



**Victor Valley College**  
**Emergency Medical Technician Academy**  
**Orientation Packet**

## **Introduction:**

Welcome to the field of Emergency Medicine! This is a field that can be very exciting and rewarding. Many previous students have gone on to use the knowledge and skills they have learned here in numerous ways. The majority use their position as an Emergency Medical Technician (EMT) to lay the groundwork for entrance into a career as a firefighter, paramedic, flight EMS, emergency responder, industrial safety officer, or law enforcement officer. Others use their newfound knowledge inside Emergency Rooms, EMS units, health clinics, doctors' offices, disaster teams, and search and rescue teams. Also, some others choose just this class to be more prepared to handle home crisis and emergency situations. However, you choose to use your experience, having the confidence to handle a crisis or emergency will allow you to make a difference in someone else's life.

## **EMT Training:**

EMT education includes training in the recognition of signs and symptoms of illnesses and injuries and the appropriate treatment modalities.

This course is designed to give you the basic knowledge and skills necessary to provide safe and effective care to the ill and injured members of our community. The primary focus will be providing emergency medical care in the field setting. This course will consist of classroom lectures, manipulative skills in a lab setting, and clinical internships. The internships require a minimum of two (2) twelve-hour shifts; twelve hours in the Emergency Room setting, and twelve hours on the ambulance). You will not be allowed any night shifts on the ambulance.

## **Statement of Access:**

Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and referral to Disabled Students Programs and Services (DSPPS) and services per Administrative Procedure (AP 3440)

## **Course Syllabus:**

The course syllabus will address policies unique for each course. The syllabus will not attempt to supersede the policies addressed in this manual. If a situation arises in which a policy in this manual is contradicted by a syllabus, this manual's policy will be used and the policy referred to in the syllabus will be invalid.

## **Attendance Policy:**

Class attendance is not a measure of performance or proficiency. Whether a student is just physically present in the class is not a valid basis for grading. Reference Title 5 section 55002 of the California Code of Regulations: (A) Grading Policy. The course provides for measurement of student performance in the terms of stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758

of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include problem solving exercises or skills demonstrations by students. Due to the quantity and importance of the information provided in this course, students will be required to attend all lecture and laboratory sessions each week. Students are expected to attend their classes regularly. Failure to attend the first class session will result in the student being dropped. The classroom will be locked at the start of class. The class instructor has the right to terminate a student's enrollment when a student has accumulated a determined number of attendance points (indicated in course syllabus for each class).

### **Approximate Costs for the Class:**

- Registration, liability insurance, background check & materials fees = \$550 - 600
- Books, uniforms, supplies = \$350 - 400
- Total Estimated Costs = \$900 - 1000
- (All costs are approximated.)

### **Background Checks and Immunizations:**

Each student will be required to submit proof of immunizations – Health Clearance - according to the clinical site's requirements for attendance. When discrepancies occur between sites (more or less requirements), the higher, and more comprehensive requirements will be in effect and required by each student. Prior to scheduling any clinical shifts you must submit copies for proof of the following vaccinations:

- TB/PPD documented within the last 12 months and must be good for the entire clinical rotation.
- Current BLS card
- Background check

During EMS 60 you will be given a specific date to have all of this completed. If the vaccinations are not completed by the specified due date you will not be allowed to attend the rest of the class and you will be dropped from the academy.

Each student will be required to submit to a criminal background verification and a current – within 30 days - Department of Motor Vehicle Drivers History Report prior to attending clinical or field shifts. Information on how to complete this process will be provided to the students during the class and can only be done through the program-approved vendor. No outside, non-approved vendors or processes will be accepted. Failure to complete this requirement by the specified date will be grounds for dismissal from the class. Failure of the background check may be grounds for dismissal and / or subject to review by the instructor, EMS Department Director, Public Safety Department Chairperson, Dean of Public Safety and the clinical sites.

