process to schedule students in Mercy Anesthesia for intubations.
08/24/21		Added Behavioral Health and ER admin contacts for Mercy.
02/25/22	<a href="#">pdf</a>	Modified prerequisites for anesthesia and psych units.
07/11/22	<a href="#">pdf</a>	Added contact info for Bolivar Walk-In Clinic.
08/26/22	<a href="#">pdf</a>	Added clarifications for preferred days for CMH Anesthesia, PVW, and Cath Lab. Thank you to Eric Schmidt for getting us those details.
11/12/22	<a href="#">pdf</a>	Moved site details to 2-660.
12/30/22	<a href="#">pdf</a>	Clinical site data is dynamically generated from database.

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Based on a work at <http://ozarksems.com/edman-4-240.php>.

# Sub-Section 3-490-64 - EMS 521 (Paramedicine III) Course

CMH EMS Education Manual

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## Prerequisites

Successful completion of [Sub-Section 3.490.58 - EMS 511 \(Paramedicine II\) Course](#).

## Credit:

184 contact hours - 12 credit hours

## Course Description, Goals, and Objectives:

Refer to overall Paramedic Academy description, goals, and objectives in [Sub-Section 3-490-02 - Paramedic Academy Goal](#)

## Education Standards:

This course contains the approximately 40% of the paramedic-level content in the [National EMS Education Standards](#). The remaining content can be found in [Sub-Section 3-490-50 - EMS 501 \(Paramedicine I\) Course](#) and [Sub-Section 3-490-58 - EMS 511 \(Paramedicine II\) Course](#).

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Competencies Required for Completion:

- [Sub-Section 3-490-44 - Paramedic Academy Examination and Graduation Requirements](#),
- [Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenarion, and Simulation Requirements](#),
- [Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements](#), and
- [Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form](#).

## Course Instructor:

Brice Flynn. Office hours by appointment. Email: [brice.flynn@citizensmemorial.com](mailto:brice.flynn@citizensmemorial.com).

## Topic Outline/Schedule:

Lecture and Laboratory is on Mondays and Thursdays from 0830 to 1730.

Jones & Bartlett (JBL) pre-class quizzes are due at 0730 the day the corresponding class material will be delivered.





Tests (both JBL and Platinum) will be given in class on the day listed on the schedule (typically, the day following completion of lecture over that chapter).

ECG and Pharmacology quizzes will be given in class at any point on the day listed on the schedule.

### 2018-2019 Paramedic Academy (click to view **PREVIOUS** classes):




Date	Times	Lesson	Comments	Instructors
December 2018				
2018-12-21 (Friday)	18:00 - 19:00	<a href="#">Graduation Ceremony</a>	None	

### 2019-2020 Paramedic Academy (click to view **PREVIOUS** classes):




Date	Times	Lesson	Comments	Instructors
October 2019				
2019-10-17 (Thursday)	08:00 - 17:00	 <a href="#">Pediatric Advanced Life Support (1 of 2)</a>	None	
2019-10-24 (Thursday)	08:00 - 17:00	 <a href="#">Pediatric Advanced Life Support (2 of 2)</a>	None	
2019-10-31 (Thursday)	08:00 - 17:00	 <a href="#">NAEMT Geriatric for EMS (1 of 2)</a>	None	
November 2019				
2019-11-07 (Thursday)	08:00 - 17:00	 <a href="#">NAEMT Geriatric for EMS (2 of 2)</a>	None	
December 2019				
2019-12-12 (Thursday)	08:00 - 17:00	<a href="#">Applied Research Presentations</a>	None	
2019-12-19 (Thursday)	08:00 - 17:00	<a href="#">Paramedic Practical Exam</a>	None	
2019-12-20 (Friday)	18:00 - 19:00	<a href="#">Graduation Ceremony</a>	None	

### 2020-2021 Paramedic Academy (click to view **PREVIOUS** classes):



Date	Times	Lesson	Comments	Instructors
September 2020				

Date	Times	Lesson	Comments	Instructors
2020-09-03 (Thursday)	12:30 - 17:30	<a href="#">Bleeding</a>	None	
2020-09-10 (Thursday)	12:30 - 17:30	<a href="#">Face, Neck Trauma</a>	None	
2020-09-14 (Monday)	08:30 - 17:30	<a href="#">Burns</a>	None	
2020-09-17 (Thursday)	12:30 - 17:30	<a href="#">Head, Spine Trauma (1 of 2)</a>	None	
2020-09-24 (Thursday)	12:30 - 17:30	<a href="#">Head, Spine Trauma (2 of 2)</a>	None	
2020-09-28 (Monday)	08:30 - 17:30	<a href="#">Chest Trauma</a>	None	
<b>October 2020</b>				
2020-10-01 (Thursday)	12:30 - 17:30	<a href="#">Abdominal Trauma (1 of 2)</a>	None	
2020-10-08 (Thursday)	12:30 - 17:30	<a href="#">Abdominal Trauma (2 of 2)</a>	None	
2020-10-12 (Monday)	08:30 - 17:30	<a href="#">Field Codes</a>	None	
2020-10-15 (Thursday)	12:30 - 17:30	<a href="#">Orthopedic Trauma (1 of 2)</a>	None	
2020-10-22 (Thursday)	12:30 - 17:30	<a href="#">Orthopedic Trauma (2 of 2)</a>	None	
2020-10-26 (Monday)	08:30 - 17:30	<a href="#">Critical Patient Management</a>	None	
2020-10-29 (Thursday)	12:30 - 17:30	<a href="#">Environmental Trauma</a>	None	
<b>November 2020</b>				
2020-11-05 (Thursday)	12:30 - 17:30	<a href="#">Incident Management, MCI</a>	None	
2020-11-09 (Monday)	08:30 - 17:30	 <a href="#">NAEMT All Hazard Disaster Response</a>	None	
2020-11-12 (Thursday)	12:30 - 17:30	<a href="#">Disaster Response (1 of 2)</a>	None	
2020-11-19 (Thursday)	12:30 - 17:30	<a href="#">Disaster Response (2 of 2)</a>	None	
2020-11-23 (Monday)	08:30 - 17:30	 <a href="#">NAEMT TECC (1 of 2)</a>	None	
<b>December 2020</b>				
2020-12-03 (Thursday)	12:30 - 17:30	<a href="#">Research Project Presentations</a>	None	
2020-12-07 (Monday)	08:30 - 17:30	 <a href="#">NAEMT TECC (2 of 2)</a>	None	
2020-12-18 (Friday)	18:00 - 20:00	<a href="#">Academy Graduation</a>	None	






2021-2022 Paramedic Academy (click to view **PREVIOUS** classes):























Date	Times	Lesson	Comments	Instructors
<b>September 2021</b>				
2021-09-02 (Thursday)	08:30 - 17:30	<a href="#">Extrication, Rescue</a>	None	
2021-09-09 (Thursday)	08:30 - 17:30	<a href="#">Orthopedic Trauma</a>	None	
2021-09-13 (Monday)	08:30 - 17:30	 <a href="#">NAEMT Geriatric Core</a>	None	
2021-09-16 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT Geriatric Advanced</a>	None	
2021-09-23 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT Disaster Response</a>	None	
2021-09-27 (Monday)	08:30 - 17:30	<a href="#">Chest Trauma</a>	None	



















































Date	Times	Lesson	Comments	Instructors
2021-09-30 (Thursday)	08:30 - 17:30	<a href="#">Neurologic Emergencies</a>	None	
<b>October 2021</b>				
2021-10-07 (Thursday)	08:30 - 17:30	<a href="#">Skills</a>	None	
2021-10-11 (Monday)	08:30 - 17:30	 <a href="#">NAEMT Psychological Trauma</a>	None	
2021-10-14 (Thursday)	08:30 - 17:30	<a href="#">Field Codes</a>	None	
2021-10-25 (Monday)	08:30 - 17:30	 <a href="#">NAEMT TECC (1 of 2)</a>	None	
2021-10-28 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT TECC (2 of 2)</a>	None	
<b>November 2021</b>				
2021-11-04 (Thursday)	08:30 - 17:30	<a href="#">Advanced STEM1</a>	None	
2021-11-08 (Monday)	08:30 - 17:30	 <a href="#">NAEMT AMLS (1 of 2)</a>	None	
2021-11-18 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT AMLS (2 of 2)</a>	None	
2021-11-22 (Monday)	08:30 - 17:30	<a href="#">Critical Patients</a>	None	
<b>December 2021</b>				
2021-12-02 (Thursday)	08:30 - 17:30	<a href="#">Public Health, Documentation</a>	None	
2021-12-06 (Monday)	08:30 - 17:30	<a href="#">Communications, Hematologic, MCIs</a>	None	
2021-12-09 (Thursday)	08:30 - 11:30	<a href="#">Critical Thinking, Decision Making</a>	None	
2021-12-09 (Thursday)	12:30 - 17:30	<a href="#">Applied Research Presentations</a>	None	

2022-2023 Paramedic Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>August 2022</b>				
2022-08-29 (Monday)	08:30 - 17:30	<a href="#">Trauma, Bleeding</a> (CANCELLED)	Ch 29, 30. ARP part 1 assigned. Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> 
<b>September 2022</b>				
2022-09-01 (Thursday)	09:00 - 12:00	<a href="#">Trauma, Bleeding</a>	Ch 29, 30. Quiz: 12lead, random, random.	Theron Becker, <b>CP</b> 
2022-09-08 (Thursday)	08:30 - 17:30	<a href="#">Head, Spine Trauma</a> (makeup? Soft Tissue Trauma, Burns, Ch 31, 32)	Ch 33, 34. Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> 
2022-09-12 (Monday)	08:30 - 17:30	<a href="#">Chest Trauma</a>	Ch 35. Guest instructor: Dr. Bartgis. Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> Brent Bartgis, <b>MD</b> 
2022-09-15 (Thursday)	08:30 - 17:30	<a href="#">Abdominal, Ortho Trauma</a>	Ch 36, 37. Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> 



























Date	Times	Lesson	Comments	Instructors
2022-09-22 (Thursday)	08:30 - 17:30	<a href="#">Environmental Trauma</a>	Ch 38. Guest instructor: Dr. Nicholes. Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> Andrew Nicholes, <b>DO</b>  
2022-09-26 (Monday)	08:30 - 17:30	<a href="#">Operations, Incident Mgmt</a>	Ch 46, 47. Guest instructor: Director Aaron Weaver. Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> Aaron Weaver, <b>Medic</b>  
2022-09-29 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT AMLS (1 of 2)</a>	None	Brice Flynn, <b>Medic</b> Ryan McDonald, <b>CP</b> Theron Becker, <b>CP</b> Richard Young, <b>CP</b>    
<b>October 2022</b>				
2022-10-06 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT AMLS (2 of 2)</a>	AMLS test	Ryan McDonald, <b>CP</b> Theron Becker, <b>CP</b> Richard Young, <b>CP</b>   
2022-10-10 (Monday)	08:30 - 17:30	<a href="#">Responding to Field Code</a>	Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> 
2022-10-13 (Thursday)	08:30 - 17:30	<a href="#">Review</a>	Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> 
2022-10-20 (Thursday)	08:30 - 17:30	<a href="#">Mid-Term Exam</a>	ARP part 1 due. Affective evaluation.	Brice Flynn, <b>Medic</b> 
2022-10-24 (Monday)	08:30 - 17:30	<a href="#">Resuscitation</a>	Ch 40. Guest instructor: Flight Medic Jeff Wischmeyer. Quiz: 12lead, random, random. ARP part 4 assigned.	Brice Flynn, <b>Medic</b> Jeffrey Wischmeyer, <b>RN</b>  
2022-10-27 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT GEMS (1 of 2)</a>	GEMS core test	Brice Flynn, <b>Medic</b> Ryan McDonald, <b>CP</b> Richard Young, <b>CP</b>   











Date	Times	Lesson	Comments	Instructors
<b>November 2022</b>				
2022-11-03 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT GEMS (2 of 2)</a>	GEMS advanced test	Brice Flynn, <b>Medic</b> Ryan McDonald, <b>CP</b> Richard Young, <b>CP</b>   
2022-11-07 (Monday)	08:30 - 17:30	<a href="#">Extrication, Rescue</a>	Ch 48. Guest instructor: Chief Theron Becker. Quiz: 12lead, random, random.	Brice Flynn, <b>Medic</b> Theron Becker, <b>CP</b>  
2022-11-10 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT TECC (1 of 2)</a>	Guest instructor: Supervisor Cody Liccardi.	Brice Flynn, <b>Medic</b> Cody Liccardi, <b>Medic</b>  
2022-11-17 (Thursday)	08:30 - 17:30	 <a href="#">NAEMT TECC (2 of 2)</a>	Guest instructor: Supervisor Cody Liccardi. TECC test.	Brice Flynn, <b>Medic</b> Cody Liccardi, <b>Medic</b>  
2022-11-21 (Monday)	08:30 - 17:30	<a href="#">OPEN</a>	None	Brice Flynn, <b>Medic</b> 
2022-11-22 (Tuesday)	09:00 - 11:00	 <a href="#">Life Support Competency</a>	None	Theron Becker, <b>CP</b> Brice Flynn, <b>Medic</b> Ryan McDonald, <b>CP</b> Julie Wilken, <b>RN</b>    
2022-11-22 (Tuesday)	12:00 - 14:00	 <a href="#">Life Support Competency</a>	None	Theron Becker, <b>CP</b> Brice Flynn, <b>Medic</b> Ryan McDonald, <b>CP</b> Julie Wilken, <b>RN</b>    
2022-11-22 (Tuesday)	14:00 - 16:00	 <a href="#">Life Support Competency</a>	None	Theron Becker, <b>CP</b> Brice Flynn, <b>Medic</b>  

Date	Times	Lesson	Comments	Instructors
				Ryan McDonald, CP Julie Wilken, RN  
<b>December 2022</b>				
2022-12-01 (Thursday)	08:30 - 17:30	<a href="#">Terrorism, Disasters</a>	Guest instructor: Crew Leader Morgan Young. Quiz: 12lead, random, random.	Brice Flynn, Medic Richard Young, CP  
2022-12-05 (Monday)	08:30 - 12:00	 <a href="#">Hazmat Medic</a>	Ch 49. Quiz: 12lead, random, random.	Brice Flynn, Medic Theron Becker, CP  
2022-12-05 (Monday)	13:00 - 16:00	 <a href="#">Crime Scene Awareness</a>	Guest Instructor Detective Zach Palmer	Zach Palmer, EMT Brice Flynn, Medic  
2022-12-05 (Monday)	16:00 - 17:30	 <a href="#">Career Development</a>	Guest Instructor Community Paramedic Mike Gooch	Michael Gooch, Medic Brice Flynn, Medic  
2022-12-08 (Thursday)	08:30 - 17:30	<a href="#">Review</a>	Quiz: 12lead, random, random.	Brice Flynn, Medic 
2022-12-15 (Thursday)	08:30 - 17:30	<a href="#">Final Exam</a>	ARP part 4 due (presentations). Affective evaluations.	Brice Flynn, Medic Keith Butvilas, DO Theron Becker, CP Aaron Weaver, Medic    
2022-12-16 (Friday)	18:00 - 20:00	<a href="#">Graduation Ceremony</a>	Community Room A	Theron Becker, CP Brice Flynn, Medic Ryan McDonald, CP Alice Roberts, Medic    

2023-2024 Paramedic Academy (click to view **CURRENT** classes):

Date	Times	Lesson	Comments	Instructors
<b>August 2023</b>				
2023-08-28 (Monday)	08:30 - 17:30	 <a href="#">Neurologic Emergencies</a>	ARP Part 1 Assigned	Brice Flynn, <b>Medic</b> 
2023-08-31 (Thursday)	08:30 - 17:30	 <a href="#">Nervous System Drugs/Bites, Stings, and Anaphylaxis</a>	None	Brice Flynn, <b>Medic</b> 
<b>September 2023</b>				
2023-09-07 (Thursday)	08:30 - 17:30	 <a href="#">Environmental Emergencies</a>	None	Brice Flynn, <b>Medic</b> 
2023-09-11 (Monday)	08:30 - 17:30	 <a href="#">Toxicology</a>	None	Brice Flynn, <b>Medic</b> 
2023-09-14 (Thursday)	08:30 - 17:30	 <a href="#">Toxicology Drugs and Antidotes</a>	None	Brice Flynn, <b>Medic</b> 
2023-09-18 (Monday)	08:30 - 17:30	 <a href="#">Behavioral Emergencies</a>	None	Brice Flynn, <b>Medic</b> 
2023-09-21 (Thursday)	08:30 - 17:30	 <a href="#">Substance Misuse</a>	None	Brice Flynn, <b>Medic</b> 
2023-09-25 (Monday)	08:30 - 17:30	 <a href="#">Infectious Diseases</a>	None	
2023-09-28 (Thursday)	08:30 - 17:30	 <a href="#">Endocrine Emergencies</a>	None	Brice Flynn, <b>Medic</b> 
<b>October 2023</b>				
2023-10-02 (Monday)	08:30 - 17:30	 <a href="#">Drugs for Diabetes and Antidotes</a>	None	Brice Flynn, <b>Medic</b> 
2023-10-05 (Thursday)	08:30 - 17:30	 <a href="#">Hematologic Emergencies</a>	None	Brice Flynn, <b>Medic</b> 
2023-10-09 (Monday)	08:30 - 17:30	 <a href="#">12-lead ECG Interpretation</a>	None	Brice Flynn, 

Date	Times	Lesson	Comments	Instructors
				Medic
2023-10-12 (Thursday)	08:30 - 17:30	 <a href="#">12-lead ECG Interpretation</a>	None	Brice Flynn, Medic 
2023-10-16 (Monday)	08:30 - 17:30	 <a href="#">Mid-Term Review</a>	ARP Part 1 Due	Brice Flynn, Medic 
2023-10-19 (Thursday)	08:30 - 17:30	 <a href="#">Mid-Term</a>	ARP Part 4 Assigned	Brice Flynn, Medic 
2023-10-23 (Monday)	08:30 - 17:30	 <a href="#">Gastrointestinal and Genitourinary Emergencies</a>	None	Brice Flynn, Medic 
2023-10-26 (Thursday)	08:30 - 17:30	 <a href="#">Chronic Care and Special Needs</a>	None	Brice Flynn, Medic 
2023-10-30 (Monday)	08:30 - 17:30	 <a href="#">Geriatrics</a>	None	Brice Flynn, Medic 
<b>November 2023</b>				
2023-11-02 (Thursday)	08:30 - 17:30	 <a href="#">Disease of the Eyes, Ears, Nose, and Throat</a>	None	Brice Flynn, Medic 
2023-11-06 (Monday)	08:30 - 17:30	 <a href="#">Mass-Casualty Incidents and Disasters / Transport and Rescue Operations</a>	None	Brice Flynn, Medic 
2023-11-09 (Thursday)	08:30 - 17:30	 <a href="#">Hazardous Materials</a>	None	Brice Flynn, Medic 
2023-11-13 (Monday)	08:30 - 17:30	 <a href="#">Crime Scene Awareness and Weapons of Mass Destruction</a>	None	Brice Flynn, Medic 
2023-11-16 (Thursday)	08:30 - 17:30	 <a href="#">Advanced Medical Life Support</a>	Day 1	Brice Flynn, Medic 
2023-11-20 (Monday)	08:30 - 17:30	 <a href="#">Advanced Medical Life Support</a>	Day 2	Brice Flynn, Medic 
2023-11-27 (Monday)	08:30 - 17:30	 <a href="#">Geriatric EMS (GEMS)</a>	None	Brice Flynn, Medic 

Date	Times	Lesson	Comments	Instructors
2023-11-30 (Thursday)	08:30 - 17:30	 <a href="#">Advanced Geriatric EMS (GEMS)</a>	None	Brice Flynn, <b>Medic</b> 
<b>December 2023</b>				
2023-12-04 (Monday)	08:30 - 17:30	 <a href="#">TECC Day 1</a>	None	Brice Flynn, <b>Medic</b> 
2023-12-07 (Thursday)	08:30 - 17:30	 <a href="#">TECC Day 2</a>	None	Brice Flynn, <b>Medic</b> 
2023-12-11 (Monday)	08:30 - 17:30	 <a href="#">Finals Review</a>	ARP Part 4 Due	Brice Flynn, <b>Medic</b> 
2023-12-14 (Thursday)	08:30 - 17:30	 <a href="#">Finals</a>	None	Brice Flynn, <b>Medic</b> 

## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online.
12/22/20	<a href="#">pdf</a>	Making changes for the 2021 class
12/27/20	<a href="#">pdf</a>	More work on schedule for 2021 academy. Still have ARP stuff and ECG quizzes to add.
12/28/20	<a href="#">pdf</a>	Completed the update for the 2021 Paramedic Academy.
12/29/20	<a href="#">pdf</a>	Added links to ARP specific part instructions.
01/04/21	<a href="#">pdf</a>	Added psychomotor to the mid-term exam.
08/24/21	<a href="#">24)</a>	Minor adjustments due to instructor availability
01/14/22	<a href="#">pdf</a>	Adjusted schedule for 2022 academy.
07/14/22	<a href="#">pdf</a>	Added dynamic content.