## **Required equipment for classroom, clinical and field:**

There are a few items required in the practice of an Emergency Medical Technician and for this class. These items need to be acquired prior to the first day of class:

- Watch with a second hand, or a digital watch that counts seconds
- Standard black ink ball point pen
- Dark blue polo style VVC uniform shirt (available in VVC Bookstore – please make sure to get the correct shirt with the logo seen on the front page of this document)
- Navy blue EMS style pants for both men and women (absolutely no ‘skinny’ or excessively ‘baggy’ pants – must look professional). You will be required to wear your full uniform for every class meeting including the clinical and field shifts.
- Black uniform belt.
- Black uniform boots or uniform style shoe. The soles should be rubber or non-skid style. There should be no visible markings (brand labels, etc.).
- Undershirts will be either white or navy in color. Any other color different from these two colors will not be allowed.
- Any visible tattoos must be covered at all times.
- Student picture ID (available at no cost in Auxiliary Services w/ proof of registration). Identification must be worn at all times in a clear, plastic sleeve clipped to the collar opposite the academy emblem.

## **Required textbook/course materials:**

- Emergency Care and Transportation of the Sick and Injured 11<sup>th</sup> Edition with Navigate 2 Preferred Access ISBN: **9781284131703** (E-book access)

## **Copy and paste link for required text:**

<https://checkout.jblearning.com/cart/Default.aspx?bc=13170-3&ref=psg&coupon=VICVALEMT>

## **Learning Management Systems:**

The EMS academy utilizes Canvas and Navigate-2 for tracking student academic progress. Students then may login to view their current grade, class assignments, podcast lectures, quizzes/exams, discussion boards, etc. and individual assignment grades.

## **Cell Phone Policy:**

The use of cellular phones in the classroom/skills lab is **strictly prohibited** (unless given expressed consent from an instructor). Cell phones and their use during class are counter-productive to a positive learning environment and is a distraction to the instructor and fellow students. This includes, but is not limited to; phone calls, text messaging, email, gaming,

photography, or any application capable on a particular phone. The instructor will give regular breaks during class which will allow students to take care of personal business.

**The above Cell Phone policy shall be strictly enforced and any student in violation of this policy will be excused from the class, receive an "Absence" for the class, and receive a written reprimand in their file, Additional sanctions may be imposed on the student, and will be at the discretion of the instructor.**

### **Dress and Conduct Guidelines:**

In the health care environment, it is very important that you not only act in a professional manner, but that you also look professional. You will be representing the College and whichever healthcare institution/provider that you are learning with. Therefore the following mandatory dress guidelines must be followed:

- Your uniform must be neat, clean, and unwrinkled.
- You may not wear heavy perfumes or colognes.
- Your hair must be neat, natural colored, and maintained. Hair will be pulled up off the shoulders in a professional manner at all times.
- Fingernails must be clean and cut short. Absolutely NO acrylic nails may be worn. If polished, a pale colored polish must be used.
- Must be clean shaven. Moustaches will be allowed (not beyond the corner of the mouth), but must be neatly maintained/trimmed.
- Each student must practice appropriate personal hygiene.
- Excessive visual body jewelry will need to be removed while in uniform (no earrings permitted for males / one earring, stud-type will be permitted per ear for females).
- All visible tattoos must be covered during class meetings, clinical and field shifts and while in uniform or you will be dismissed from the class and receive a tardy for that class session.

Uniform inspections will be conducted at the beginning of each class session. Students out of uniform will be dismissed from class and receive a tardy for the day (this includes any violations of personal grooming standards listed above).

Any student who fails to conduct themselves in a professional manner will be removed from the class and forwarded to the Dean of Discipline for corrective action.

At no time will firefighting duties be allowed or performed during a scheduled field internship shift. If information is forwarded to the Academy Clinical Coordinator or Director in regards to a student not abiding by this rule he or she will be immediately removed from the field internship course and given a grade of F.

## **Examples of Proper Uniform Attire:**



## **Requirements for Certification as and EMT:**

EMT certification is the minimum requirement for anyone staffing a transporting ambulance in the State of California. EMT includes training in the recognition of signs and symptoms of illnesses and injuries and the appropriate treatment modalities. The course will consist of classroom lectures (including web-enhancement), manipulative skills in a lab setting, and clinical/field internships. The clinical and field internships require a minimum of two (2) Twelve (12) hour shifts, one twelve-hour hospital clinical, and one twelve-hour ride-out. You will not be allowed any night shifts on the Ambulance or fire engines and the shifts must be separated by at least a twelve (12) hour period.

Students will be eligible for EMT certification if they meet all the requirements stipulated below:

Completion of course requirements:

- The midterm and final exam and a minimum of 80% cumulative score for successful completion of the class.
- Students who fail to achieve at least an 80% after the midterm will be placed on an Individual Action Plan at the primary instructor's discretion.

- Students who fail to achieve 80% (cumulative by the last day of class) or greater will not be allowed to course complete.
- Completion of the required clinical and field internships with no less than fifteen (15) documented patient contacts.
- Completed shift evaluation forms **signed** and **dated** by both the crew and student for each clinical/field shift attended. Incomplete forms will not be accepted. Students cannot course complete without a completed clinical packet.

**IF THE STUDENT FAILS TO HAVE THE CLINICAL PACKET FULLY COMPLETED AND TURNED IN AS STATED ABOVE, THE STUDENT WILL BE IMMEDIATELY DISMISSED FROM THE CLASS AND RECEIVE A GRADE OF NO GREATER THAN A 'D' FOR THE COURSE.**

- Must pass all practical skills. Students who do not pass all practical skills will be dismissed from the class and issued a grade no greater than a 'D' for the course.
- Must hold a current American Heart Association or American Red Cross BLS CPR card (Health Care Provider level).
- Must be at least 18 years of age in order to be certified.

### **Academic Dishonesty:**

Academic work submitted by students shall be the result of their own thought, research, or self-expression. Academic work is defined as quizzes, exams whether taken electronically, or on paper; classroom presentations/projects; skills testing; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Due to the real life circumstances that will occur during the class, the life, death, and quality of a patient's future may be made from your comments and findings. Therefore, dishonesty will not be tolerated. Those individuals who are caught cheating and/or falsifying documents will be dropped from the EMT program and turned over the College's Dean for prosecution according to Student Discipline: Prescribed Conduct.

Academic Dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing materials to the testing area. This includes electronic devices, such as cell phones, PDA's, computers, tablets, written notes, etc.
- Talking or communicating (including non-verbal) with another student during a written or skills exam.
- Looking at another student's exam during the examination.
- Plagiarizing by borrowing ideas, wording or organization of another source, without appropriate referencing of the source.

- Unauthorized collaboration or collusion with another in preparing outside work for fulfillment of course requirements.
- Falsifying any document to fulfill course requirements.
- Unauthorized entry (hacking) into test banks or examinations.
- Falsifying data in a patient health record.
- Assisting others in any act of academic dishonesty.
- Discussing any assessment or examination with any student who has not taken the exam.
- Having an unauthorized copy of any exam outside the testing area.
- Lying about or misrepresenting care given, clinical errors, or any action related to clinical rotations.
- Recording, taping, or taking pictures without expressed consent given by the instructor.
- Submitting another student's work and representing as your own.

### **Smoking/Tobacco Policy:**

ALL Victor Valley College campuses and facilities are tobacco-free areas. Smoking, E-cigs, Vapes, Chewing Tabaco and any other forms of tobacco are NOT allowed on campus at any time.

**The above Smoking/Tobacco policy shall be strictly enforced and any student in violation of this policy will be excused from the class, receive an "Absence" for the class, and receive a written reprimand in their file, Additional sanctions may be imposed on the student, and will be at the discretion of the instructor.**

### **Chain of Command:**

- Clinical Coordinator - (Kasey Topete; Kasey.Topete@vvc.edu)
- Skills Lab Coordinator - (Dale Lintner; Dale.Lintner@vvc.edu)
- Your primary instructor
- Program Director - (Dave Oleson, ext. 2738; Dave.Oleson@vvc.edu)
- Associate Dean of EMS/Fire Technology/Law Enforcement – (Tim E. Capehart, ext. 3113; Tim.Capehart@vvc.edu)
- Dean of Vocational Services
- Executive Vice President Instruction/Student Services
- President/Superintendent
- Board of Trustees
- State Chancellor

**Failure to follow the chain of command will result in a loss of validity for your complaint and a need to restart the grievance process.**



### **Additional Responsibilities:**

- Participation in assigned squad duties
- Set-up and maintenance of all skills equipment
- Participation in National Registry Exam process
- Participation in new student Orientation
- Participation in drills and EMS competitions
- Participation in college events
- Participation in fundraising
- Participation in community events
- Participation in room, facilities & equipment clean-up after all class meetings.