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Based on a work at <http://ozarksems.com/edman-4-240.php>.

# Sub-Section 3-490-66 - EMS 526 (Paramedicine Field Experience) Course

CMH EMS Education Manual

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## Prerequisites

Successful completion of [Sub-Section 3-490-60 - EMS 516 \(Paramedicine Clinical Experience II\) Course](#).

## Credit:

100 contact hours - 6 credit hours

## Course Description, Goals, and Objectives:

Refer to overall Paramedic Academy description, goals, and objectives in [Sub-Section 3-490-02 - Paramedic Academy Goal](#)

This course provides an opportunity for paramedic students to apply classroom knowledge to real-life situations and patients. Included in this course are assessment and treatment skills for obstetrics and pediatric patients. Additionally, assessment and treatment of pre-hospital patients are included in this course.

If the minimum number of patient assessments and skills listed in [Sub-Section 3.490.48 - Paramedic Academy Clinical Requirements](#) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Competencies Required for Completion:

- [Sub-Section 3-490-44 - Paramedic Academy Examination and Graduation Requirements](#),
- [Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenarion, and Simulation Requirements](#),
- [Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements](#), and
- [Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form](#).

## Topic Outline:

Location Type (click for details)	Prerequisites	Scope	Minimum Hours
<a href="#">Ambulance</a>	Successfully complete EMS 516 and successfully complete ACLS course	Paramedic student rotation on an ambulance is to have an advanced understanding of ambulance operations and perform advanced patient assessments and treatments. During the first phase of ride time, paramedic students should be exposed to the advanced methods of scene management. Paramedic students are to shadow ambulance paramedics and act as their extensions.	100

## Transfer Explanation:

In order for an interfacility transfer to be documented as a patient contact in the field experience or field internship courses, the patient must be transferred to a higher level of care requiring assessment and may require emergency care.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online.
11/12/22	<a href="#">pdf</a>	Moved site details to 2-660.
12/30/22	<a href="#">pdf</a>	Clinical site data dynamically generated.

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Based on a work at <http://ozarksems.com/edman-4-240.php>.

# Sub-Section 3-490-68 - Paramedic Student Field Experience Evaluation Card

CMH EMS Education Manual

Thank you for being a preceptor for a CMH paramedic student.

**For the student to get credit for completing this clinical shift, an evaluation must be completed by you.**

Please go to the following link and complete the shift evaluation.

<http://ozarksems.com/eval-clinical.php>



Student name:

Clinical date:

Time in:

Time out:

School contact for exposure or other reasons:

Theron Becker 417-597-3688.

Paramedic students are encouraged and allowed to perform the following skills:

- Advanced assessments
- 12-lead acquisition and interpretation
- Pharyngeal, blind-insertion, endotracheal, and cricothyrotomy airways
- Needle decompression
- Upper airway and tracheal suctioning
- CPAP and BiPAP
- Establish IV and IO access
- Maintain and utilize port or central line access
- Administration of any medication by any route
- Perform cardioversion, manual defibrillation, and transcutaneous pacing
- Manage OB and gynecological emergencies
- Manage adult and pediatric cardiac arrests
- Manage the following TCD patients: STEMI, Stroke, Sepsis or Trauma
- Manage hazardous materials exposures and mass casualty incidents

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online

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# Sub-Section 3-490-70 - EMS 536 (Paramedicine Field Internship) Course

CMH EMS Education Manual

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## Prerequisites

Successful completion of ALL classroom, laboratory, and clinical requirements of **ALL** previous paramedic courses including completion of:

- [Sub-Section 3.490.50 - EMS 501 \(Paramedicine I\) Course](#),
- [Sub-Section 3.490.52 - EMS 506 \(Paramedicine Clinical Experience I\) Course](#),
- [Sub-Section 3.490.58 - EMS 511 \(Paramedicine II\) Course](#),
- [Sub-Section 3.490.60 - EMS 516 \(Paramedicine Clinical Experience II\) Course](#),
- [Sub-Section 3.490.64 - EMS 521 \(Paramedicine III\) Course](#), and
- [Sub-Section 3.490.66 - EMS 526 \(Paramedicine Field Experience\) Course](#).

## Credit:

150 contact hours - 9 credit hours

## Course Description, Goals, and Objectives:

Refer to overall Paramedic Academy description, goals, and objectives in [Sub-Section 3-490-02 - Paramedic Academy Goal](#)

This course serves as the capstone course for the paramedic program. It provides an opportunity for paramedic students to apply classroom knowledge to real-life situations and patients. Scene and patient assessment and management are developed and tested in this course as the student operates as the ambulance team leader.

If the minimum number of patient assessments and skills listed here and in [Sub-Section 3.490.48 - Paramedic Academy Clinical Requirements](#) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Competencies Required for Completion:

- [Sub-Section 3-490-44 - Paramedic Academy Examination and Graduation Requirements](#),
- [Sub-Section 3-490-46 - Paramedic Academy Laboratory, Scenarion, and Simulation Requirements](#),
- [Sub-Section 3-490-48 - Paramedic Academy Clinical Requirements](#), and
- [Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form](#).

## Deadline:

All requirements for this course must be completed by the end of your fourth trimester.

## Terminal Assessments:

At the completion of all the team leader requirements of this course, the student will be required to successfully pass an individual summative program evaluation once approved by his or her mentor. This summative program evaluation includes three components:

1. At the completion of this course, the mentor must approve the student's successful completion by completing the mentor final approval form. This approval covers cognitive, psychomotor, and affective domains.
2. Cognitive assessment: Platinum Adaptive Test with the following settings and results:
  - o Type: Timed Test
  - o Curriculum: [National EMS Education Standards](#)
  - o Module: Comprehensive
  - o Overall Indication Results: All modules with "Good" (two indicators met).
3. Psychomotor assessment: Must have passed the NREMT Psychomotor test.
4. Affective assessment: An evaluation of professional behavior. A "pass" result must be obtained in this pass or fail assessment. The interview will be conducted by one to three evaluators that may include, but not limited to: Medical Director, Program Director, Lead Instructor, Guest Instructors, or Preceptors. Refer to [Sub-Section 1-560-16 - Student Evaluations](#).

## Topic Outline:

Location Type (click for details)	Prerequisites	Scope	Minimum Hours and Team Leads
<a href="#">Ambulance (Paramedic Team Lead)</a>	Complete all other classroom, laboratory, and clinical activities. Completed <a href="#">Sub-Section 3-490-72 - Paramedic Field Internship Mentor Approval Form</a> on file, and be approved by	The purpose of Paramedic student rotation on an ambulance doing team leads is for students to act as team leader (managing all aspects of the scene and directing the actions of responders and their EMT partner). The objective of team leader clinical experience: The student has successfully led the team if he or she has conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been in	150 hours Successfully assess and treat at least 30 ALS patients as team leader. The last nine (9) of ten (10) attempted team leads must be successful. The first six (6) and

Location Type (click for details)	Prerequisites	Scope	Minimum Hours and Team Leads
	your lead instructor to begin team leads.	charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions have been made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging/moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated or performed that endangered the physical or psychological safety of the patient(s), bystanders, other responders, or crew.	last six (6) patients <b>should</b> be with the assigned mentor. Scheduling conflicts or other exemptions will be taken into account on a case-by-case basis.

## ALS Patient Definition:

An ALS patient is defined as one that required and was provided at least one medication or at least one ALS intervention. In order for an interfacility transfer to be documented as a patient contact in this course, the patient must be transferred to a higher level of care requiring ALS assessment and treatment(s). Team leads cannot be substituted with high fidelity simulations. Every team lead patient encounter attempt in this phase must include documentation by both the preceptor and student.

## Transfer Explanation:

In order for an interfacility transfer to be documented as a patient contact in the field experience or field internship courses, the patient must be transferred to a higher level of care requiring assessment and may require emergency care.

## Definition of a Successful Team Lead:

The student has successfully led the team if he or she has conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been in charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions have been made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging/moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated or performed that endangered the physical or psychological safety of the patient(s), bystanders, other responders, or crew.

## Suggested Critical Team Leads:

As part of the ALS team leader patients, it is HIGHLY recommended you successfully assess and treat two (2) critical patients as team leader. Critical patients are defined as requiring at least one of the following interventions and that was performed by the paramedic student:

- Administration of Adenosine, TXA, vasopressor, medication requiring medical control, airway insertion, assist ventilation, chest decompression, childbirth, CPR, cricothyrotomy, electrical therapy, gastric tube, RSI, restraints, traction splint, TCD (STEMI, stroke, trauma, or sepsis), tourniquet, vagal maneuver, or IO access.

## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online
05/04/21	<a href="#">pdf</a>	Aligned all Platinum adaptive requirements to the same level in all documents across EMT and paramedic curriculum. One exceptional and all good is the indication for success.
12/23/21	<a href="#">pdf</a>	Removed BIO course requirements.
11/12/22	<a href="#">pdf</a>	Modifications to include moving generic site info to 2-660.
12/30/22	<a href="#">pdf</a>	Removed exceptional requirement from adaptive testing.
12/30/22	<a href="#">pdf</a>	Clinical type data dynamically filled.

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# Sub-Section 3-490-72 - Paramedic Field Internship Mentor Approval Form

CMH EMS Education Manual

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## Part One (completed by the paramedic student)

Things to consider when selecting a mentor: Your preceptor should be someone who challenges you to do your best and is not afraid to tell you where you need to improve. Learning and improving should make you uncomfortable. So, pick someone that intimidates you. When you are done with field internship, you want to look back and be proud of your success. This is arguably the most important part of your paramedic education.

Mentor's name:	<input type="text"/>
Mentor's email address:	<input type="text"/>
Mentor's cell phone number:	<input type="text"/>

All of the following must be true of your selected mentor:

- The mentor listed above is the type of paramedic I want to be.
- The mentor listed above has a work schedule that is sufficient to provide me with opportunities to accomplish the required number of ALS team lead calls.
- The mentor listed above is NOT my friend or relative outside of work.
- The mentor listed above has NOT been one of my regular partners at work.

Student's name:	<input type="text"/>
Student's signature:	<input type="text"/>
Date signed:	<input type="text"/>

## Part Two (completed by the mentor's clinical/education/quality officer)

Being a paramedic mentor is a serious commitment. Please help us ensure the highest quality of mentorship by completing this form.

Officer's name:	<input type="text"/>
Officer's title:	<input type="text"/>
Officer's email address:	<input type="text"/>

Please mark your opinions below as they relate to the mentor listed above:

- The mentor listed above is currently an FTO or preceptor for new hires in my organization.
- The mentor listed above is clinically competent and is fully knowledgeable about our protocols.
- The mentor listed above is a good employee and is fully knowledgeable about our policies and procedures.

Officer's signature:	<input type="text"/>
Date signed:	<input type="text"/>



## Part Three (completed by the mentor)

Congratulations on being requested as a paramedic student mentor. The student has given you a significant compliment by indicating you are the type of paramedic they want to be. The goal of the field internship phase is to bridge the gap between the classroom and the practical parts of being a paramedic. Individual skills such as assessments, starting IVs, etc. should be adequate at this phase. Skills should not be the focus of field internship. There are vital skills that cannot be honed in the classroom that should be the focus of field internship: self-awareness, critical thinking, decision making, verbal communication, and self-confidence.

Please keep in mind that students need the opportunity to succeed or fail. Your job as mentor is to create space and time for the student to perform. Student actions may only be mediocre at this point and that is OK as long as crew or patient safety is not being compromised.

Please score the student's lowest performance. Rate the result, not the effort of the student. The student should be responsible for the call from the start to the end (including routing to the call, staff interaction, and documentation). Please allow and encourage the student to document the call in your ePCR software. You may delete the report and generate your own, append your comments to the bottom, and/or review and approve the report as is with your signature.

If you find that your student needs a lot of prompting, they are not ready for field internship. Have that conversation with the student and feel free to contact the lead instructor with your comments. It is absolutely OK to require more field experience time (ambulance ride-along where they are not team lead) before they continue to field internship.

Requirements of a mentor:

- Preceptor education is required. If you have already completed education such as FTO, preceptor, or field instructor, please attach a copy of that certificate to this form. If not, you will be assigned an online preceptor education on the Platinum Planner website that will need to be completed before the student's mentorship starts.
- Multiple forms will need to be completed to document the student's performance.
  - After each patient contact, the following form will need to be completed. <http://ozarksems.com/eval-clinical-team-lead.php>.
  - After each shift, the following form will need to be completed. <http://ozarksems.com/eval-clinical.php>.
  - After successfully completing field internship and being released to test at NREMT, the following form will need to be completed. <http://ozarksems.com/eval-clinical-mentor-final.php>.

Given all above, if you agree to be paramedic mentor to the student listed, please sign and date below.

Mentor's signature:	
Date signed:	

Feel free to contact the program director or lead instructor at any time. Thank you for your dedication to our profession.

- Program Director: 417-597-3688, [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com)
- Lead Instructor: 573-220-8126, [brice.flynn@citizensmemorial.com](mailto:brice.flynn@citizensmemorial.com)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Sub-Section 3-490-74 - Paramedic Student Field Internship Evaluation Card

CMH EMS Education Manual

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**One shift eval needs to be completed for each shift.**

Thank you for being a preceptor for a CMH paramedic field internship student.

For the student to get credit for completing this clinical shift (HOURS), an evaluation must be completed by you.

Please go to the following link and complete the shift evaluation.

<http://ozarksems.com/eval-clinical.php>



Student name:

Clinical date:

Time in:  Time out:

School contact for exposure or other reasons:

Theron Becker 417-597-3688.

**One team lead eval needs to be completed for EVERY patient contact.**

Thank you for being a preceptor for a CMH paramedic field internship student.

For the student to get credit for completing this field internship (TEAM LEAD), an evaluation must be completed by you.

Please go to the following link and complete the team lead evaluation.

<http://ozarksems.com/eval-clinical-team-lead.php>



Notes:

School contact for exposure or other reasons:  
Theron Becker 417-597-3688.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/31/20		Moved online

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# Sub-Section 3-490-76 - Paramedic Academy Terminal Competency Form

## CMH EMS Education Manual

Citizens Memorial Hospital - Emergency Medical Services Education Department hereby certifies that the candidate listed below has successfully completed all the terminal competencies required for graduation from the Paramedic education program as a minimally competent, entry-level Paramedic and as such is eligible for State and National Certification written and practical examination in accordance with our published policies and procedures.

Name of graduate:

- Overall score:  % (80% minimum overall score). [PROOF ATTACHED (OzarksEMS Transcript)]
- Total contact hours:  (1,000 minimum hours: 500 classroom/laboratory + 250 hospital clinical + 250 ambulance clinical [as required by [MO 19 CSR 30-40.311\(2\)\(L\)](#)]). [PROOF ATTACHED (OzarksEMS Transcript)]
- Semester-level requirements:

	EMS 501 (Paramedicine I)	EMS 511 (Paramedicine II)	EMS 521 (Paramedicine III)	
○	<input type="checkbox"/> ECG Quizzes (70% minimum average of all quizzes)	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %
	<input type="checkbox"/> Pharmacology Quizzes (70% minimum average of all quizzes)	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %
	<input type="checkbox"/> JBL Quizzes (70% minimum average of all quizzes)	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %
	<input type="checkbox"/> Simulations (70% minimum average of all simulations)	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %

	EMS 501 (Paramedic I)	EMS 511 (Paramedic II)	EMS 521 (Paramedic III)
<input type="checkbox"/> Affective Evaluations (70% minimum "pass" rate on all evaluations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Final Psychomotor Exams (70% minimum on at least one attempt)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/> Final Written Exams (70% minimum on at least one attempt)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

- Practical skill sheets (includes all required skill sheets). [PROOF ATTACHED (Platinum)]
- Clinical tracking records (includes required hours, areas, procedures, patient contacts, etc.):
  - All clinical, experience, and team lead hours meet minimum requirements. [PROOF ATTACHED (OzarksEMS)]
  - Team lead patient contacts meet minimum requirements. [PROOF ATTACHED (OzarksEMS)]
  - Laboratory and clinical skill meet minimum requirements. [PROOF ATTACHED (Platinum)].
- Student counseling (as applicable). Notes:
- Required course certifications:
  - ACLS. [PROOF ATTACHED]
  - PALS. [PROOF ATTACHED]
- Field internship mentor approval form. [PROOF ATTACHED]
- Fourth trimester post-field internship exams:
  - Cognitive: Platinum timed comprehensive adaptive test, or cumulative summary results with "Good" in all categories. [PROOF ATTACHED (Platinum)]
  - Affective: Final comprehensive eval with "PASS" status. [PROOF ATTACHED (Google Drive)]
  - Psychomotor: NIEMT psychomotor "PASS" results [PROOF ATTACHED (NREMT)].
- Medical Director interview (if applicable).

- Student completed resource assessment survey.

Program requirements successfully and fully completed on:

Program Director signature:

Medical Director signature:

## Change Log:

Date	Link to previous version	Description of change
10/31/20		Moved online
05/04/21	<a href="#">pdf</a>	Aligned all Platinum adaptive requirements to the same level in all documents across EMT and paramedic curriculum. One exceptional and all good is the indication for success.
04/19/22	<a href="#">pdf</a>	Added the option for adaptive requirements to be on an individual test or cumulative results.
08/26/22	<a href="#">pdf</a>	Added checklist item for minimum of 1000 contact hours as required by MO regulations.
12/28/22	<a href="#">pdf</a>	Updated for 2023 academy.
12/30/22	<a href="#">pdf</a>	Removed exceptional requirement from adaptive testing.

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# Sub-Section 3-490-88 - Paramedic Academy Terminal Competency Form (long-form)

## CMH EMS Education Manual

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Citizens Memorial Hospital - Emergency Medical Services Education Department hereby certifies that the candidate listed below has successfully completed all the terminal competencies required for graduation from the Paramedic education program as a minimally competent, entry-level Paramedic and as such is eligible for State and National Certification written and practical examination in accordance with our published policies and procedures.

Name of graduate:

- Overall score:  % (80% minimum overall score). [PROOF ATTACHED (OzarksEMS Transcript)]
- Total contact hours:  (1,000 minimum hours: 500 classroom/laboratory + 250 hospital clinical + 250 ambulance clinical [as required by [MO 19 CSR 30-40.311\(2\)\(L\)](#)]). [PROOF ATTACHED (OzarksEMS Transcript)]
- Semester-level requirements:

	EMS 501 (Paramedicine I)	EMS 511 (Paramedicine II)	EMS 521 (Paramedicine III)
○ <input type="checkbox"/> ECG Quizzes (70% minimum average of all quizzes)	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %
<input type="checkbox"/> Pharmacology Quizzes (70% minimum average of all quizzes)	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %
<input type="checkbox"/> JBL Quizzes (70% minimum average of all quizzes)	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %
<input type="checkbox"/> Simulations (70% minimum average of all simulations)	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %	<input style="width: 60px; height: 30px;" type="text"/> %

	EMS 501 (Paramedicine I)	EMS 511 (Paramedicine II)	EMS 521 (Paramedicine III)
<input type="checkbox"/> Affective Evaluations (70% minimum "pass" rate on all evaluations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Final Psychomotor Exams (70% minimum on at least one attempt)	<input type="text" value=""/> %	<input type="text" value=""/> %	<input type="text" value=""/> %
<input type="checkbox"/> Final Written Exams (70% minimum on at least one attempt)	<input type="text" value=""/> %	<input type="text" value=""/> %	<input type="text" value=""/> %

- [Sub-Section 3-490-46 - Laboratory Simulation and Skill Requirements](#) [PROOF ATTACHED].

Pathology/Complaint/Condition	Minimum Simulations
Trauma (Adult)	1
Trauma (Pediatric)	1
Psychiatric/Behavioral	1
Complicated Obstetric Delivery (Prolapsed Cord)	1
Complicated Obstetric Delivery (Breech Delivery)	1
Distressed Neonate	1
Cardiac-Related Chest Pain	1
Cardiac Arrest	1
Neurologic (Geriatric Stroke)	1
Respiratory (Geriatric)	1
Respiratory (Pediatric)	1
Sepsis (Geriatric)	1

- [Sub-Section 3-490-46 - Laboratory Simulation and Skill Requirements](#) [PROOF ATTACHED].

Skill	Minimum Skills
Establish IV access	2
Administer IV infusion medication	2
Administer IV bolus medication	2
Administer IM injection	2
Establish IO access	4
Perform PPV with BVM	4
Perform oral endotracheal intubation	2

Skill	Minimum Skills
Perform endotracheal suctioning	2
Perform FBAO removal using Magill Forceps	2
Perform cricothyrotomy	2
Insert supraglottic airway	2
Perform needle decompression of the chest	2
Perform synchronized cardioversion	2
Perform defibrillation	2
Perform transcutaneous pacing	2
Perform chest compressions	2

- [Sub-Section 3-490-46 - Laboratory Simulation and Skill Requirements](#) [PROOF ATTACHED].

Skill	Minimum EMT Skills
Insert NPA	1
Insert OPA	1
Perform oral suctioning	1
Perform FBAO - Adult	1
Perform FBAO - Infant	1
Administer oxygen by nasal cannula	1
Administer oxygen by face mask	1
Ventilate an adult patient with a BVM	1
Ventilate a pediatric patient with a BVM	1
Ventilate a neonate patient with a BVM	1
Apply a tourniquet	1
Apply a cervical collar	1
Perform spine motion restriction	1
Lift and transfer a patient to the stretcher	1
Splint a suspected long bone injury	1
Splint a suspected joint injury	1
Stabilize an impaled object	1
Dress and bandage a soft tissue injury	1
Apply an occlusive dressing to an open wound to the thorax	1
Perform uncomplicated delivery	1
Assess vital signs	1
Perform a comprehensive physical assessment	1
Perform CPR - Adult	1



Skill	Minimum EMT Skills
Perform CPR - Pediatric	1
Perform CPR - Neonate	1

- [Sub-Section 3-490-46 - Clinical Requirements](#) [PROOF ATTACHED].

Age	Minimum Formative (some assistance) Contacts During: Note: Must be completed prior to Summative. <ul style="list-style-type: none"> <li>▪ <a href="#">EMS 506 (Clinical I)</a>,</li> <li>▪ <a href="#">EMS 516 (Clinical II)</a>,</li> <li>and/or</li> <li>▪ <a href="#">EMS 526 (Field Experience)</a></li> </ul>	Minimum Summative (no assistance) Contacts During: <ul style="list-style-type: none"> <li>▪ <a href="#">EMS 506 (Clinical I)</a>,</li> <li>▪ <a href="#">EMS 516 (Clinical II)</a>,</li> <li>▪ <a href="#">EMS 526 (Field Experience)</a>, and/or</li> <li>▪ <a href="#">EMS 536 (Field Internship)</a></li> </ul>
Pediatric Note: At least two contacts must fall within the following sub-categories: <ul style="list-style-type: none"> <li>▪ Neonate (0-30 days)</li> <li>▪ Infant (1-12 months)</li> <li>▪ Toddler (1-2 years)</li> <li>▪ Preschool (3-5 years)</li> <li>▪ School-Aged (6-12 years)</li> <li>▪ Adolescent (13-18 years)</li> </ul>	15	15
Adult (19-65 years)	30	30
Geriatric (>65 years)	9	9

- [Sub-Section 3-490-46 - Clinical Requirements](#) [PROOF ATTACHED].

Pathology/Complaint/Condition	Minimum Formative (some assistance) Contacts During: <ul style="list-style-type: none"> <li>▪ <a href="#">EMS 506 (Clinical I)</a>,</li> <li>▪ <a href="#">EMS 516 (Clinical II)</a>,</li> <li>and/or</li> <li>▪ <a href="#">EMS 526 (Field Experience)</a></li> </ul>	Minimum Summative (no assistance) Contacts During: <ul style="list-style-type: none"> <li>▪ <a href="#">EMS 536 (Field Internship)</a></li> </ul>
Trauma	18	9
Psychiatric/Behavioral	12	6
Obstetric delivery with normal newborn care	2	2**

Pathology/Complaint/Condition	<b>Minimum Formative (some assistance) Contacts</b> <b>During:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">EMS 506 (Clinical I)</a>,</li> <li>▪ <a href="#">EMS 516 (Clinical II)</a>,</li> <li style="text-align: center;">and/or</li> <li>▪ <a href="#">EMS 526 (Field Experience)</a></li> </ul>	<b>Minimum Summative (no assistance) Contacts</b> <b>During:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">EMS 536 (Field Internship)</a></li> </ul>
Complicated obstetric delivery	2**	
Distressed neonate	2**	2**
Cardiac (ACS or chest pain)	12	6
Cardiac arrest	2**	1**
Cardiac dysrhythmias	10	6
Neurologic (stroke, syncope, AMS)	8	4
Respiratory	8	4
Other	12	6

- [Sub-Section 3-490-46 - Clinical Requirements](#) [PROOF ATTACHED].

Skill	Minimum Skills on Live Patients
Establish IV access	52
Administer IV infusion medication	2
Administer IV bolus medication	10
Administer IM injection	2
Establish IO access	2**
Perform PPV with BVM	10**
Perform oral endotracheal intubation	10**
Perform endotracheal suctioning	2**
Perform FBAO removal using Magill Forceps	2**
Perform cricothyrotomy	2**
Insert supraglottic airway	10**
Perform needle decompression of the chest	2**
Perform synchronized cardioversion	10**
Perform defibrillation	10**
Perform transcutaneous pacing	10**
Perform chest compressions	2**

- [Sub-Section 3-490-46 - Clinical Requirements](#) [PROOF ATTACHED].

<b>Minimum Formative (TEAM MEMBER)</b> <b>Contacts During:</b> <ul style="list-style-type: none"> <li>▪ <b>EMS 526 (Field Experience)</b></li> </ul>	<b>Minimum Summative (TEAM LEADER)</b> <b>Contacts During:</b> <ul style="list-style-type: none"> <li>▪ <b>EMS 536 (Field Internship)</b></li> </ul>
30	30

- Student counseling (as applicable). Notes:
- Required course certifications:
  - ACLS. [PROOF ATTACHED]
  - PALS. [PROOF ATTACHED]
- Field internship mentor approval form. [PROOF ATTACHED]
- Fourth trimester post-field internship exams:
  - Cognitive: Platinum timed comprehensive adaptive test, or cumulative summary results with "Good" in all categories. [PROOF ATTACHED (Platinum)]
  - Affective: Final comprehensive eval with "PASS" status. [PROOF ATTACHED (Google Drive)]
  - Psychomotor: NIEMT psychomotor "PASS" results [PROOF ATTACHED (NREMT)].
- Medical Director interview (if applicable).
- Student completed resource assessment survey.

Program requirements successfully and fully completed on:

Program Director signature:

Medical Director signature:

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
01/19/23		Created this form as a result of CoAEMSP site visit recommendations.

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# Section 3-560 - Critical Care Paramedic Academy

CMH EMS Education Manual

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This Academy and associated Courses are pending development

## Sub-Sections:

- [3-560-33 - EMS 601 \(Critical Care Paramedicine\) Course](#)
- [3-560-66 - EMS 606 \(Critical Care Paramedicine Clinical Experience\) Course](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Added this section for eventual addition of this program.
09/09/19	<a href="#">pdf</a>	Modified the academy course names.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.

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# **Sub-Section 3-560-33 - EMS 601 (Critical Care Paramedicine) Course**

CMH EMS Education Manual

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This is a placeholder for course information.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online

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# **Sub-Section 3-560-66 - EMS 606 (Critical Care Paramedicine Clinical Experience) Course**

CMH EMS Education Manual

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This is a placeholder for course information.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Section 3-630 - Community Paramedic Academy

CMH EMS Education Manual

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This Academy and associated Courses are pending development

## Sub-Sections:

- [3-630-03 - Goal](#)
- [3-630-05 - Accreditation](#)
- [3-630-07 - Faculty](#)
- [3-630-09 - Curriculum](#)
- [3-630-11 - Prerequisites](#)
- [3-630-13 - Functional Abilities Required](#)
- [3-630-15 - Tuition Details](#)
- [3-630-18 - Application and Selection Process](#)
- [3-630-19 - IBSC CP-C Advanced Placement](#)
- [3-630-20 - Classroom details](#)
- [3-630-22 - Academic Progress](#)
- [3-630-24 - Grade Calculation](#)
- [3-630-26 - Certificates Gained after Completion](#)
- [3-630-28 - Examination and Graduation Requirements](#)
- [3-630-30 - Clinical Requirements](#)
- [3-630-33 - EMS 701 \(Community Paramedicine\) Course](#)
- [3-630-66 - EMS 706 \(Community Paramedicine Clinical Experience\) Course](#)
- [3-630-78 - Clinical Evaluation Cards](#)
- [3-630-88 - Terminal Competency Form](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/09/19	<a href="#">pdf</a>	Modified the academy course names.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.
12/23/21	<a href="#">pdf</a>	Created sub-section placeholders to finish building the CP Academy.
11/10/22	<a href="#">pdf</a>	Added 3-630-19 section.



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# Sub-Section 3-630-03 - Community Paramedic Academy Goal

## CMH EMS Education Manual

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CMH EMS Community Paramedic Academy goal is "To prepare competent entry-level Community Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

### **Description:**

According to the Join Committee on Rural Emergency Care (JCREC), the following is the working definition of the Community Paramedic:

- A state licensed EMS professional that has completed an appropriate educational program and has demonstrated competence in the provision of health education, monitoring and services beyond the roles of traditional emergency care and transport and in conjunction with medical direction. The specific roles and services are determined by community health needs and in collaboration with public health and medical direction.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/23/21		Added this section.

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# Sub-Section 3-630-05 - Community Paramedic Academy Accreditation

## CMH EMS Education Manual

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Missouri Code of State Regulations ([13 CSR 30-40.800](#)) states the certification requirements for Community Paramedic licensure includes completing a Community Paramedic program from an institution that is accredited by CoAEMSP. See statement below on CMH's accreditation status. Additionally, the program must meet the following minimums according to Missouri CSR:

- Minimum of 60 hours didactic training and practical lab skills covering the minimum subjects:
  - Role in the health care system,
  - Mental health illnesses and Alzheimer's disease,
  - Social determinants of health model,
  - Role in the community,
  - Developing cultural competency,
  - Personal safety and wellness.
- Minimum of 40 hours clinical experience in a clinical setting.

The Citizens Memorial Hospital Paramedic Program holds a Letter of Review, which is NOT a CAAHEP accreditation status, but is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. However, it is NOT a guarantee of eventual accreditation.

Students are eligible to apply for Missouri Emergency Medical Technician Community Paramedic (EMT-CP) licensure who successfully graduate from this program.

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12/23/21		Added this section.

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# Sub-Section 3-630-07 - Community Paramedic Academy Faculty

## CMH EMS Education Manual

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### Medical Director:

Dr. Keith Butvilas is the medical director for Pre-Hospital Services and the Emergency Room at Citizens Memorial Hospital. Dr. Butvilas is board-certified and residency-trained in emergency medicine with extensive high-volume and trauma experience exploring community and academic settings. He is comfortable with all skills and procedures and trained in emergency ultrasound-guided procedures. Keith has extensive leadership experience, including being the Chief Medical Officer of a healthcare system and the lead physician in an EMR conversion responsible for the physician design and build.



### Program Director & Lead Instructor:

Theron Becker, FACPE, MMPA, EFO, BS-FPE, NRP, is a Nationally Registered Paramedic and Missouri Community Paramedic. Theron got his EMT license in 1995 while attending the Fire Engineering program at Oklahoma State University. Since then, he has obtained a Masters degree in Public Administration Management, Executive Fire Officer from the National Fire Academy, Fellow of the American College of Paramedic Executives, and is currently working on his Master of Public Health.

Theron has been a volunteer firefighter in Southwest Missouri since he was 16 years old. He has been employed as an ambulance paramedic, on hazmat teams, as a fire protection engineer, and in public health in bioterrorism preparedness. Mr. Becker is also the Assistant Editor of the International Journal of Paramedicine.

Full bio and curriculum vitae can be found here: <http://ozarksems.com/theron-resume.php>





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12/23/21		Created this section.
12/28/22		Updated faculty.

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# Sub-Section 3-630-09 - Community Paramedic Academy Curriculum

## CMH EMS Education Manual

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### Curriculum:

The Community Paramedic program will use the current edition curriculum and textbook from AAOS (published by Jones and Bartlett):

The current edition of the textbook used is "Community Health Paramedicine" with "Navigate 2 Advantage Package."

ISBN: [9781284040968](https://www.jonesandbartlett.com/9781284040968)



"People Care: Perspectives and Practices for Professional Caregivers - 3rd edition."

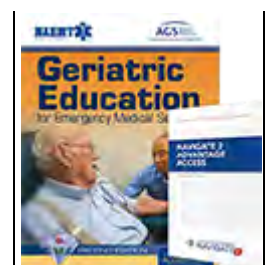
ISBN: [9781616695990](https://www.jonesandbartlett.com/9781616695990)



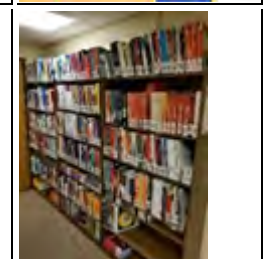
### Books issued to students during the Academy that will be returned at the end of each course:

"Geriatric Education for Emergency Medical Services."

ISBN: [9781449641917](https://www.jonesandbartlett.com/9781449641917)



Library of more than 700 reference books can be browsed and checked out by visiting <http://ozarksems.com/library.php>.



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# Sub-Section 3-630-11 - Community Paramedic Academy Prerequisites

## CMH EMS Education Manual

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Students must complete the following before completing the first day of class:

- Refer to [Sub-Section 2-600-66 - Patient Protection and Student Vaccinations](#) for vaccination requirements to attend class and have patient contact.
- Have regular access to a personal computer with reliable internet access and some type of word processing software.
- Must have a high school diploma, High School Equivalency (HSE), or GED.
- Will be at least 18 years old before scheduled clinical time.
- Complete application process (including application fee, entrance exam, and acceptance into the program).
- Ability to obtain Missouri Class E Driver License.
- Completion of student ID process at CMH HR (certification of insurance application, HIPAA video, and criminal background check).
  - Must not have a criminal background of felonies or drug-related convictions.
  - Must have the ability to pass a drug screen.
- Must be currently certified in the following American Heart Association certifications and maintain certification until completion of the Community Paramedic Academy:
  - Basic Life Support (BLS) CPR,
  - Advanced Cardiac Life Support (ACLS),
  - Pediatric Advanced Life Support (PALS)
- Must currently hold an undisciplined Missouri Paramedic license and must maintain licensure until completion of the Community Paramedic Academy.
  - Recommended to have five years of work experience as a Paramedic.
- Ability to meet functional requirements of paramedic job responsibilities.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/23/21		Created this section.
10/12/22	<a href="#">pdf</a>	Adjusted from 5 yr experience required to recommended.
07/21/23	<a href="#">pdf</a>	Clarified high school requirements.

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# Sub-Section 3-630-13 - Community Paramedic Academy Functional Abilities Required

## CMH EMS Education Manual

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CMH EMS Department does not discriminate against any individual with disabilities. However, there are certain technical standards, essential functions, and physical demands which are required of the Community Paramedic. The physical requirements are listed below and the student must be able to perform these requirements as well as have satisfactory physical health. NOTE: Additional requirements are often required by employers to those listed below.

Students must be able to achieve all clinical objectives, and below items in the list of functional abilities, which are an inherent part of the clinical objectives. Students returning to school following an illness or injury must submit a letter from his or her doctor indicating any restrictions. Situations with a student placed on restrictions from a doctor will be considered on a case-by-case basis. Determination will then be made after evaluation of the restriction and time frame indicated by the doctor regarding the student's ability to meet all clinical objectives and remain in the academy.

- Gross motor skills: Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders (i.e. hang an IV bag), and reach below waist (i.e. plug an electrical plug into an outlet).
- Fine motor skills: Pick up objects with hands, grasp small objects with hands, write with pen or pencil, type on a computer keyboard, pinch and pick or otherwise work with fingers (i.e. manipulate a syringe), twist (i.e. turn knob), squeeze with fingers (i.e. eye dropper), and able to safely operate a motor vehicle (i.e. an ambulance).
- Physical endurance: Stand (i.e. at patient side during a procedure), sustain repetitive movements (i.e. CPR compressions), and maintain physical tolerance (i.e. assist a patient walking).
- Physical strength: Push and pull 50 pounds (i.e. position patients), support 50 pounds of weight (i.e. ambulate a patient), lift 50 pounds (i.e. pick up a child), move 50 pound objects (i.e. transfer a patient), defend against combative patient, carry equipment and supplies, use upper body strength (i.e. physically restrain a patient), and squeeze with hands (i.e. operate a fire extinguisher).
- Mobility: Twist, bend, stoop, squat, move quickly (i.e. in response to an emergency), climb (i.e. ladders), and walk.
- Hearing: Hear normal speaking levels (i.e. person-to-person report), hear faint voices, hear faint body sounds (i.e. blood pressure), hear in situations when not able to see lips, hear auditory alarms.
- Visual: See objects at arms-length (i.e. computer screen), see objects around 20 feet away (i.e. patient in a room), see objects more than 20 feet away (i.e. obstacles on the roadway), use depth perception, use peripheral vision, distinguish color (i.e. color codes on equipment), distinguish color intensity (i.e. skin color).

- Tactile: Feel vibrations (i.e. palpate pulse), detect temperature (i.e. skin), feel differences in surface characteristics (i.e. skin turgor), feel differences in sizes and shapes (i.e. palpate vein), and detect environmental temperature (i.e. check for drafts).
- Smell: Detect odors from patient (i.e. alcohol breath), detect smoke, and detect gases or noxious smells.
- Reading: Read and understand written documents (i.e. protocols).
- Arithmetic competence: Read and understand columns of writing (i.e. charts), read digital displays, read graphics (i.e. EKG), calibrate equipment, convert numbers to and from metric system, tell time, measure time (i.e. count duration of contractions), count rates (i.e. breaths per minute), use measuring tools (i.e. thermometer), read measurement marks (i.e. scales), add/subtract/multiply/divide whole numbers, compute fractions (i.e. medication dosages), use a calculator, and write numbers.
- Emotional stability: Establish therapeutic boundaries, provide patients with emotional support, adapt to changing environments and stress, deal with the unexpected (i.e. patient crisis), focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, and handle strong emotions (i.e. grief).
- Analytical thinking: Transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use long-term memory, and use short-term memory.
- Critical thinking: Identify cause and effect relationships, plan and control activities for others, synthesize knowledge and skills, and sequence information.
- Interpersonal skills: Negotiate interpersonal conflict, respect differences in patients and co-workers, and establish rapport with patients and co-workers.
- Communication skills: Teach (i.e. patient education), explain procedures, give oral reports, interact with others, communicate on the telephone, communicate on a radio, influence people, direct activities of others, convey information through writing.

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12/23/21		Added this section.