### **Computer Access:**

It will be essential that all students have full computer access in order for successful completion of program assignments. EMS 60 will require access to Blackboard. Access to the Internet is necessary for student participation in EMS 60. Students are encouraged to obtain internet access inside the classroom through the use of permitted electronic devices (laptop/tablet).

### **Disclaimer:**

This policy manual is work in progress items listed may be revised as necessary to facilitate learning. Students will be notified of any revisions to this document.



### VVC EMS Programs Photo Release

I hereby authorize Victor Valley College, hereafter referred to as "Company," to publish photographs and/or video taken of me during my attendance in the EMS Programs, and my name and likeness, for use in the Victor Valley College's print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless Victor Valley College from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs and/or video or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos and /or video confers no rights of ownership or royalties whatsoever.

I hereby release Victor Valley College, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

Authorization

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Verification of Orientation and**  
**Statement of Commitment**

**Victor Valley College EMT Academy**

I, \_\_\_\_\_ understand that I will not receive a passing grade, nor will I receive my EMT course completion certificate if I fail to complete any of the requirements listed below:

**1. CPR TRAINING:**

I will provide a copy (front and back on one side of one white 8 1/2" x 11" sheet of paper) of my current CPR card by the first day of class. My CPR card may be either the American Heart Association (AHA) Healthcare Provider or the American Red Cross (ARC) CPR for Professional Rescuers.

**2. TUBERCULOSIS TESTING:**

I will submit proof of a negative TB test within the last 12 months. I will submit this proof by the specified due date. I understand that this proof must be in the form of an official immunization record or equivalent and must bear a physician's or RN's signature to be considered valid.

**3. CLINICAL EXPERIENCE:**

I will submit proof of attending 24 hours of clinical experience divided evenly between clinical and field. I understand that the clinical experience verification form and the patient contact log must be completed by me, signed by hospital and pre-hospital staff and submitted by the specified due date. I also understand that I will be required to obtain liability insurance at the time of registration for the entire duration of the course. The current approximate cost is \$13 to be paid at the time of registration for the course.

**4. FINAL WRITTEN TESTING:**

I understand that I must pass the final written examination with a minimum of 80%, pass ALL practical skills examination with 100% and complete / submit ALL required course projects and documentation in order to receive my course completion.

**5. CHEATING, MISCONDUCT AND DISCLOSURE:**

- a. I will not cheat on any examination or exercise, nor will I falsify any documentation pursuant to my EMT training or mentorship experiences. I further understand that if I am caught or suspected of cheating or falsification of any documentation, that I will be immediately dismissed from class and receive a failing grade.

- b. I will behave professionally at all times while in uniform, attendance of an assigned school function or facility including, but not limited to, class time, breaks and clinical experiences.
- c. I understand that I am obligated to report any misconduct or violation of VVC policy by my fellow students or myself to my instructor, EMT Academy Coordinator or the Academy Director.

**6. VICTOR VALLEY COLLEGE POLICIES:**

I agree to be bound by Victor Valley College policies for conduct, dress and facility use. Furthermore, I will not be argumentative, disruptive or disrespectful and I will demonstrate enthusiasm, I shall be respectful of fellow students, faculty and staff of VVC, and the clinical staff at provider sites and EMS agencies. I will not use harsh and offensive language.

**7. FAILURE TO MEET THE TERMS OF THIS STATEMENT OF COMMITMENT:**

I agree to either drop, withdraw (receive a 'W'), or receive a non-passing grade (whichever applies) if I am unable to complete the above within the time frames listed or I am unable to adhere to my commitment as it is written here.

**8. UNDERSTANDING, DURATION OF COMMITMENT AND AFFIRMATION:**

I fully understand and agree to be bound by this statement of commitment in its entirety for the duration of my enrollment in the Victor Valley College EMT Academy. My signature below is my affirmation of this intent.

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PLEASE PRINT OUT TWO COPIES OF THESE LAST THREE (3) PAGES, SIGN AND BRING ONE TO THE FIRST CLASS MEETING AS PROOF OF ORIENTATION. THE ADDITIONAL COPY IS FOR YOUR RECORDS.**