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# Sub-Section 3-630-15 - Community Paramedic Academy Tuition Details

## CMH EMS Education Manual

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Tuition of \$300 includes textbooks and online access codes. A non-refundable application fee of \$50 is due at time of application. Fees and tuition can be paid by check, credit card, or CMH employee payroll deduction.

Employment contract is available for currently employed CMH EMTs. Contact your manager for details.

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<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/23/21		Added this section.

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# Sub-Section 3-630-18 - Community Paramedic Academy Application and Selection Process

## CMH EMS Education Manual

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CMH EMS Education Department will review completed student applications. Application can be found here (<http://ozarksems.com/education-application.php>). Upon meeting minimum admission standards, or higher, qualified applicants will be offered a seat in the Community Paramedic Academy in the following priority:

- CMH employee.
- First responder agency within CMH's seven-county service area.
- Currently working full-time for an ambulance agency.
- Highest entrance exam score (if applicable).

If the number of applicants exceeds classroom capacity, an entrance exam and/or interview process will be used to select and admit prospective community paramedic students with the best chances of success in the Community Paramedic Academy.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/25/21		Added this section.

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# Sub-Section 3-630-19 - IBSC CP-C Advanced Placement

## CMH EMS Education Manual

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Currently certified Community Paramedics by the International Board of Specialty Certification may apply for advanced placement into the Community Paramedic Academy. Students must complete the following:

- Have a current, undisciplined IBSC CP-C certification and
- Complete application process as described in [Sub-Section 3.630-18 - Community Paramedic Academy Application and Selection Process](#).

Upon acceptance into the program, all current requirements of Missouri regulation 13 CSR 30-40.800 must be completed. This includes a minimum of 60 classroom/lab hours in addition to all clinical hours. The student may choose which classroom/lab sections to attend but they must include the following minimums:

- All sections with "meets 13 CSR 30-40.800" in the comments.
- All sections that are part of an NAEMT certification course.
- All Lab activities.
- Successfully complete the final exam.
- Participate in all People Care discussions.

Courses selected must be communicated to the lead instructor prior to the first day of the academy and attendance will be expected. Upon completion of the academy, a hard minimum of 60 hours of classroom/lab time is required. Note: Classroom contact hours are only awarded for successful completion of all required activities (i.e. lab time and minimum of 70% score on chapter test).

In all cases, completion of the chapter or course test associated with the attended course is required and will be used for overall academy grade calculation. The final exam must also be successfully completed. Finally, all candidates must successfully complete all requirements of [Sub-Section 3.630-66 - EMS 706 \(Community Paramedicine Field Experience\) Course](#).

Full tuition is also required for this advanced placement.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
11/10/22		Added this section.

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# Sub-Section 3-630-20 - Community Paramedic Academy Classroom Details

## CMH EMS Education Manual

### [Sub-Section 3-630-33 - EMS 701 \(Community Paramedicine\) Course:](#)

- Classroom and laboratory every Friday 0830 to 1730 hours.

### [Sub-Section 3-630-66 - EMS 706 \(Community Paramedicine Clinical Experience\) Course:](#)

- This clinical course may be started at any time and students are on their own to schedule clinical shifts.

## Participation Credit

All scores in participation categories below must be above 70% for each category to successfully pass the academy.

### "People Care" weekly discussion participation:

- Each week, a discussion thread based on the reading assignment in the book "People Care" will be required. Meaningful participating each week is required. Instructors will post questions and/or conversation that must be responded to based on your experience and reading. Each week is pass/fail based on responses. Participation in the weekly discussion is due by 8 AM each Friday morning.

## Generic Weekly Schedule:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Afternoon	Occasional Emergency Medical Technician	Paramedic CMH PHS EMT Internship	CMH PHS EMT Internship	CMH PHS EMT Internship	Paramedic CMH PHS EMT Internship	Community Paramedic CMH PHS EMT Internship	Emergency Medical Technician every other weekend
Evening		Emergency Medical			Emergency Medical		

		Technician			Technician		
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**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/25/21		Added this section.
12/27/21	<a href="#">pdf</a>	Removed JBL pre-quiz.
11/10/22	<a href="#">pdf</a>	Changed class dates from Tuesday to Friday.



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# Sub-Section 3-630-22 - Community Paramedic Academy Academic Progress

## CMH EMS Education Manual

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To remain in and progress through the Community Paramedic Academy, the student must:

- Remain in compliance with policies and procedures outlined in this administration manual.
- Maintain AHA certifications and MO Paramedic licensure.
- Submit to annual infectious disease immunizations (i.e. influenza and COVID) as required by CMS, CMH, CDC, and local public health.

Students are responsible to constantly monitor his or her own learning process. Current standing and grades are available upon request. Every effort will be made to email grade records at the completion of each chapter.

Students are strongly encouraged to request appropriate faculty guidance and assistance with any curriculum material or any clinical objectives he or she is having difficulty mastering.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/25/21		Added this section.

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# Sub-Section 3-630-24 - Community Paramedic Academy Grade Calculation

## CMH EMS Education Manual

The overall Academy score is the same as the [EMS 701 - Community Paramedicine](#) course grade after successful completion of the requirements of [EMS 706 - Community Paramedicine Clinical Experience](#).

[EMS 701 - Community Paramedicine](#) course score is calculated using the following table:

Description	Percentage of course grade
Tests - Each of the following are 5.4% of the course grade: <ul style="list-style-type: none"> <li>• Chapters 1-6 Test</li> <li>• CPC-MI Post Test</li> <li>• Chapters 7-9 Test</li> <li>• Chapters 10-11 Test</li> <li>• Chapters 12-14 Test</li> <li>• GEMS-C Post Test</li> <li>• GEMS-A Post Test</li> <li>• Chapter 18 Test</li> <li>• Chapters 16-17 Test</li> <li>• Chapter 15 Test</li> <li>• CPC-WN Post Test</li> <li>• CPC-HPC Post Test</li> <li>• Chapters 19-20 Test</li> <li>• Chapters 21-22 Test</li> </ul>	75%
Final Exam	25%

Participation scores in ALL categories below must be at least 70% to obtain a "PASS" in each course:

- People Care Discussions

Each clinical and field course is PASS/FAIL. Obtaining a "FAIL" in any of the clinical or field courses will result in an overall "FAIL" in the Community Paramedic Academy.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/25/21		Added this section.
12/27/21	<a href="#">pdf</a>	Removed JBL pre-quiz and adjusted scoring criteria.

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# Sub-Section 3-630-26 - Certifications Gained after Completion of the Community Paramedic Academy

## CMH EMS Education Manual

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- [National Association of Emergency Medical Technicians \(NAEMT\) - Community Paramedicine Course Series](#). This series is still under development by the NAEMT, however, currently published and available curriculum will be used in the following topics and certifications will be issued upon successful completion:
  - [Motivational Interviewing](#).
  - [Wellness and Nutrition](#).
  - [Hospice and Palliative Care](#).
- National Association of Emergency Medical Technicians (NAEMT) - [Geriatric Education for EMS \(GEMS\)](#).
- Prepared and eligible to test for [International Board of Specialty Certification - Community Paramedic certification](#).
- Prepared and eligible to apply for [Missouri Community Paramedic license](#).



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/25/21		Added this section.
12/27/21	<a href="#">pdf</a>	Corrected some typos.

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# Sub-Section 3-630-28 - Community Paramedic Academy Examination and Graduation Requirements

## CMH EMS Education Manual

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[JBLearning](#) website will be used for tests and exams. Test reliability and discrimination will be completed on every chapter test and formally completed on every exam. Refer to [Sub-Section 1-560-24 - High Stakes Exam Analysis](#) for more details.

[JBLearning](#) website will also be used for gradebook calculations. Refer to [Sub-Section 3-630-24 - Community Paramedic Academy Grade Calculation](#) for details.

## Course Completion Requirements

ALL of the following must be completed for successful completion of each course. Additionally, all requirements of [Sub-Section 3-630-22 - Community Paramedic Academy Academic Progress](#) will also be enforced.

- Attain at least a 70% overall course score,
- Successful completion (at least a 70% grade) on at least a 70% of the chapters in the course,
- Successful completion of all required laboratory skills within the course,
- People Care participation grade of at least 70%, AND
- Successful completion of all required clinical skills, patient contacts, and hours.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/25/21		Added this section.
12/27/21	<a href="#">pdf</a>	Removed JBL pre-quiz.

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# Sub-Section 3-630-30 - Community Paramedic Academy Clinical Requirements

## CMH EMS Education Manual

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### Definitions

Clinical experience is defined as a planned and scheduled educational student experience with live patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers, and may include field experience.

### Eligibility

To be eligible to attend clinical rotations, the student must maintain passing status (min 70% overall grade) in the Community Paramedic Academy. Urine drug screen may be required prior to starting clinicals. CMH Lab will be used for these drug screens. Administrative contact for CMH Lab is Paulette Ivey.

### Staff Substitutions

At no time may a community paramedic student be substituted for paramedic, community paramedic, nursing, or nurse practitioner staff. If the community paramedic student is also an employee of the clinical site:

When functioning as a community paramedic student:	When functioning as staff:
<ul style="list-style-type: none"> <li>• Must wear employee uniform and ID badge clearly identifying the student as a paramedic.</li> <li>• Must NOT perform normal work duties that are outside the scope of the clinical objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Must NOT wear clothing or ID badge that identifies the student as a student.</li> <li>• Must NOT perform clinical student activities outside the scope of employed job description.</li> </ul>

### General Requirements

Students are required to participate and be eligible to participate at all clinical sites without exception. Students must also comply with the facilities' policies and procedures. CMH is not obligated to locate an additional clinical site to accommodate a student for any reason.

Courses with a clinical component require mastery of the clinical objectives in order to successfully complete the course. The clinical component of any course is an integral portion of that course. Clinical experiences are graded on a pass/fail basis. If a student fails in clinical, he or she will fail the course. Students will be sent

home from the clinical setting for unsafe or unprofessional behavior and may be grounds for dismissal from the course.

## Inability to Encounter Live Patients

If the minimum number of patient contacts and skills listed for each clinical requirement is not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

In the event a student is unable to obtain the minimum number of live patient encounters or skill competence, he or she should request in writing for an evaluation and alternative action plan. The deficiency will be evaluated on a case-by-case basis to develop an action plan that may include (but not limited to):

- Termination from the program,
- Extension of deadlines, and/or
- Alternative methods to demonstrate competence in scenario-based high-fidelity simulations. Simulations will replace live encounters on a 1:1 ratio basis with the following exceptions:

## Scope

If, at any time during a clinical rotation, a student is asked to perform outside his/her scope of training, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it.

## Identification

All students will be required to wear a CMH-issued ID badge during all classroom, skills, and clinical rotations. Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

## Documentation

[Platinum Planner](#) will be used to document and track skills, labs, scenarios, simulations, and clinical contacts. Documentation is the responsibility of the student. The patient medical record number must be documented with the skills performed. If the medical record number is not included, the patient encounter and skills associated will be returned to the student and will not count until the medical record number is attached. If, during spot checks and subsequent investigation, a falsification is found, disciplinary action will be taken and may include termination from the program.

When documenting live patient contacts and skills in Platinum Planner, the first line in the narrative must contain a medical record number trackable to the patient. This could be a hospital number off a face sheet or an EMS run number. Spot checks will be done to ensure accurate documentation.

## Clinical Double-Dipping Policy

When documenting skills, you may document as many skills on the same patient as you actually perform (i.e. medication administration), however, patient assessments may only be documented once per patient per patient visit. If you assess the same patient on different shifts, both assessments may be counted. If the patient leaves and returns for a second visit (or calls 911 a second time while riding the ambulance), both assessments and both team leads (if applicable) may be documented.

### **Minimum Number of Successful Attempts:**

There are currently no specific clinical skills required during clinical experience for the Community Paramedic Academy.



**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/26/21		Added this section.

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# Sub-Section 3-630-33 - EMS 701 (Community Paramedicine) Course

CMH EMS Education Manual

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## Prerequisites:

Enrollment in the Community Paramedic Academy

## Credit:

72 contact hours - 4.5 credit hours

## Education Standards:

This course is designed to primarily meet course requirements as established in Missouri Code of State Regulations [19 CSR 30-40.800](#). Additionally, this course serves as a preparatory course for students interested in sitting for the [IBSC Certified Community Paramedic](#) exam.

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Competencies Required for Completion:






- [Sub-Section 3-630-28 - Community Paramedic Academy Examination and Graduation Requirements](#),
- [Sub-Section 3-630-30 - Community Paramedic Academy Clinical Requirements](#), and
- [Sub-Section 3-630-88 - Community Paramedic Academy Terminal Competency Form](#).










## Course Instructor:







Theron Becker. Office hours by appointment. Email: [theron.becker@citizensmemorial.com](mailto:theron.becker@citizensmemorial.com).










2022 Community Paramedic CANCELLED Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
February 2022				

Date	Times	Lesson	Comments	Instructors
2022-02-01 (Tuesday)	08:30 - 09:30	<a href="#">CANCELLED Intro to Community Paramedicine</a>	Ch 1	
2022-02-01 (Tuesday)	09:30 - 10:30	<a href="#">CANCELLED Personal Safety</a>	Ch 2, Meets 13 CSR 30-40.800(2)(A) (2)(A) for personal safety and wellness	
2022-02-01 (Tuesday)	10:30 - 12:00	<a href="#">CANCELLED Professional Boundaries</a>	Ch 3	
2022-02-01 (Tuesday)	13:00 - 14:30	<a href="#">CANCELLED Interactions</a>	Ch 4	
2022-02-01 (Tuesday)	14:30 - 15:30	<a href="#">CANCELLED Ethics</a>	Ch 5	
2022-02-01 (Tuesday)	15:30 - 17:00	<a href="#">CANCELLED Public Health</a>	Ch 6	
2022-02-08 (Tuesday)	08:30 - 10:00	 <a href="#">CANCELLED NAEMT Motivational Interviewing Intro</a>	Lesson 1, Ch 1-6 test due, People Care p 5-16 due	
2022-02-08 (Tuesday)	10:00 - 11:00	 <a href="#">CANCELLED NAEMT CPS-MI Understanding Patients</a>	Lesson 2	
2022-02-08 (Tuesday)	11:00 - 12:00	 <a href="#">CANCELLED NAEMT CPS-MI Motivational Interviewing</a>	Lesson 3	
2022-02-08 (Tuesday)	13:00 - 14:00	 <a href="#">CANCELLED NAEMT CPS-MI Active Listening</a>	Lesson 4	
2022-02-08 (Tuesday)	14:00 - 15:30	 <a href="#">CANCELLED NAEMT CPS-MI Ambivalence, Resistance</a>	Lesson 5	
2022-02-08 (Tuesday)	15:30 - 16:30	 <a href="#">CANCELLED NAEMT CPS-MI Goals, Problem Solving</a>	Lesson 6	
2022-02-08 (Tuesday)	16:30 - 17:30	 <a href="#">CANCELLED NAEMT CPS-MI Post Test</a>	None	
2022-02-15 (Tuesday)	12:30 - 14:30	<a href="#">CANCELLED Social Determinants of Health</a>	Ch 7, People Care p 17-34 due, Meets 13 CSR 30-40.800(2)(A)(2)(A) for social determinants of health model	
2022-02-15 (Tuesday)	14:30 - 15:30	<a href="#">CANCELLED Cultural Competence</a>	Ch 8, Meets 13 CSR 30-40.800(2)(A) (2)(A) for developing cultural competency	
2022-02-15 (Tuesday)	15:30 - 17:00	<a href="#">CANCELLED Community Needs Assessment</a>	Ch 9, Meets 13 CSR 30-40.800(2)(A) (2)(A) for role in the health care system and role in the community	
2022-02-22 (Tuesday)	12:30 - 13:30	<a href="#">CANCELLED Patient Needs Assessment</a>	Ch 10, Ch 7-9 tests due, People Care p 35-42 due	





Date	Times	Lesson	Comments	Instructors
2022-02-22 (Tuesday)	13:30 - 15:30	<a href="#">CANCELLED Pathophysiology</a>	Ch 11	
2022-02-22 (Tuesday)	15:30 - 16:00	<a href="#">CANCELLED Ophthalmoscope, Otoscope Lab</a>	Lab 1, 2	
2022-02-22 (Tuesday)	16:00 - 16:30	<a href="#">CANCELLED Peak Flow Meter Lab</a>	Lab 3	
<b>March 2022</b>				
2022-03-01 (Tuesday)	08:30 - 12:30	<a href="#">CANCELLED Patient Assessment</a>	Ch 12, Ch 10-11 tests due, People Care p 43-53 due	
2022-03-01 (Tuesday)	13:30 - 15:30	<a href="#">CANCELLED Lab Values (Dr Alderfer)</a>	Ch 13	
2022-03-01 (Tuesday)	15:30 - 17:30	<a href="#">CANCELLED Plan of Care (Dr Evans)</a>	Ch 14	
2022-03-08 (Tuesday)	08:30 - 09:00	 <a href="#">CANCELLED NAEMT Geriatric Education - Changes with Age (Dr. Capps)</a>	Ch 18 topics covered by GEMS, Core Lesson 1, Ch 12-14 tests due, People Care p 54-75 due	
2022-03-08 (Tuesday)	09:00 - 10:00	 <a href="#">CANCELLED NAEMT GEMS Communication</a>	Core Lesson 2	
2022-03-08 (Tuesday)	10:00 - 10:30	 <a href="#">CANCELLED NAEMT GEMS Assessment, Pharmacology, Medication</a>	Core Lesson 3	
2022-03-08 (Tuesday)	10:30 - 11:00	 <a href="#">CANCELLED NAEMT GEMS Psychosocial (Dr. Bravata)</a>	Core Lesson 4	
2022-03-08 (Tuesday)	11:00 - 11:30	 <a href="#">CANCELLED NAEMT GEMS Elder Abuse</a>	Core Lesson 5	
2022-03-08 (Tuesday)	12:30 - 13:30	 <a href="#">CANCELLED NAEMT GEMS End of Life Care (Brenda Hicks, RN)</a>	Core Lesson 6	
2022-03-08 (Tuesday)	13:30 - 14:00	 <a href="#">CANCELLED NAEMT GEMS Cardiovascular, Respiratory (Kayla Inman, NPC)</a>	Core Lesson 7	
2022-03-08 (Tuesday)	14:00 - 14:30	 <a href="#">CANCELLED NAEMT GEMS Trauma (Ortho doc?)</a>	Core Lesson 8	
2022-03-08 (Tuesday)	14:30 - 15:00	 <a href="#">CANCELLED NAEMT GEMS Neurological, Altered Mental (Memory Center NP?)</a>	Core Lesson 9	

Date	Times	Lesson	Comments	Instructors
2022-03-08 (Tuesday)	15:00 - 15:30	 <a href="#">CANCELLED NAEMT GEMS Medical Emergencies</a>	Core Lesson 10	
2022-03-08 (Tuesday)	15:30 - 16:00	 <a href="#">CANCELLED NAEMT GEMS Mobile Integrated Health</a>	Core Lesson 11	
2022-03-08 (Tuesday)	16:00 - 16:30	 <a href="#">CANCELLED NAEMT GEMS Disasters</a>	Core Lesson 12	
2022-03-08 (Tuesday)	16:30 - 17:30	 <a href="#">CANCELLED NAEMT GEMS Post Test</a>	None	
2022-03-15 (Tuesday)	08:30 - 09:00	 <a href="#">CANCELLED NAEMT GEMS Advanced Overview</a>	People Care p 76-84 due	
2022-03-15 (Tuesday)	09:00 - 09:30	 <a href="#">CANCELLED NAEMT GEMS Behavioral (Dr. Bravata)</a>	Advanced Lesson 1	
2022-03-15 (Tuesday)	09:30 - 10:00	 <a href="#">CANCELLED NAEMT GEMS Trauma (Ortho doc?)</a>	Advanced Lesson 2	
2022-03-15 (Tuesday)	10:00 - 10:30	 <a href="#">CANCELLED NAEMT GEMS Skin, Wound Care (Wound RN?)</a>	Advanced Lesson 3	
2022-03-15 (Tuesday)	10:30 - 11:30	 <a href="#">CANCELLED NAEMT GEMS Left Ventricular Assist (Kayla Inman NPC)</a>	Advanced Lesson 4	
2022-03-15 (Tuesday)	12:30 - 13:30	 <a href="#">CANCELLED NAEMT GEMS Ventilators (Jacob Snyder, RT)</a>	Advanced Lesson 5	
2022-03-15 (Tuesday)	13:30 - 14:00	 <a href="#">CANCELLED NAEMT GEMS Foley, Colostomy Care (Urology RN?)</a>	Advanced Lesson 6	
2022-03-15 (Tuesday)	14:00 - 15:00	 <a href="#">CANCELLED NAEMT GEMS Vascular Access, Feeding Tubes (Cassie Ahlers, RN)</a>	Advanced Lesson 7	
2022-03-15 (Tuesday)	15:00 - 16:00	 <a href="#">CANCELLED NAEMT GEMS Implantable Defibrillators (Kayla Inman NPC)</a>	Advanced Lesson 8	
2022-03-15 (Tuesday)	16:00 - 16:30	 <a href="#">CANCELLED NAEMT GEMS End of Life Care (Brenda Hicks, RN)</a>	Advanced Lesson 9	















Date	Times	Lesson	Comments	Instructors
2022-03-15 (Tuesday)	16:30 - 17:30	 <a href="#">CANCELLED NAEMT GEMS Post Test</a>	None	
2022-03-22 (Tuesday)	12:30 - 15:00	<a href="#">CANCELLED Mental Health (Dawnielle Robinson LPC)</a>	Ch 16, Ch 18 test due, People Care p 85-100 due, Meets 13 CSR 30-40.800(2)(A)(2)(A) for mental health illnesses and alzheimers	
2022-03-22 (Tuesday)	15:00 - 16:30	<a href="#">CANCELLED Children with Special Needs (Pediatric RN?)</a>	Ch 17	
2022-03-22 (Tuesday)	16:30 - 17:00	<a href="#">CANCELLED Tracheostomy, Inner Cannula Lab</a>	Lab 7, 8	
2022-03-22 (Tuesday)	17:00 - 17:30	<a href="#">CANCELLED CPAP Lab (Pulmonology doc?)</a>	Lab 12	
2022-03-29 (Tuesday)	08:30 - 17:30	<a href="#">CANCELLED Chronic Disease Management (Dr. Corn)</a>	Ch 15, Ch 16-17 tests due, People Care p 101-117 due	
<b>April 2022</b>				
2022-04-05 (Tuesday)	08:30 - 09:30	 <a href="#">CANCELLED NAEMT CPS Wellness, Nutrition Intro</a>	Ch 20 topics covered in CPS-WN, Lesson 1, Ch 15 test due, People Care p 118-127 due	
2022-04-05 (Tuesday)	09:30 - 10:30	 <a href="#">CANCELLED NAEMT CPS-WN Nutritional Assessment (endocrinology RN?)</a>	Lesson 2	
2022-04-05 (Tuesday)	10:30 - 11:30	 <a href="#">CANCELLED NAEMT CPS-WN Special Nutritional (endocrinology RN?)</a>	Lesson 3	
2022-04-05 (Tuesday)	11:30 - 12:00	 <a href="#">CANCELLED NAEMT CPS-WN Post Test</a>	None	
2022-04-05 (Tuesday)	13:00 - 14:00	 <a href="#">CANCELLED NAEMT Hospice, Palliative Care Intro (Brenda Hicks, RN)</a>	Ch 19 topics covered in CPS-HPC, Lesson 1	
2022-04-05 (Tuesday)	14:00 - 15:30	 <a href="#">CANCELLED NAEMT CPS-HPC Death, Dying (Brenda Hicks, RN)</a>	Lesson 2	
2022-04-05 (Tuesday)	15:30 - 17:00	 <a href="#">CANCELLED NAEMT CPS-HPC End of Life Care (Brenda Hicks, RN)</a>	Lesson 3	
2022-04-05 (Tuesday)	17:00 - 17:30	 <a href="#">CANCELLED NAEMT CPS-HPC Post Test</a>	None	
2022-04-12 (Tuesday)	08:30 - 12:30	<a href="#">CANCELLED Pharmacology (pharmacy?)</a>	Ch 21, Ch 19-20 tests due, People Care p 128-147 due	





Date	Times	Lesson	Comments	Instructors
2022-04-12 (Tuesday)	13:30 - 14:30	<a href="#">CANCELLED Cleaning, Dressing, Monitoring Wounds Lab (wound center RN?)</a>	Lab 4, 5, 6	
2022-04-12 (Tuesday)	14:30 - 15:30	<a href="#">CANCELLED Dressing, Flushing, Changing, PICC Lab (Cassie Ahlers, RN)</a>	Lab 9, 10, 11	
2022-04-12 (Tuesday)	15:30 - 17:30	<a href="#">CANCELLED Immunology (Dr. Fulnecky)</a>	Ch 22	
2022-04-19 (Tuesday)	08:30 - 11:00	<a href="#">CANCELLED Protocol Review</a>	Ch 21-22 tests due, People Care p 148-159 due	
2022-04-19 (Tuesday)	12:00 - 15:30	<a href="#">CANCELLED Equipment Familiarization (Kesha McCorkell, Tempus)</a>	None	
2022-04-19 (Tuesday)	15:30 - 17:30	<a href="#">CANCELLED Final Exam</a>	None	


















### 2023 Community Paramedic Academy (click to view **CURRENT** classes):




















Date	Times	Lesson	Comments	Instructors
<b>January 2023</b>				
2023-01-06 (Friday)	08:30 - 09:30	<a href="#">Community Paramedicine Academy</a>	Ch 1 (intro)	Theron Becker, <b>CP</b> Keith Butvilas, <b>DO</b>  
2023-01-06 (Friday)	09:30 - 10:30	<a href="#">Personal Safety</a>	Ch 2, Meets 13 CSR 30-40.800(2) (A)(2)(A) for personal safety and wellness	Theron Becker, <b>CP</b> 
2023-01-06 (Friday)	10:30 - 12:00	<a href="#">Professional Boundaries</a>	Ch 3	Theron Becker, <b>CP</b> 
2023-01-06 (Friday)	13:00 - 14:30	<a href="#">Public Health</a>	Ch 6	Theron Becker, <b>CP</b> Michelle Morris  
2023-01-06 (Friday)	14:30 - 16:00	<a href="#">Interactions</a>	Ch 4	Theron Becker, <b>CP</b> 
2023-01-06	16:00 - 17:00	<a href="#">Ethics</a>	Ch 5	Theron Becker, <b>CP</b> 

































Date	Times	Lesson	Comments	Instructors
(Friday)				
2023-01-13 (Friday)	08:30 - 10:00	 <a href="#">NAEMT Motivational Interviewing Intro</a>	Lesson 1, Ch 1-6 test due, People Care p 5-16 due	Theron Becker, <b>CP</b> 
2023-01-13 (Friday)	10:00 - 11:00	 <a href="#">NAEMT CPS-MI Understanding Patients</a>	Lesson 2	Theron Becker, <b>CP</b> 
2023-01-13 (Friday)	11:00 - 12:00	 <a href="#">NAEMT CPS-MI Motivational Interviewing</a>	Lesson 3	Theron Becker, <b>CP</b> 
2023-01-13 (Friday)	13:00 - 14:00	 <a href="#">NAEMT CPS-MI Active Listening</a>	Lesson 4	Theron Becker, <b>CP</b> 
2023-01-13 (Friday)	14:00 - 15:30	 <a href="#">NAEMT CPS-MI Ambivalence, Resistance</a>	Lesson 5	Theron Becker, <b>CP</b> 
2023-01-13 (Friday)	15:30 - 16:30	 <a href="#">NAEMT CPS-MI Goals, Problem Solving</a>	Lesson 6	Theron Becker, <b>CP</b> 
2023-01-13 (Friday)	16:30 - 17:30	 <a href="#">NAEMT CPS-MI Post Test</a>	None	Theron Becker, <b>CP</b> 
2023-01-27 (Friday)	08:30 - 10:30	<a href="#">Social Determinants of Health</a>	Ch 7, People Care p 17-34 due, Meets 13 CSR 30-40.800(2)(A)(2) (A) for social determinants of health model	Theron Becker, <b>CP</b> Jenna Hicks, <b>RN</b> 
2023-01-27 (Friday)	10:30 - 12:00	<a href="#">Community Needs Assessment</a>	Ch 9, Meets 13 CSR 30-40.800(2) (A)(2)(A) for role in the health care system and role in the community	Theron Becker, <b>CP</b> Jenna Hicks, <b>RN</b> Charlotte Marsch Hanna Siems  
2023-01-27 (Friday)	13:00 - 14:00	<a href="#">Cultural Competence</a>	Ch 8, Meets 13 CSR 30-40.800(2) (A)(2)(A) for developing cultural competency	Theron Becker, <b>CP</b> 
2023-01-27 (Friday)	14:00 - 15:00	<a href="#">Patient Needs Assessment</a>	Ch 10, Ch 7-9 tests due, People Care p 35-42 due	Theron Becker, <b>CP</b> 

Date	Times	Lesson	Comments	Instructors
2023-01-27 (Friday)	15:00 - 17:00	<a href="#">Pathophysiology</a>	Ch 11	Theron Becker, CP 
<b>February 2023</b>				
2023-02-03 (Friday)	08:30 - 12:30	<a href="#">Patient Assessment</a>	Ch 12, Ch 10-11 tests due, People Care p 43-53 due	Theron Becker, CP 
2023-02-03 (Friday)	13:30 - 15:30	<a href="#">Lab Values</a>	Ch 13	Theron Becker, CP Garrett Alderfer, MD 
2023-02-03 (Friday)	15:30 - 17:30	<a href="#">Plan of Care</a>	Ch 14	Theron Becker, CP Ronald Evans, MD 
2023-02-10 (Friday)	08:30 - 09:00	 <a href="#">NAEMT Geriatric Education - Changes with Age</a>	Ch 18 topics covered by GEMS, Core Lesson 1, Ch 12-14 tests due, People Care p 54-75 due	Theron Becker, CP Robin Bobinmyer, NP 
2023-02-10 (Friday)	09:00 - 10:00	 <a href="#">NAEMT GEMS Communication</a>	Core Lesson 2	Theron Becker, CP 
2023-02-10 (Friday)	10:00 - 10:30	 <a href="#">NAEMT GEMS Assessment, Pharmacology, Medication</a>	Core Lesson 3	Theron Becker, CP 
2023-02-10 (Friday)	10:30 - 11:00	 <a href="#">NAEMT GEMS Psychosocial</a>	Core Lesson 4	Theron Becker, CP Kurt Bravata, MD 
2023-02-10 (Friday)	11:00 - 11:30	 <a href="#">NAEMT GEMS Elder Abuse</a>	Core Lesson 5	Theron Becker, CP 
2023-02-10 (Friday)	12:30 - 13:30	 <a href="#">NAEMT GEMS End of Life Care</a>	Core Lesson 6	Theron Becker, CP 
2023-02-10 (Friday)	13:30 - 14:00	 <a href="#">NAEMT GEMS Cardiovascular, Respiratory</a>	Core Lesson 7	Theron Becker, CP 

Date	Times	Lesson	Comments	Instructors
2023-02-10 (Friday)	14:00 - 14:30	 <a href="#">NAEMT GEMS Trauma</a>	Core Lesson 8	Theron Becker, <b>CP</b> Brent Bartgis, <b>MD</b>  
2023-02-10 (Friday)	14:30 - 15:00	 <a href="#">NAEMT GEMS Neurological, Altered Mental</a>	Core Lesson 9	Theron Becker, <b>CP</b> 
2023-02-10 (Friday)	15:00 - 15:30	 <a href="#">NAEMT GEMS Medical Emergencies</a>	Core Lesson 10	Theron Becker, <b>CP</b> 
2023-02-10 (Friday)	15:30 - 16:00	 <a href="#">NAEMT GEMS MIH Operations</a>	Core Lesson 11	Theron Becker, <b>CP</b> Jenna Hicks, <b>RN</b>  
2023-02-10 (Friday)	16:00 - 16:30	 <a href="#">NAEMT GEMS Disasters</a>	Core Lesson 12	Theron Becker, <b>CP</b> 
2023-02-10 (Friday)	16:30 - 17:30	 <a href="#">NAEMT GEMS Post Test</a>	None	Theron Becker, <b>CP</b> 
2023-02-17 (Friday)	08:30 - 09:00	 <a href="#">NAEMT GEMS Advanced Overview</a>	People Care p 76-84 due	Theron Becker, <b>CP</b> 
2023-02-17 (Friday)	09:00 - 09:30	 <a href="#">NAEMT GEMS Behavioral</a>	Advanced Lesson 1	Theron Becker, <b>CP</b> 
2023-02-17 (Friday)	09:30 - 10:00	 <a href="#">NAEMT GEMS Trauma</a>	Advanced Lesson 2	Theron Becker, <b>CP</b> 
2023-02-17 (Friday)	10:00 - 10:30	 <a href="#">NAEMT GEMS Skin, Wound Care</a>	Advanced Lesson 3	Theron Becker, <b>CP</b> 
2023-02-17 (Friday)	10:30 - 11:00	 <a href="#">NAEMT GEMS Foley, Colostomy Care</a>	Advanced Lesson 6	Theron Becker, <b>CP</b> 
2023-02-17 (Friday)	12:00 - 13:00	 <a href="#">NAEMT GEMS Ventilators</a>	Advanced Lesson 5	Theron Becker, <b>CP</b> Shaun Miller, <b>RT</b>  

Date	Times	Lesson	Comments	Instructors
2023-02-17 (Friday)	13:00 - 14:00	 <a href="#">NAEMT GEMS Left Ventricular Assist</a>	Advanced Lesson 4	Theron Becker, CP 
2023-02-17 (Friday)	14:00 - 15:00	 <a href="#">NAEMT GEMS Vascular Access, Feeding Tubes</a>	Advanced Lesson 7	Theron Becker, CP 
2023-02-17 (Friday)	15:00 - 16:00	 <a href="#">NAEMT GEMS Implantable Defibrillators</a>	Advanced Lesson 8	Theron Becker, CP 
2023-02-17 (Friday)	16:00 - 16:30	 <a href="#">NAEMT GEMS End of Life Care</a>	Advanced Lesson 9	Theron Becker, CP 
2023-02-17 (Friday)	16:30 - 17:30	 <a href="#">NAEMT GEMS Post Test</a>	None	Theron Becker, CP 
2023-02-24 (Friday)	08:30 - 11:00	<a href="#">Mental Health</a>	Ch 16, Ch 18 test due, People Care p 85-100 due, Meets 13 CSR 30-40.800(2)(A)(2)(A) for mental health illnesses and Alzheimers	Theron Becker, CP  Dawnielle Robinson, LPC 
2023-02-24 (Friday)	12:00 - 12:30	<a href="#">Children with Special Needs</a>	Ch 17	Theron Becker, CP 
2023-02-24 (Friday)	13:30 - 15:00	<a href="#">Peak Flow Meter, Tracheostomy, Inner Cannula, CPAP Lab</a>	Lab 3, 7, 8, 12	Theron Becker, CP  Shaun Miller, RT 
2023-02-24 (Friday)	15:00 - 15:30	<a href="#">Ophthalmoscope, Otoscope Lab</a>	Lab 1, 2	Theron Becker, CP 
2023-02-24 (Friday)	15:30 - 16:00	<a href="#">Dressing, Flushing, Changing, PICC Labs</a>	Labs 9, 10, 11	Theron Becker, CP  Cassie Ahlers, RN 
2023-02-24 (Friday)	16:00 - 16:30	<a href="#">Cleaning, Dressing, Monitoring Wounds Labs</a>	Lab 4, 5, 6	Theron Becker, CP 
<b>March 2023</b>				

Date	Times	Lesson	Comments	Instructors
2023-03-03 (Friday)	08:30 - 14:30	<a href="#">Chronic Disease Management</a>	Ch 15, Ch 16-17 tests due, People Care p 101-117 due	Theron Becker, CP Robin Bobinmyer, NP  
2023-03-03 (Friday)	14:30 - 16:30	 <a href="#">NAEMT CPS Endocrine Disorders - Diabetes</a>	None	Theron Becker, CP Robin Bobinmyer, NP  
2023-03-03 (Friday)	16:30 - 17:30	 <a href="#">NAEMT CPS Other Endocrine Disorders</a>	None	Theron Becker, CP Robin Bobinmyer, NP  
2023-03-10 (Friday)	08:30 - 09:30	 <a href="#">NAEMT CPS Wellness, Nutrition Intro</a>	Ch 20 topics covered in CPS-WN, Lesson 1, Ch 15 test due, People Care p 118-127 due	Theron Becker, CP Samantha McEnhill, RD  
2023-03-10 (Friday)	09:30 - 10:30	 <a href="#">NAEMT CPS-WN Nutritional Assessment</a>	Lesson 2	Theron Becker, CP 
2023-03-10 (Friday)	10:30 - 11:30	 <a href="#">NAEMT CPS-WN Special Nutritional</a>	Lesson 3	Theron Becker, CP 
2023-03-10 (Friday)	13:00 - 14:00	 <a href="#">NAEMT CPS Hospice, Palliative Care Intro</a>	Ch 19 topics covered in CPS-HPC, Lesson 1	Theron Becker, CP Michael Ruff, Medic  
2023-03-10 (Friday)	14:00 - 15:30	 <a href="#">NAEMT CPS-HPC Death, Dying</a>	Lesson 2	Theron Becker, CP Michael Ruff, Medic  
2023-03-10 (Friday)	15:30 - 17:00	 <a href="#">NAEMT CPS-HPC End of Life Care</a>	Lesson 3	Theron Becker, CP Michael Ruff, Medic  
2023-03-17 (Friday)	08:30 - 09:30	<a href="#">Pharmacology</a>	Ch 21, Ch 19-20 tests due, People Care p 128-147 due	Theron Becker, CP 

Date	Times	Lesson	Comments	Instructors
2023-03-17 (Friday)	09:30 - 10:30	<a href="#">Equipment Familiarization</a>	None	Theron Becker, CP Eric Achenbach  
2023-03-17 (Friday)	13:30 - 15:30	<a href="#">Immunology</a>	Ch 22	Theron Becker, CP 
2023-03-17 (Friday)	15:30 - 17:30	<a href="#">Protocol Review</a>	None	Theron Becker, CP 
2023-03-24 (Friday)	13:00 - 15:30	<a href="#">Community Paramedic Medical Director Discussion</a>	Ch 21-22 tests due, People Care p 148-159 due	Theron Becker, CP 

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
10/14/20		Moved online
12/13/21	<a href="#">pdf</a>	Adjusted schedule to one day per week and gave actual start date for 2022 class.
12/27/21	<a href="#">pdf</a>	Added more details with times.
12/27/21		SEVERAL minor tweaks to class placement, guest instructors, and added People Care assignments.
01/05/22	<a href="#">pdf</a>	Confirmed an instructor.
07/14/22	<a href="#">pdf</a>	Added dynamic content.

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# Sub-Section 3-630-66 - EMS 706 (Community Paramedicine Clinical Experience) Course

CMH EMS Education Manual

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## Prerequisites

Enrollment in the Community Paramedic Academy.

## Credit:

48 contact hours - 3 credit hours

## Course Description, Goals, and Objectives:

Refer to overall Community Paramedic Academy description, goals, and objectives in [Sub-Section 3-630-03 - Community Paramedic Academy Goal](#)

This course provides an opportunity for community paramedic students to apply classroom knowledge to real-life situations and patients.

If the minimum number of patient assessments and skills listed in [Sub-Section 3-630-30 - Community Paramedic Academy Clinical Requirements](#) are not completed by the end of the minimum hours required, additional hours must be scheduled to meet the contact requirements.

## Methods of Evaluation:

Refer to [Sub-Section 1-560-16 - Student Evaluations](#) and [Section 2-520 - Academic Criteria: Grading and Examination Policies](#).

## Prerequisites:

There are no prerequisites to start clinicals other than enrollment in the Community Paramedic Academy.

## Topic Outline:

Location Type (click for details)	Scope	Minimum Hours
<a href="#">Addiction Clinic</a>	The purpose of Community Paramedic student rotation in an addiction recovery clinic is to familiarize themselves with clinic services, cognitive behavioral therapy, counseling, and support services. Community Paramedic students are expected to shadow RNs or Therapists and act as their extensions.	4
<a href="#">Cardiology</a>	The purpose of Community Paramedic student rotation in a cardiac clinic is to familiarize themselves with clinic services and outpatient CHF patient needs. Specifically, strategies and services to prevent readmission for AMI and CHF patients are learning goals. Community Paramedic students are expected to shadow cardiac clinic RNs, NPs, or Physicians and act as their extensions.	4
<a href="#">Clinic</a>	The purpose of Community Paramedic student rotation in a family medical clinic is to familiarize themselves with outpatient needs and care plans. Community Paramedic students are expected to shadow cardiac clinic RNs, NPs, or Physicians and act as their extensions.	4
<a href="#">Community Paramedic</a>	The purpose of Community Paramedic student rotation with other Community Paramedics in a Mobile Integrated Healthcare program is to familiarize themselves with case reviews, home visits, and documentation requirements. Community Paramedic students are expected to shadow Community Paramedics or Community Health Workers and act as their extensions.	4
<a href="#">Endocrinology</a>	The purpose of Community Paramedic student rotation in an Endocrinology clinic is to familiarize themselves with clinic services and outpatient diabetes patient needs. Community Paramedic students are expected to shadow RNs, NPs, or Physicians and act as their extensions.	4
<a href="#">FQHC</a>	The purpose of Community Paramedic student rotation in an FQHC is to gain a basic understanding of all aspects of FQHC operations and services offered. Additionally, exposure to outpatient needs and care plans is appreciated. Community Paramedic students are expected to shadow cardiac clinic Community Health Workers, RNs, NPs, or Physicians and act as their extensions.	4
<a href="#">Home Health</a>	The purpose of Community Paramedic student rotation in Home Health is to familiarize themselves with Home Health and Hospice services and typical home visits.	4

<b>Location Type (click for details)</b>	<b>Scope</b>	<b>Minimum Hours</b>
	Community Paramedic students are expected to shadow Home Health RNs and act as their extensions.	
<a href="#">Laboratory</a>	The purpose of Community Paramedic student rotation in a Laboratory is to familiarize themselves with lab tests, sample collection, and sample handling procedures. Community Paramedic students are expected to shadow Lab techs and act as their extensions.	4
<a href="#">Public Health</a>	The purpose of Community Paramedic student rotation in a local public health department is to have a basic understanding of all aspects of public health operations and be exposed to environmental health, community health, and family health services. Community Paramedic students are expected to shadow public health staff and act as their extensions.	4
<a href="#">Social Services</a>	The purpose of Community Paramedic student rotation with Social Services is to familiarize themselves with social services tasks and available resources. Community Paramedic students are expected to shadow Social Service Workers or Community Health Workers and act as their extensions.	4
<a href="#">Wound Clinic</a>	The purpose of Community Paramedic student rotation in a Wound Clinic is to familiarize themselves with outpatient wound treatments. Specifically, strategies and services to prevent readmission for sepsis patients are appreciated. Community Paramedic students are expected to shadow RNs, NPs, or Physicians and act as their extensions.	4
<b>Minimum Total Hours:</b>		<b>44</b>

## Change Log:

Date	Link to previous version	Description of change
10/14/20		Moved online
10/12/22	<a href="#">pdf</a>	Adjustment in clinical sites and hours for 2023 academy.
11/12/22	<a href="#">pdf</a>	Added site details and info.
12/29/22	<a href="#">pdf</a>	Added column to track site approvals for 2023 academy.
12/29/22		Added FQHC.
12/30/22	<a href="#">pdf</a>	Clinical site data is dynamically created from database.
01/03/23	<a href="#">pdf</a>	Added addiction recovery details.
01/27/23	<a href="#">pdf</a>	Added confirmation from social services.
02/06/23	<a href="#">pdf</a>	Finalized 2023 clinical locations.

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# Sub-Section 3-630-78 - Community Paramedic Student Field Internship Evaluation Card

CMH EMS Education Manual

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**One shift eval needs to be completed for each shift.**

Thank you for being a preceptor for a CMH community paramedic student.

For the student to get credit for completing this clinical shift, an evaluation must be completed by you.

Please go to the following link and complete the shift evaluation.

<http://ozarksems.com/eval-clinical.php>



Student name:

Clinical date:

Time in:  Time out:

School contact for exposure or other reasons:  
Theron Becker 417-597-3688.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/26/21		Added this section.

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# Sub-Section 3-630-88 - Community Paramedic Academy Terminal Competency Form

## CMH EMS Education Manual

Citizens Memorial Hospital - Emergency Medical Services Education Department hereby certifies that the candidate listed below has successfully completed all the terminal competencies required for graduation from the Community Paramedic education program as a minimally competent, entry-level Paramedic and as such is eligible for Missouri State licensure in accordance with our published policies and procedures.

Name of graduate:

- Overall score:  % (80% minimum overall score). [PROOF ATTACHED (OzarksEMS Transcript)]
- Total contact hours:  (100 minimum hours: 60 classroom/laboratory + 40 clinical [as required by [MO 19 CSR 30-40.800\(2\)\(A\)](#)]). [PROOF ATTACHED (OzarksEMS Transcript)]
- Practical skill sheets (includes all required skill sheets).
- Clinical tracking records (includes required hours, areas, procedures, patient contacts, etc.):
  - All clinical and experience hours meet minimum requirements. [PROOF ATTACHED (OzarksEMS)]
  - Laboratory and clinical skill meet minimum requirements.
- Student counseling (as applicable). Notes:
- Required course certifications:
  - NAEMT GEMS. [PROOF ATTACHED]
  - NAEMT CPC. [PROOF ATTACHED]
- Final exams:
  - Cognitive: Final exam with at least 70% score on one of two possible attempts. [PROOF ATTACHED (JBLearning)]

- Affective: Final comprehensive eval with "PASS" status. [PROOF ATTACHED (Google Drive)]
- Medical Director interview (if applicable).

Program requirements successfully and fully completed on:

Program Director signature:

Medical Director signature (optional):

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
12/26/21		Added this section.
12/30/22	<a href="#">pdf</a>	Tweaked for 2023 academy.

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# Section 3-700 - CMH PHS Employee Onboarding Academy

CMH EMS Education Manual

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This section serves as the course syllabus for the Citizens Memorial Hospital Pre-Hospital Services (CMH PHS) Onboarding Academy.

## Sub-Sections:

### Information for the new hire employee to review and keep for reference:

- [3-700-08 - Welcome](#)
- [3-700-16 - PHS Onboarding Packet](#)
- [3-700-32 - Tips for New Hires](#)
- [3-700-40 - CMH PHS History](#)
- [3-700-48 - PHS Onboarding Academy Faculty](#)
- [3-700-56 - Station Locations](#)
- [3-700-64 - Important Phone Numbers and Codes](#)

### Information for the new hire employee to ensure gets completed and returned at the end of onboarding:

- [3-700-72 - Demographic Form](#)
- [3-700-76 - Dispatch Info Form](#)
- [3-700-80 - EMS 801 \(CMH PHS Onboarding Course\)](#)
- [3-700-81 - Office Checklist](#)
- [3-700-82 - Classroom/Lab Checklist](#)
- [3-700-83 - Driving Checklist](#)
- [3-700-84 - Simulation Checklist](#)

- [3-700-85 - EMS 806 \(CMH PHS Onboarding Field Experience\)](#)
- [3-700-86 - Ambulance Checklist](#)
- [3-700-93 - Final Checklist](#)

## **Sub-Section 3-700-08 - Welcome**

Welcome to Citizens Memorial Hospital - Pre-Hospital Services (CMH PHS). This syllabus is designed to facilitate your successful integration into our family. If you are new to EMS, welcome to your favorite job you will ever have. If you are old to EMS (seasoned), CMH is a great place to work and we look forward to your contribution. Jobs come and go, but we hope you decide to make a career at CMH PHS.

Please review the entire section and come to the first day of department orientation prepared with the following:

- Review the entire Section 3-700 and specifically complete the following:
    - [Sub-Section 3-700-24 - Onboarding Documentation Software](#) (setup your account on Platinum).
    - [Sub-Section 3-700-72 - Demographic Form](#) (fill out the form, print it, and bring it with you).
  - Copies of your Missouri class E driver license and all of your EMS licenses and certificates (even if you have already given them to HR).
- 

## **Sub-Section 3-700-16 - PHS Onboarding Packet**

This packet is only part of your orientation requirements. Checklists and assignments have been (or will be) assigned to your HealthStream and Platinum Education. HealthStream is used by all hospital employees to verify competence. Platinum Education is used by CMH EMS Education to track student and new hire progress. Each shift, you will work on these checklists. At the end of each shift, checklists should be completed and submitted by you and your FTO. Your orientation is not complete until all completed checklists and assignments are completed.



## **Sub-Section 3-700-32 - Tips for New Hires**

### **SAFE:**

- Take care of yourself, your family, your co-workers, and your patients (in that order).
- Learn from your mistakes.

### **ENGAGED:**

- Use down-time (both on and off the clock) to learn policies, protocols, and navigation.
- Never stop learning and challenging yourself.
- Be prepared and carry the tools of the trade. Also, be proficient in how to use them: Pen, watch with a second hand, stethoscope, and flashlight.
- Carry extra clothes in your car to change into if things get messy on your shift.

### **RESPECTFUL:**

- Be nice, but have a thick skin.
- Skills and ability are good, but attitude and habits make or break you.
- Your previous knowledge and experience is very valuable, however, please be patient and attentive with people that want to teach and show you the CMH-way.
- If you are going to be late to your shift, please ensure the supervisor, your partner, your FTO (if applicable), and the person you are relieving are notified.

### **VALUED:**

- Show up early and be prepared to leave late.
- Your ambulance is your office, be proud of it. Make sure it is stocked and clean at all times.

### **EMPOWERED:**

- Be confident, we've got your back.
- Don't be afraid to ask for assistance.
- Don't be a victim of "social media assisted career suicide."

## Sub-Section 3-700-40 - CMH PHS History

Please review our history to have a better understanding of our culture.

- Unknown date: Funeral homes traditionally transported ill people to hospitals.
- Unknown date: Polk County Ambulance Service was formed and funeral homes no longer transported live people in Polk County.
- Unknown date: Countywide Ambulance Service began operating on a subscription membership basis.
- Unknown date: Polk County Ambulance Service and Countywide Ambulance Service both went out of business.
- 1970's: Humansville Hospital closed.
- 1982: Citizens Memorial Hospital formed.
- 1985: CMH began providing EMS services with a contribution from the Dunnegan family (why it is called Dunnegan Critical Care Unit) with Mike Moore as director. Several people transitioned through CMH PHS Director in the early years; including Linda Harris, Charlie Blake, Drew Alexander, Carol Nichols, and Steve Shelton.
- 1985: CMH's first ambulance arrived before equipment was available, so it was traded to Cox in Springfield as their ambulance was not to arrive until later. Cox's ambulance arrived and was placed in service. It was later given to Cedar County First Responders and is still in service with Stockton Fire Department.
- 1985: CMH purchased two sets of hydraulic extrication tools, scene lighting, rope rescue, and water rescue equipment. This equipment was kept on each ambulance. One set of rescue equipment was given to Polk County Rescue and one set given to Pleasant Hope Fire Department. When Polk County Rescue disbanded, most of that equipment was passed to Central Polk County Fire Rescue.
- 1986: CMH PHS began covering Hickory County.
- 1990: Mike Moore becomes Director of CMH EMS... again.
- 1991: CMH PHS establishes CMH Fleet Services with George Watson as Director. The fleet department has grown from just servicing ambulances to maintaining all 90+ CMH vehicles.
- 1992: Neal Taylor becomes Director of CMH PHS.
- 1995: CMH initiated a 9-1-1 answering point for Polk County staffed with Emergency Medical Dispatcher (EMD) and dispatched ambulances and county fire departments from CMH campus. This service replaced the various 7-digit emergency numbers and Polk County Sheriff (PCSD) dispatching ambulance and fire departments. PCSD continued dispatching deputies and Bolivar Police Department (BPD) continued dispatching police and Bolivar Fire Department (BCFD).
- 1998: Jim Bayer becomes Director of CMH PHS.
- 1999: Steve Keller becomes Director of CMH PHS.
- 2000: Polk County Central Dispatch (911) formed and began dispatching for all agencies in Polk County.
- 2005: Rick Seiner struck and killed by an automobile on Highway 13 at the scene of an MVA while working for CMH PHS as an EMT.
- 2010: Kerri Schiegoleit becomes Director of CMH PHS.
- 2011: Neal Taylor becomes Director of CMH PHS... again.
- 2012: CMH PHS acquired contract for EMS services for Cedar County.
- 2014: Sac Osage Hospital closed. CMH PHS began providing ambulance service to St Clair County.

- 2017: EMS Education Department created. CMH Paramedic education program accredited.
- 2020: PHS Leadership reorganization with the department director serving as hospital emergency manager with responsibility over PHS and Security departments. Operations chief, clinical chief, regional manager, and crew leader positions formed.
- 2022: Aaron Weaver becomes Director of CMH PHS.

## Sub-Section 3-700-48 - PHS Onboarding Academy Faculty

### Medical Director:

Dr. Keith Butvilas is the medical director for Pre-Hospital Services and the Emergency Room at Citizens Memorial Hospital. Dr. Butvilas is board-certified and residency-trained in emergency medicine with extensive high-volume and trauma experience exploring community and academic settings. He is comfortable with all skills and procedures and trained in emergency ultrasound-guided procedures. Keith has extensive leadership experience, including being the Chief Medical Officer of a healthcare system and the lead physician in an EMR conversion responsible for the physician design and build.



### PHS Director:

Aaron Weaver, EMT-P is the Director of the Pre-Hospital Services Department at Citizens Memorial Hospital and has been with CMH EMS since 1996. Aaron started as a first responder in the Humansville area when he was 14 years old. Aaron is an avid diver and SCUBA instructor when he is not at work.



### PHS Clinical Chief:

Theron Becker, FACPE, MMPA, EFO, BS-FPE, NRP, is a Nationally Registered Paramedic and Missouri Community Paramedic. Theron got his EMT license in 1995 while attending the Fire Engineering program at Oklahoma State University. Since then, he has obtained a Masters degree in Public Administration Management, Executive Fire Officer from the National Fire Academy, Fellow of the American College of Paramedic Executives, and is currently working on his Master of Public Health.

Theron has been a volunteer firefighter in Southwest Missouri since he was 16 years old. He has been employed as an ambulance paramedic, on hazmat teams, as a fire protection engineer, and in public health in bioterrorism preparedness. Mr. Becker is also the Assistant Editor of the International Journal of Paramedicine.

Full bio and curriculum vitae can be found here: <http://ozarksems.com/theron-resume.php>



### Education Coordinator:

Brice Flynn, BA, NRP is a Nationally Registered Paramedic. Mr. Flynn is the Education Coordinator for the Pre-Hospital Services Department at Citizens Memorial Hospital. Brice graduated from Southwest Baptist University in 2008. After college, Mr. Flynn obtained his EMT license in 2012, joined the Bolivar City Fire Department, and later that year started working for CMH as an EMT. Brice completed his paramedic education through Mercy in Springfield and continued his interest in education by becoming an FTO and then lead instructor for the CMH Paramedic Academy.



### Eastern Manager:

Alice Roberts, EMT-P is the Eastern Regional Manager for CMH PHS and has been with CMH since 2002. As Eastern Regional Manager, Mrs. Roberts manages Polk and Hickory Counties including the Bolivar and Hermitage stations and crews.



### Western Manager:

Thomas Ryan, EMT-P is the Western Regional Manager for CMH PHS and has been with CMH since 2013. As Western Regional Manager, Mr. Ryan manages Cedar and St Clair Counties including the Stockton, El Dorado Springs, and Osceola stations and crews.



## Sub-Section 3-700-56 - Station Locations

Name	Physical Address	Latitude	Longitude	Google Maps	What3Words
Bolivar	1525 N Oakland Ave Bolivar, MO 65613	37.627542	-93.423696	<a href="#">JHHG+2J Bolivar, Missouri</a>	<a href="#">///tamed.heaven.unveil</a>
Hermitage	18614 Jackson St Hermitage, MO 65668	37.941971	-93.315745	<a href="#">WMRM+PP Hermitage, Missouri</a>	<a href="#">///justifying.spursted.selection</a>
Stockton	319 W Englewood Stockton, MO 65785	37.687270	-93.801351	<a href="#">M5PX+VF Stockton, Missouri</a>	<a href="#">///desire.reassures.image</a>
El Dorado Springs	722 E Hwy 54 El Dorado Springs, MO 64744	37.862373	-94.013977	<a href="#">VX6P+XC El Dorado Springs, Missouri</a>	<a href="#">///perform.analogy.tanned</a>
Osceola	700 Giesler Dr Osceola, MO	38.052007	-93.688791	<a href="#">3826+RC Osceola, Missouri</a>	<a href="#">///dive.discoveries.lyrics</a>

Name	Physical Address	Latitude	Longitude	Google Maps	What3Words
	64776				

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## Sub-Section 3-700-64 - Important Phone Numbers and Codes

A [secure database](#) of important phone numbers and door access codes is maintained on this website. Discuss with your mentor or preceptor how to access the database.

### Sub-Section 3-700-72 - Demographic Form

Complete this form and print it. Note: Only your name is shared with anyone besides management.

Name:	(last): <input type="text"/> (first): <input type="text"/>
Hospital orientation date:	<input type="text"/>
Home physical address:	(street): <input type="text"/> (city): <input type="text"/> (state): <input type="text"/> (zip): <input type="text"/>
Preferred email address:	<input type="text"/>
Mobile phone:	(number): <input type="text"/> (carrier): <input type="text"/>
FCC callsign (if you are an amateur radio operator):	<input type="text"/>
Emergency contact:	(name): <input type="text"/> (phone number): <input type="text"/>
CMH employee number:	<input type="text"/>
CMH employee username (computer login):	<input type="text"/>
PHS DSN (radio number will be assigned):	<input type="text"/>

Completion  
signatures

Initial onboarding system entry completed

Final onboarding system entry completed



## Sub-Section 3-700-76 - Dispatch Info Form

Complete this form, print it, and fax it to Polk County Central Dispatch.

Name:	(last): <input type="text"/>
	(first): <input type="text"/>
DSN:	<input type="text"/>
Completion signatures	Faxed to PCCD <input type="text"/>

## Sub-Section 3-700-80 - EMS 801 (CMH PHS Onboarding Course)

New hire name:

### Hospital Orientation:

Date: <input type="text"/>	Deadline for crew leader shift (60 days): <input type="text"/>
-------------------------------	--

### EMS Orientation:

Office date: <input type="text"/>	Office preceptor: <input type="text"/>	Start time: <input type="text"/>	<input type="checkbox"/> <a href="#">Office Checklist</a> Completed <input type="checkbox"/> <a href="#">Grade Entry Form</a> Completed
Classroom/skills date: <input type="text"/>	Classroom preceptor: <input type="text"/>	Start time: <input type="text"/>	<input type="checkbox"/> <a href="#">Classroom/Lab Checklist</a> Started <input type="checkbox"/> <a href="#">Grade Entry Form</a> Completed
Documentation date: <input type="text"/>	Documentation preceptor: <input type="text"/>	Start time: <input type="text"/>	<input type="checkbox"/> <a href="#">Classroom/Lab Checklist</a> Completed <input type="checkbox"/> <a href="#">Grade Entry Form</a> Completed
Driving date: <input type="text"/>	Driving preceptor: <input type="text"/>	Start time: <input type="text"/>	<input type="checkbox"/> <a href="#">Driving Checklist</a> Completed <input type="checkbox"/> <a href="#">Grade Entry Form</a> Completed
Simulation date: <input type="text"/>	Simulation preceptor: <input type="text"/>	Start time: <input type="text"/>	<input type="checkbox"/> <a href="#">Simulation Checklist</a> Completed <input type="checkbox"/> <a href="#">Grade Entry Form</a> Completed
Completion signatures	All dates scheduled	<input type="text"/>	
	All dates completed and entered in transcript database	<input type="text"/>	

## Sub-Section 3-700-81 - Office Checklist

Office Checkboxes	
<input type="checkbox"/>	Obtain a copy of Missouri EMS License.
<input type="checkbox"/>	Obtain a copy of For-Hire Driver License.
<input type="checkbox"/>	Obtain a copy of AHA Basic Life Support CPR Card.
<input type="checkbox"/>	If ALS: Obtain a copy of AHA ACLS Card.
<input type="checkbox"/>	If ALS: Obtain a copy of AHA PALS Card.
<input type="checkbox"/>	Obtain a copy of other EMS certifications and licenses.
<input type="checkbox"/>	Issue a Designated Service Number (DSN). Available list on <a href="https://ozarksems.com">https://ozarksems.com</a> in the admin section - reports - staff lists.
<input type="checkbox"/>	Review uniform ordering. Theron will set up the account and send an email with login credentials.
<input type="checkbox"/>	Obtain EMS station door key (161AA) (found in EMS Clinical Chief's office).
<input type="checkbox"/>	Review Hospital Policy HR03-03 (Disciplinary Action) to learn the 24 types of violations that can result in immediate termination.
<input type="checkbox"/>	Provide a copy of current semester education schedule and learn about competencies.
<input type="checkbox"/>	Log into Kronos and show how to review their timecard and request time off.
<input type="checkbox"/>	Provide a copy of the organizational chart. (pending)
<input type="checkbox"/>	Assist in adding CMH email to their mobile device. (username: flast, server: webmail.citizensmemorial.com, domain: Domain1, SSL: Yes). Other Information Services instructions can be found on Intranet - Documentation & FAQ - Information Services.
<input type="checkbox"/>	Provide copies of NIMS 100, 200, and 700. If not completed, <a href="https://training.fema.gov">https://training.fema.gov</a> .
<input type="checkbox"/>	Provide copy of NIHSS. If not completed, <a href="https://www.nihstrokescale.org/">https://www.nihstrokescale.org/</a> .
<input type="checkbox"/>	Have employee review all Pre-Hospital policies found on <a href="https://www.emsprotocols.com">EMSProtocols.Online</a> .
<input type="checkbox"/>	Fax the employee information form to Polk County Central Dispatch.
<input type="checkbox"/>	Assist in getting them checked off at hospital orientation for the glucometer, you will need to email <a href="mailto:poccteam@citizensmemorial.com">poccteam@citizensmemorial.com</a> to request the Healthstream assignment.

**Office Checkboxes**

<input type="checkbox"/>	Discuss fuel cards and send email to Eric Pettit with employee's name and employee number to be activated.
<input type="checkbox"/>	Setup new hire as a student in ESO E-Pro Scheduling.
<input type="checkbox"/>	Setup new hire as a patron on <a href="http://librarycat.org/lib/cmh_ems">http://librarycat.org/lib/cmh_ems</a> .
<input type="checkbox"/>	Refer to Peer Counselor Coordinator to discuss employee resources and Trading Card creation.

**Clinical Checkboxes**

<input type="checkbox"/>	New hire change in status form completed	
Completion signatures	Office checkboxes above completed and this packet with all copies of licenses/certificates given to Clinical Chief ()	<input style="width: 100%; height: 20px;" type="text"/>
	Clinical checkboxes above completed and this packet given to Education Coordinator ()	<input style="width: 100%; height: 20px;" type="text"/>

## Sub-Section 3-700-82 - Classroom/Lab Checklist

Classroom Checkboxes	
<input type="checkbox"/>	N95 and MSA mask fit testing and masks issued.
<input type="checkbox"/>	Issue traffic vest.
<input type="checkbox"/>	Discuss ProQA dispatch codes.
<input type="checkbox"/>	Discuss Regroup and mass employee notifications.
<input type="checkbox"/>	Discuss the buy-the-night system. 2a-7a is unpaid, paid for each hour up. Buy the whole night if less than five hrs uninterrupted sleep. Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss shift holdover policy. Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss special events and standbys. Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss quality review process (documentation and clinical reviews). Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss Just Culture reviews. Found on <a href="#">EMSProtocols.Online</a> .
<input type="checkbox"/>	Discuss how to report an on-the-job injury, patient event, vehicle accident, or near miss. (Meditech "triangle")
<input type="checkbox"/>	Discuss what to do if they miss a clock in or clock out.
<input type="checkbox"/>	Review medical control and PRCs. Review <a href="#">Protocol 2-924 - Universal Patient Care</a> and <a href="#">Protocol 2-682 - Patient Refusal</a> .
<input type="checkbox"/>	Review Aspirin for chest pain. EMT can administer aspirin if cardiac chest pain. Review <a href="#">Protocol 2-220 - Chest Pain</a> .
<input type="checkbox"/>	Review BLS Ambulance with ALS patient goes to closest ER. EMT can administer aspirin if cardiac chest pain. Review <a href="#">Protocol 2-924 - Universal Patient Care</a> .
<input type="checkbox"/>	Discuss BLS transfer with IV saline lock in place. Review <a href="#">Protocol 2-924 - Universal Patient Care</a> .
<input type="checkbox"/>	Review 12-lead and 15-lead placement and interpretation. Review <a href="#">Protocol 8-108-01 - ECG Interpretation Guide</a> .
<input type="checkbox"/>	Review RSI contraindications. Review <a href="#">Protocol 2-044 - RSI</a> .
<input type="checkbox"/>	Review specific TCD protocols and destination selection variables. <ul style="list-style-type: none"> <li>• <a href="#">Protocol 2-220-01 - STEMI Destination Matrix</a></li> <li>• <a href="#">Protocol 2-880-72 - STROKE Destination Matrix</a></li> <li>• <a href="#">Protocol 2-924-03 - TRAUMA Destination Matrix</a></li> </ul>

### Classroom Checkboxes

<input type="checkbox"/>	Review entire protocol book (hardcover in ambulances and <a href="#">EMSProtocols.Online</a> ) and download to your mobile device, if wanted.
<input type="checkbox"/>	Log into <a href="#">ESO EHR</a> and have new hire review training documents and videos under Product Training -> EHR Tab.

### Lab Checkboxes

<input type="checkbox"/>	Review airway equipment and procedures with manikin (NPA, OPA, supraglottic, bougie, intubation, cric, capno).
<input type="checkbox"/>	Review RSI procedure, equipment, and medications.
<input type="checkbox"/>	Review capnography devices and concepts.
<input type="checkbox"/>	Review nebulizer tips and tricks.
<input type="checkbox"/>	Review CPAP equipment and procedures with manikin.
<input type="checkbox"/>	Review EMT can administer Narcan under certain conditions. Discuss and practice those conditions.
<input type="checkbox"/>	Review Ventilator equipment and procedures.
<input type="checkbox"/>	Review needle decompression.
<input type="checkbox"/>	Review LifePak equipment and procedures.
<input type="checkbox"/>	Review vascular access equipment and procedures. (IN, IV, IO, Port)
<input type="checkbox"/>	Review IV pump equipment and procedures.
<input type="checkbox"/>	Review glucometer and glucose check on altered mental status and suspected stroke patients.
<input type="checkbox"/>	Review all medications.
<input type="checkbox"/>	Review big bag and pediatric bag contents.
<input type="checkbox"/>	Review <a href="#">2-836 SMR protocol</a> and SMR devices.
<input type="checkbox"/>	Review cot use and safety/back/lifting best practices.
<input type="checkbox"/>	Review stair chair use and safety.
<input type="checkbox"/>	Review Pedi-Mate use and safety. Review car seat to cot securement.
<input type="checkbox"/>	Review traction splint use and safety.

### Lab Checkboxes

Review mass casualty and hazmat trailers and resources. Discuss SALT triage.

Completion  
signatures

All checkboxes above completed and this packet given to  
Education Coordinator ()

## Sub-Section 3-700-83 - Driving Checklist

Driving Checkboxes	
<input type="checkbox"/>	If the employee does not have an unexpired emergency vehicle driving certificate, schedule them in the next EVOS course.
<input type="checkbox"/>	Review safe driving and patient/crew comfort driving practices.
<input type="checkbox"/>	Review lights and siren use. Talk about the effects of stress on the patient and effects on other drivers.
<input type="checkbox"/>	Drive to Bolivar ambulance station and review common Polk County locations.
<input type="checkbox"/>	Drive to Hermitage ambulance station and review common Hickory County locations.
<input type="checkbox"/>	Drive to Osceola ambulance station and review common St Clair County locations.
<input type="checkbox"/>	Drive to El Dorado Springs ambulance station and review common Cedar County locations.
<input type="checkbox"/>	Drive to Stockton ambulance station and review common Cedar County locations.
Completion signatures	All checkboxes above completed and this packet given to Education Coordinator ( )



## Sub-Section 3-700-84 - Simulation Checklist

Simulation Checkboxes	
<input type="checkbox"/>	Complete an RSI simulation with associated evaluation form.
<input type="checkbox"/>	Complete a megacode ACLS simulation with associated evaluation form.
<input type="checkbox"/>	Complete a PALS shock simulation with associated evaluation form.
Completion signatures	All checkboxes above completed and this packet given to Student
	<input type="text"/>

### Sub-Section 3-700-85 - EMS 806 (CMH PHS Onboarding Field Experience)

**EMS Observation:**

New hire name: <input style="width: 95%; height: 25px;" type="text"/>	Status (FT, PT, PRN): <input style="width: 40%; height: 25px;" type="text"/>	Completion deadline: <input style="width: 95%; height: 25px;" type="text"/>
--	--	--

Note: Orientation shifts (min 72 hours) must be completed prior to 60 days past the Hospital Orientation above. This phase is not required for current EMT employees that have completed CMH’s Paramedic Academy and their Field Internship mentor is a CMH Paramedic and team leads were done at CMH.


Shift 1 date (Bolivar): <input style="width: 40%; height: 25px;" type="text"/> FTO: <input style="width: 95%; height: 25px;" type="text"/>	Start time: <input style="width: 40%; height: 25px;" type="text"/> Location: <input style="width: 95%; height: 25px;" type="text" value="Bolivar"/>	<input type="checkbox"/> Eval Completed <a href="https://ozarksems.com/phs-clinicaleval.php">https://ozarksems.com/phs-clinicaleval.php</a>
Shift 2 date (24-hour station): <input style="width: 40%; height: 25px;" type="text"/> FTO: <input style="width: 95%; height: 25px;" type="text"/>	Start time: <input style="width: 40%; height: 25px;" type="text"/> Location: <input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/> Eval Completed <a href="https://ozarksems.com/phs-clinicaleval.php">https://ozarksems.com/phs-clinicaleval.php</a>
Shift 3 date (home station): <input style="width: 40%; height: 25px;" type="text"/> FTO: <input style="width: 95%; height: 25px;" type="text"/>	Start time: <input style="width: 40%; height: 25px;" type="text"/> Location: <input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/> Eval Completed <a href="https://ozarksems.com/phs-clinicaleval.php">https://ozarksems.com/phs-clinicaleval.php</a>
Shift 4 date (home station): <input style="width: 40%; height: 25px;" type="text"/> FTO: <input style="width: 95%; height: 25px;" type="text"/>	Start time: <input style="width: 40%; height: 25px;" type="text"/> Location: <input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/> Eval Completed <a href="https://ozarksems.com/phs-clinicaleval.php">https://ozarksems.com/phs-clinicaleval.php</a>
Shift 5 date (Bolivar): <input style="width: 40%; height: 25px;" type="text"/> FTO: <input style="width: 95%; height: 25px;" type="text"/>	Start time: <input style="width: 40%; height: 25px;" type="text"/> Location: <input style="width: 95%; height: 25px;" type="text" value="Bolivar"/>	<input type="checkbox"/> Eval Completed <a href="https://ozarksems.com/phs-clinicaleval.php">https://ozarksems.com/phs-clinicaleval.php</a>

**EMS Evaluation:**

### EMS Observation:

Shift date: <input type="text"/> Manager or Crew Leader: <input type="text"/>	Start time: <input type="text"/> Location: <input type="text"/>	<input type="checkbox"/> Eval Completed ( <a href="https://ozarksems.com/phs-clinicaleval.php">https://ozarksems.com/phs-clinicaleval.php</a> )
Completion signatures	Final interview scheduled	<input type="text"/>
	All dates scheduled	<input type="text"/>
	All evaluations completed	<input type="text"/>

## Sub-Section 3-700-86 - Ambulance Checklist

Ambulance Checkboxes	
<input type="checkbox"/>	<p>Complete a <a href="https://ozarksems.com/phs-clinicaleval.php">Clinical Student Evaluation (https://ozarksems.com/phs-clinicaleval.php)</a> for every shift worked. This is critical to get credit for completed shifts.</p> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Shift 1 (Bolivar)</li> <li>• <input type="checkbox"/> Shift 2 (24-hr station)</li> <li>• <input type="checkbox"/> Shift 3 (Home station)</li> <li>• <input type="checkbox"/> Shift 4 (Home station)</li> <li>• <input type="checkbox"/> Shift 5 (Bolivar)</li> <li>• <input type="checkbox"/> Shift 6 (Manager/Crew Leader)</li> <li>• <input type="checkbox"/> All extra remediation shifts</li> </ul>
<input type="checkbox"/>	Review <a href="#">Protocol 8-594 - NPA</a> and <a href="#">Protocol 8-630 - OPA</a> . If unfamiliar, practice with manikin.
<input type="checkbox"/>	Review <a href="#">Protocol 8-486 - King Airway</a> and <a href="#">Protocol 8-522 - LMA</a> . If unfamiliar, practice with manikin.
<input type="checkbox"/>	Review <a href="#">Protocol 8-072 - Bougie</a> . If unfamiliar, practice with manikin.
<input type="checkbox"/>	Review <a href="#">Protocol 8-288 - Endotracheal</a> . If unfamiliar, practice with equipment and a manikin.
<input type="checkbox"/>	Review <a href="#">Protocol 8-234 - Cricothyrotomy</a> . If unfamiliar, practice with equipment and a manikin.
<input type="checkbox"/>	Review <a href="#">Protocol 2-044 - RSI</a> . If unfamiliar, practice with equipment and a manikin.
<input type="checkbox"/>	Review <a href="#">Protocol 8-090 - Capnography</a> . If unfamiliar, review equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-198 - CPAP</a> . If unfamiliar, review equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-252 - Decompression Needle</a> . If unfamiliar, review equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-612 - Nebulizer</a> . If unfamiliar, review equipment.

### Ambulance Checkboxes

<input type="checkbox"/>	simulator.
<input type="checkbox"/>	Review 12-lead and 15-lead placement, trouble shooting, and interpretation.
<input type="checkbox"/>	Review <a href="#">Protocol 8-108 - Cardiac Monitor</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-396 - Intranasal Device</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-414 - Intraosseous</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-450 - IV Pump</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review the narcotics disposition log.
<input type="checkbox"/>	Review <a href="#">Protocol 8-702 - Port Access Kit</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Review <a href="#">Protocol 8-216 - Cot</a> . If unfamiliar, practice with various cots available.
<input type="checkbox"/>	Review Stair Chair. If unfamiliar, practice with equipment available.
<input type="checkbox"/>	Review <a href="#">Protocol 2-836 - Spinal Immobilization Clearance</a> .
<input type="checkbox"/>	Review <a href="#">Protocol 2-810 - Traction Splint</a> . If unfamiliar, practice with equipment.
<input type="checkbox"/>	Learn how to download LifePak to ESO EHR.
<input type="checkbox"/>	Review dispatch centers, capabilities, and communication networks in Polk County.
<input type="checkbox"/>	Review dispatch centers, capabilities, and communication networks in Hickory County.
<input type="checkbox"/>	Review dispatch centers, capabilities, and communication networks in Cedar County.
<input type="checkbox"/>	Review dispatch centers, capabilities, and communication networks in St Clair County.
<input type="checkbox"/>	Review first responder agencies and capabilities in Polk County.
<input type="checkbox"/>	Review first responder agencies and capabilities in Hickory County.
<input type="checkbox"/>	Review first responder agencies and capabilities in Cedar County.
<input type="checkbox"/>	Review first responder agencies and capabilities in St Clair County.
<input type="checkbox"/>	Become familiar with mapping systems in Polk County.
<input type="checkbox"/>	Become familiar with mapping systems in Hickory County.

**Ambulance Checkboxes**

<input type="checkbox"/>	Become familiar with mapping systems in Cedar County.
<input type="checkbox"/>	Become familiar with mapping systems in St Clair County.
<input type="checkbox"/>	Confirm your employee number allows access to glucometers.
<input type="checkbox"/>	Confirm your proxy card opens hospital doors.
<input type="checkbox"/>	If ALS: Confirm your proxy card opens station and ambulance narcotic boxes.
<input type="checkbox"/>	Review severe weather actions and locations.
<input type="checkbox"/>	Learn about the daily run report log.
<input type="checkbox"/>	Learn about the daily station duties and cleaning assignments.
Completion signatures	All checkboxes above completed and this packet given to Education Coordinator ()

## Sub-Section 3-700-93 - Final Checklist

Education Coordinator Checkboxes		
<input type="checkbox"/>	Make student inactive on ESO Schedule.	
<input type="checkbox"/>	Review all pages of this packet to ensure all parts are complete. If 100% is not completed, either assist the new hire in completing items or schedule more shifts. Wait until those additional shifts or requirements are completed before continuing.	
<input type="checkbox"/>	After all pages and signatures (including below) are completed, scan entire document into new hire employee's folder on the F-drive.	
Manager Checkboxes		
<input type="checkbox"/>	Review completed ePCR with the new hire one-on-one and complete both a documentation and clinical review.	
<input type="checkbox"/>	New hire employee successfully completed evaluation shift. If additional shifts are required, contact the Education Coordinator ( ) to add shifts and wait to complete the rest of this form until you can mark this evaluation shift successful.	
<input type="checkbox"/>	Complete 30-day evaluation.	
Completion signatures	All Education Coordinator checkboxes above completed and this packet given to assigned manager	<input style="width: 100%; height: 20px;" type="text"/>
	All Manager checkboxes above completed and this packet given to Education Coordinator ( )	<input style="width: 100%; height: 20px;" type="text"/>

## Change Log:

Date	Link to previous version	Description of change
02/09/16	<a href="#">pdf</a>	Re-organized rider rules. Added requirements for age. Added station addresses. Added typical shift times.
08/17/16		Added comment that riders should plan on bringing money or packed lunch to ambulance clinicals.
10/20/16		Aligned BLS and ALS CES prerequisites with changes to CMH policies.
01/01/19	<a href="#">pdf</a>	Moved documentation from HealthStreams to education manual.
07/17/19		Changed document number from 6-840 to 3-700
09/09/19	<a href="#">pdf</a>	Modified the academy course names.
09/17/19		Modified Neal Taylor's biography section.
09/18/19		Added signature page with checklists to improve workflow.
11/11/19	<a href="#">pdf</a>	Added course completion signature page. Changed completion requirement from 90 days to 60 days.
02/05/20	<a href="#">pdf</a>	Created a separate form to send to dispatch centers that does not include any other employee info than name and DSN.
08/06/20		Moved this section to the online format. Removed phone numbers and door codes in place of a note to utilize the online secure database to obtain that data. Updated the faculty to include Dr. Nicholes and the leadership changes in the PHS department.
08/24/21	<a href="#">pdf</a>	Added Clinical course 806.
08/24/21	<a href="#">pdf</a>	Moved clinical shifts to new course 806.
08/24/21		Created sub-section 806 from previous course 801.
08/24/21		Added dispatch info form.
08/31/21	<a href="#">pdf</a>	Combined all sub-sections into one document to allow easy printing.
08/31/21	<a href="#">pdf</a>	Moved all sub-sections into one document for easier printing. Also, moved all Platinum checklist items to this document to move from online checklists to hard-copy checklists. First draft of hard-copy version.
09/03/21	<a href="#">pdf</a>	Corrections from Brice.
10/28/21		Added new hire name on sub-section 3-700-80.
02/25/22	<a href="#">pdf</a>	Removed Kellie as contact for uniforms at her request. Added checklist for student name to be removed from schedule after completion of orientation.
07/29/22		Changed PHS director from Neal to Aaron.
10/10/22		Clarifications on needed certifications. Added name and info on ems orientation form.
12/28/22		Updated faculty. Added Aaron Weaver director to history. Changed CMH PRIDE to CMH SERVE. Added documentation date. Added 30-day interview.



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Return to [Education Manual Table of Contents](#).

Search education manual:

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CMH EMS Education Mission: "Provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals."



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Based on a work at <http://ozarksems.com/edman-4-240.php>.

# Section 3-735 - EMS Educator Academy

CMH EMS Education Manual

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This section serves as the course syllabus for the Citizens Memorial Hospital Pre-Hospital Services (CMH PHS) EMS Educator Academy.

## Sub-Sections:

- [3-735-09 - EMS Educator Academy Goal](#)
- [3-735-18 - EMS Educator Academy Faculty](#)
- [3-735-27 - EMS Educator Academy Curriculum](#)
- [3-735-36 - EMS Educator Academy Prerequisites](#)
- [3-735-45 - EMS Educator Academy Classroom Details](#)
- [3-735-54 - EMS Educator Academy Assignments](#)
- [3-735-72 - EMS 850 \(EMS Educator\) Course](#)
- [3-735-81 - EMS Educator Academy Terminal Competency Form](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/08/21		Created section to move EMS Educator syllabus from word document to online with the rest of the syllabii.

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Return to [Education Manual Table of Contents](#).

Search education manual:

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Based on a work at <http://ozarksems.com/edman-4-240.php>.

# Sub-Section 3-735-09 - EMS Educator Academy Goal

## CMH EMS Education Manual

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### Academy Description:

This course fulfills all the training requirements set forth by the [2002 National Highway Traffic Safety Administration Guidelines for EMS Educators](#). The EMS Instructor Course contains both a lecture portion and a skills demonstration, allowing all students an opportunity to present a lesson from start to finish. Upon successful completion of this course, students can teach EMS classes up to and including their current certification level. Additionally, this course meets the minimum requirements set forth by [Missouri Bureau of Emergency Medical Services \(13 CSR 30-40.331\(8\)\)](#) for an instructor training program.

### Academy Objectives:

Upon successful completion of this class, students will be able to:

- Discuss the philosophical foundations of education and why philosophy is important in education.
- Create a personal philosophy of education.
- Develop and choose learning activities that are consistent with the objectives being taught.
- List and discuss the ethical and legal issues that EMS educators may face.
- Select the proper classroom environment for various aspects of EMS education.
- Create lesson plans and activities that motivate students to learn both cognitive and psychomotor skills.
- Define learning and discuss why experience is critical to learning.
- Conduct an educational needs analysis/assessment for their departments or organizations.
- Create lesson objectives using a variety of levels and domains.
- Create a course syllabus using the classroom format of their choice.
- Prepare and deliver lessons that include diagnostic, formative, and summative evaluations; and formal and informal evaluations.
- Administer written tests and other assessments that use various Depth of Knowledge levels and various question types and are appropriate for the lesson.
- Develop and critique instruments used for psychomotor and clinical evaluations.
- Discuss the reasons for remediating a student and list the steps to take to help the student become successful.
- Deliver an effective presentation.
- List barriers to student learning and methods of overcoming those barriers.
- Appropriately correct dysfunctional behavior during a lesson presentation.
- Discuss and demonstrate the approved method for teaching skills.
- Discuss characteristics of effective clinical and laboratory learning situations.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/08/21		Created section.

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# Sub-Section 3-735-18 - EMS Educator Academy Faculty

## CMH EMS Education Manual

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### Medical Director:

Dr. Keith Butvilas is the medical director for Pre-Hospital Services and the Emergency Room at Citizens Memorial Hospital. Dr. Butvilas is board-certified and residency-trained in emergency medicine with extensive high-volume and trauma experience exploring community and academic settings. He is comfortable with all skills and procedures and trained in emergency ultrasound-guided procedures. Keith has extensive leadership experience, including being the Chief Medical Officer of a healthcare system and the lead physician in an EMR conversion responsible for the physician design and build.



### Lead Instructor:

Michael Minter, MAEd, BS-IT, is a Missouri Paramedic. Mr. Minter is a paramedic with the Pre-Hospital Services Department at Citizens Memorial Hospital. Mike got his EMT license in 1979 and his paramedic license in 1995. Mr. Minter has a Masters degree in Adult Education and Training and a Bachelors degree in Education Technology. Mike has been an EMS instructor since 1999.



### Assistant Instructor:

Theron Becker, FACPE, MMPA, EFO, BS-FPE, NRP, is a Nationally Registered Paramedic and Missouri Community Paramedic. Theron got his EMT license in 1995 while attending the Fire Engineering program at Oklahoma State University. Since then, he has obtained a Masters degree in Public Administration Management, Executive Fire Officer from the National Fire Academy, Fellow of the American College of Paramedic Executives, and is currently working on his Master of Public Health.

Theron has been a volunteer firefighter in Southwest Missouri since he was 16 years old. He has been employed as an ambulance paramedic, on hazmat teams, as a fire protection engineer, and in public health in bioterrorism preparedness. Mr. Becker is also the Assistant Editor of the International Journal of Paramedicine.



Full bio and curriculum vitae can be found here: <http://ozarksems.com/theron-resume.php>



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<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/08/21		Added section
12/28/22		Updated faculty.

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# Sub-Section 3-735-27 - EMS Educator Academy Curriculum

## CMH EMS Education Manual

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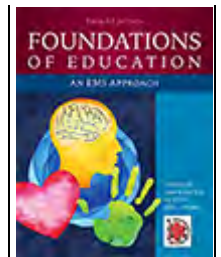
The EMS Educator program will use the [2002 National Highway Traffic Safety Administration Curriculum for EMS Educators](#).

Specifically, the current edition curriculum and textbooks from the [National Association of EMS Educators \(NAEMSE\)](#) will be utilized for the EMS Educator.

### Books included with tuition:

The current edition of the textbook used is "Foundations of Education - An EMS Approach".

ISBN: [9781284145168](#)



Library of more than 700 reference books can be browsed and checked out by visiting <http://ozarksems.com/library.php>.



### Books available to students during the Academy that will be returned at the end of the course:

"Publication Manual of the American Psychological Association - Seventh Edition (2020)."

ISBN: [9781433832178](#)



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07/08/21		Added section

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# Sub-Section 3-735-36 - EMS Educator Academy Prerequisites

## CMH EMS Education Manual

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Students must complete the following before completing the first day of class:

- Have regular access to a personal computer with reliable internet access and some type of word processing software.
- Complete application process (including application fee, and acceptance into the program).
- Currently possess an EMT license, or higher, from any state.
- Have at least two years experience as a practicing EMT or above.

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07/08/21		Added section

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# Sub-Section 3-350-44 - EMT Academy Classroom Details

## CMH EMS Education Manual

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Dates: Sep 27 through Oct 1

Times: 8:30 am to 5:30 pm

Location: CMH Douglas Building located at 1155 W Parkview St, Bolivar, MO. Entrance to the classroom is from the North side of the building in the lower entrance. Classrooms are immediately on the left once you enter the exterior doors. Precise location of the doors to enter: [fields.capable.pines](#).

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
08/10/20		Moved online.
04/13/21	<a href="#">ddf</a>	Made which weeknights more flexible instead of dictating which nights will be used.
07/08/21		Added section
11/22/21	<a href="#">pdf</a>	Updated generic weekly schedule to now be common link shared between academies.

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# Sub-Section 3-735-54 - EMS Instructor Academy Assignments

## CMH EMS Education Manual

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### Develop a Diversity Policy

- Due on the first day of class.
- In this assignment, you will develop a policy which addresses how to deal with diversity in the classroom. This assignment should consist of a policy statement for the acceptance, recognition, and respect of both student and staff who are involved in an EMS program.
- Assume your policy will be included in staff training and in a course syllabus. You may use the course textbook, or other sources to help you to develop the policy.
- Format your assignment using APA Style. Use your own words and include citations if you use other sources as needed to avoid plagiarism.

### Course Goal and Outcomes

- Due on the second day of class.
- Write a course goal and outcome for a topic of your choice, and develop learning outcomes from the domains of learning based on the ABCD method. The topic must be timely, and related to EMS.
- Consider this work as the building block for your final Lesson Presentation.
- When you work on this assignment, you should:
  - Write at least three learning outcomes.
  - Use SMART mnemonic when you write learning outcomes.
  - Write all component of outcomes using ABCD model.
  - Use measurable verbs for outcomes. You can search Bloom's Taxonomy on the Internet as a reference.
  - Do not use unmeasurable verbs such as know, understand, comprehend, learn, realize, or study.

### Article Review

- Due on the third day of class.
- For this assignment, choose a second peer-reviewed, scholarly article to review on one of the following topics:
  - Clinical experience during EMS training
  - Improving lecture presentation skills
  - Distance learning in today's EMS learning environment
  - Use of simulation tools for EMS training

- As you read the articles, consider the following questions: How could the topic of this article apply to your personal or professional life? How could it apply to an organization you have observed?
- Use the following guidelines to select articles:
  - Articles are from reliable sources/journals
  - They are related to the topic of your choice
  - Articles are at least ten pages each
- Use the following guidelines to prepare each of your article reviews:
  - Your article review should be at least two pages
  - It should identify the main topic/question
  - It should identify the author's intended audience
  - It should include a one page summary of the article
  - Think critically about the article, and discuss how it applies to this course
- Format your article review using APA Style. Use your own words and include citations for other articles as needed to avoid plagiarism.

## **Lesson Presentation**

- Due on the fourth and fifth day of class.
- Using the contents of your Course Goals and Outcomes assignment, develop a full lesson presentation to include those items plus the following:
  - Instructor Notes
  - Power Point Presentation
  - Course Evaluation
- The lesson should be 30 to 60 minutes long. The last day of class will be used as a venue to culminate the understanding of the material we have covered.

**Change Log:**

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07/08/21		Added section

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# Sub-Section 3-735-72 - EMS 850 (EMS Educator) Course

## CMH EMS Education Manual

40 contact hours.

### 2016 EMS Instructor Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>August 2016</b>				
2016-08-06 (Saturday)	08:00 - 18:00	<a href="#">EMS Instructor (1 of 5)</a>	None	
2016-08-07 (Sunday)	08:00 - 18:00	<a href="#">EMS Instructor (2 of 5)</a>	None	
2016-08-13 (Saturday)	08:00 - 18:00	<a href="#">EMS Instructor (2 of 5)</a>	None	
2016-08-14 (Sunday)	08:00 - 18:00	<a href="#">EMS Instructor (1 of 5)</a>	None	
2016-08-20 (Saturday)	08:00 - 18:00	<a href="#">EMS Instructor (3 of 5)</a>	None	
2016-08-21 (Sunday)	08:00 - 18:00	<a href="#">EMS Instructor (4 of 5)</a>	None	
2016-08-27 (Saturday)	08:00 - 18:00	<a href="#">EMS Instructor (4 of 5)</a>	None	
2016-08-28 (Sunday)	08:00 - 18:00	<a href="#">EMS Instructor (3 of 5)</a>	None	
<b>September 2016</b>				
2016-09-03 (Saturday)	08:00 - 18:00	<a href="#">EMS Instructor (5 of 5)</a>	None	
2016-09-04 (Sunday)	08:00 - 18:00	<a href="#">EMS Instructor (5 of 5)</a>	None	

### 2018 EMS Instructor Academy (click to view **PREVIOUS** classes):

Date	Times	Lesson	Comments	Instructors
<b>August 2018</b>				
2018-08-03 (Friday)	08:00 - 20:00	<a href="#">EMS Instructor (1 of 4)</a>	None	
2018-08-04 (Saturday)	08:00 - 20:00	<a href="#">EMS Instructor (2 of 4)</a>	None	
2018-08-05 (Sunday)	08:00 - 20:00	<a href="#">EMS Instructor (3 of 4)</a>	None	
2018-08-06 (Monday)	08:00 - 20:00	<a href="#">EMS Instructor (4 of 4)</a>	None	

### 2021 EMS Educator Academy (click to view **PREVIOUS** classes):



Date	Times	Lesson	Comments	Instructors	
<b>September 2021</b>					
2021-09-27 (Monday)	08:30 - 17:30	<a href="#">Attributes, Roles, Principles, Styles, Diversity, Environment, Domains</a>	Ch 1 through 7, Diversity Policy Due		
2021-09-28 (Tuesday)	08:30 - 17:30	<a href="#">Goals, Lessons, Legal, Teaching, Learning, Groups</a>	Ch 8 through 15, Course Goal and Outcomes Due		
2021-09-29 (Wednesday)	08:30 - 17:30	<a href="#">Technology, Distance, Sim, Clinicals, Evaluation, Remediation</a>	Ch 16 through 23, Article Review Due		
2021-09-30 (Thursday)	08:30 - 17:30	<a href="#">Admin Issues, Presentations</a>	Ch 24		
<b>October 2021</b>					
2021-10-01 (Friday)	08:30 - 17:30	<a href="#">Presentations</a>	None		

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/08/21		Added section
07/14/22	<a href="#">pdf</a>	Added dynamic content.

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# Sub-Section 3-735-81 - EMS Educator Academy Terminal Competency Form

## CMH EMS Education Manual

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Citizens Memorial Hospital - Emergency Medical Services Education Department hereby certifies that the candidate listed below has successfully completed all the terminal competencies required for graduation from the EMS educator program as a minimally competent, entry-level EMS educator and as such meets minimum requirements as described by the Missouri Department of Health and Senior Services - Bureau of Emergency Medical Services as an EMS Instructor/Coordinator.

Name of graduate:

Graduate email:

Description	Points
Diversity Policy Assignment	<input type="checkbox"/> (10 pos)
Course Goal and Outcomes Assignment	<input type="checkbox"/> (10 pos)
Article Review Assignment	<input type="checkbox"/> (10 pos)
Lesson Plan	
Do the written lesson plans contain all the parts outlined in the original assignment? (Examples, heading, objectives, handouts, resources, syllabus, adjunct instructors, etc.)	<input type="checkbox"/> (5 pos)
Are all critical points (i.e., objectives) covered? Is anything missing?	<input type="checkbox"/> (5 pos)
Is there adequate instructor support (notes, preparation, suggested class activities, references, and so on)?	<input type="checkbox"/> (5 pos)
Do the lesson and slides promote interaction between the instructor and participants?	<input type="checkbox"/> (1 pos)

Is the flow and sequence of material appropriate?	<input type="checkbox"/> (1 pos)
Is all information accurate?	<input type="checkbox"/> (1 pos)
How much time will this lesson take?	<input type="checkbox"/> (1 pos)
How are the spelling, grammar, and use of terminology and abbreviations?	<input type="checkbox"/> (1 pos)

### Slides

How do the slides look? Amount of content, contrast, readability?	<input type="checkbox"/> (2 pos)
Is artwork used in the slides consistent with the scenario or lesson?	<input type="checkbox"/> (2 pos)
If appropriate, is the lesson scenario based?	<input type="checkbox"/> (2 pos)
Does the scenario fit the lesson objectives?	<input type="checkbox"/> (2 pos)
Does the scenario bring out critical discussion points?	<input type="checkbox"/> (2 pos)

### Presentation

Student maintains eye contact with audience, seldom returning to notes.	<input type="checkbox"/> (2 pos)
Student uses a clear voice, with correct and precise pronunciation of terms for all audience members to hear.	<input type="checkbox"/> (2 pos)
Student demonstrates full knowledge of subject, and answers audience questions appropriately.	<input type="checkbox"/> (2 pos)
Student presents information in a logical interesting sequence for the audience to follow.	<input type="checkbox"/> (2 pos)

Student is completely prepared and has rehearsed this presentation.

<input type="text"/>	(2 pos)
----------------------	------------

**TOTAL:**

<input type="text"/>	(70 pos)
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- Passing overall score (70% minimum). Score:  %

Program requirements successfully and fully completed on:

Medical Director signature:

Lead Instructor signature:

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07/08/21		Added section

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# Section 3-770 - Supervising Officer Academy

CMH EMS Education Manual

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This Academy and associated Courses are pending development

## Sub-Sections:

- [3-770-50 - EMS 901 \(Supervising EMS Officer\) Course](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/09/19	<a href="#">pdf</a>	Modified the academy course name.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.

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# **Sub-Section 3-770-50 - EMS 901 (Supervising EMS Officer) Course**

CMH EMS Education Manual

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This is a placeholder for course information.

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
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# Section 3-840 - Managing Officer Academy

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This Academy and associated Courses are pending development

## Sub-Sections:

- [3-840-50 - EMS 931 \(Managing EMS Officer\) Course](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/09/19	<a href="#">pdf</a>	Modified the academy course name.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.



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# Sub-Section 3-840-50 - EMS 931 (Managing EMS Officer) Course

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# Section 3-910 - Executive Officer Academy

CMH EMS Education Manual

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This Academy and associated Courses are pending development

## Sub-Sections:

- [3-910-50 - EMS 961 \(Executive EMS Officer\) Course](#)

**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
09/09/19	<a href="#">pdf</a>	Modified the academy course name.
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.

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# **Sub-Section 3-910-50 - EMS 961 (Executive EMS Officer) Course**

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# Part 4 - Appendix

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### Sections:

- [4-240 References](#)
- 4-480 - Change Log
  - [4-480-01 - Version 1 \(Aristotle\)](#)
  - [4-480-02 - Version 2 \(Browne\)](#) - Changes moved to online change log database.
  - [4-480-03 - Version 3 \(Confucius\)](#) - Changes moved to online change log database.
  - [4-480-04 - Version 4 \(Deming\)](#) - Changes moved to online change log database.
  - [4-480-05 - Version 5 \(Escalante\)](#) - Changes moved to online change log database.
  - [4-480-06 - Version 6 \(Froebel\)](#) - Changes moved to online change log database.
  - [4-480-07 - Version 7 \(Galilee\)](#) - Changes moved to online change log database.
  - [4-480-08 - Version 8 \(Khan\)](#) - Changes moved to online change log database.
  - [4-480-09 - Version 9 \(Locke\)](#) - Changes moved to online change log database.
  - [4-480-10 - Version 10 \(Mann\)](#) - Changes moved to online change log database.
  - [4-480-11 - Version 11 \(Nye\)](#) - Changes moved to online change log database.
  - [4-480-12 - Version 12 \(Pythagoras\)](#) - Changes moved to online change log database.
  - [4-480-13 - Version 13 \(Quadir\)](#) - Changes moved to online change log database.
  - [4-480-14 - Version 14 \(Rand\)](#) - Changes moved to online change log database.
  - [4-480-15 - Version 15 \(TO BE DETERMINED\)](#) - Changes moved to online change log database.
  - **NOTE:** Changes are no longer tracked using versions. Each document change is tracked using a timestamp and the change log database.
- [4-740 Full and complete previous versions prior to moving document online](#)

## Change Log:

Date	Link to previous version	Description of change
07/17/19		Changed document number from 7-000 to 4-000
01/02/21	<a href="#">pdf</a>	Moved version 13 and 14 changes to online change log database.
01/02/21		Moved versions 9 through 12 to online change log database.
03/30/21	<a href="#">pdf</a>	All version 8 changes moved to online change log.
03/30/21		Moved entire version 7 changes to change log database.
04/02/21	<a href="#">pdf</a>	Added version six changes to online change log database.
04/02/21		Added version five changes to change log database.
04/02/21		Moved version four changes to change log databse.
04/02/21		Moved version three changes to change log database.
04/02/21		Moved version two changes to change log database.
04/02/21		Added link to previous versions 4-740.

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# Section 4-240 - References

## CMH EMS Education Manual

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### References:

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**Change Log:**

<b>Date</b>	<b>Link to previous version</b>	<b>Description of change</b>
07/17/19		Changed document number from 7-420 to 4-240
10/14/20	<a href="#">pdf</a>	Moved this section to the online format.

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