



THE UNIVERSITY OF
TOLEDO
1872

EMS Education Program Handbook

Emergency Medical Technician
(ODPS Accreditation # 322)
(CAAHEP/CoAEMSP #600786)

2023/2024

Administrative

Welcome/The University of Toledo

Welcome to the EMS Education Program at the University of Toledo. This program is accredited to conduct EMS training classes through the Ohio Division of EMS (ODPS Accreditation #322) and CoAEMSP 600786. Accreditation ensures that all training programs are in compliance with state and national regulations. The Program reserves the right to modify this manual as well as any syllabus and schedule as necessary and at any time. If modifications are made, the students will be provided with written documentation

The University of Toledo does not discriminate in its employment practices or in its educational programs or activities based on sex/gender, race, color, religion, age, disability, or national origin. For more specific information, students may review the University's policies: 3364-50-02 (Non-discrimination) and 3364-50-03 (statement on non-discrimination based on disability-Americans with Disabilities Compliance). The University of Toledo also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of sexual harassment and discrimination questions regarding Title IX, and concerns about non-compliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator <https://www.utoledo.edu/title-ix/> or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <http://www.ed.gov/ocr> .

Administrative Contact Information

Complaints or notice of alleged Title IX policy violations, or inquiries about or concerns regarding Title IX policy and procedures, may be made internally to:

Vicky Kulicke, Director Title IX and Compliance & Title IX Coordinator

Office of Title IX and Compliance

2801 W. Bancroft St.

Toledo, OH 43606-3390

Snyder Memorial Hall 1120

(419) 530-4191

titleix@utoledo.edu

<https://www.utoledo.edu/title-ix/>

Inquiries may be made externally to:

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education, the Department of Justice:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

EMS EDUCATION PROGRAM - ACCREDITATION STATUS

The University of Toledo EMS Education Program is fully accredited through CoAEMSP, CAAHEP and the State of Ohio.

Through the accreditation process, which includes a thorough review of the program, curriculum, resources, faculty and staff, as well as a site visit of the program, the EMS Education Program at the University of Toledo was determined to be in **substantial** compliance with the nationally approved Standards and Guidelines for educational programs as established by the EMS profession.

CAAHEP accredits more than 2,200 educational programs that prepare health professionals in 32 different disciplines. Accreditation is one step in a process that is meant to protect the public and ensure a supply of qualified health care professionals. For more information about CAAHEP and accreditation, visit www.caahep.org.

Program Structure/Academic Credits

All lectures and testing will be conducted online via Blackboard and JB learning online. This is a blended program with online didactics and in-person skills labs and clinicals. Portions of the education include skill labs and clinical time. Skill labs are designed to promote the learning and application of clinical EMT skills. Clinical rotations will be at The University of Toledo ED and designated prehospital sites with the intent of exposing students to real patients in the prehospital environment, under the guidance of a preceptor.

Students will be required to navigate to Blackboard where they can find the course syllabus. It includes a schedule of classes, assignments, grading criteria, and course completion requirements. This Handbook and the Clinical Addendum will also be available in Blackboard. Since a tremendous amount of information is presented in all courses, students must come to class prepared to discuss and expand upon assigned reading material.

Classroom and skill sessions will include instruction in material that expands and enhances the information presented in the textbook. Course exams will include content from the textbook, handouts, lectures, Blackboard activity, skill lab procedures and documents, as well as any other sources that are used or referenced in the program.

EMT	TOTAL: 300 Hours over 2 Semesters
-Didactics	~ 2 chapters/week
-In person Lab time	(1) lab at (8) hours, every other week
-Live Instructor didactic review session	2 hrs. per week
-Field Internship and ED to complete 15 Patient assessments, including (1) 6-year-old (or younger) patient	32 hours, minimum

The goals of the UT EMS Program are to provide each student with the opportunity to:

- Obtain a broadened level of EMS education consistent with national education trends and the national standard curricula.
- Provide opportunities for enhanced education through simulation, cadavers, and other forms of advanced technology that is available through The University of Toledo's resources.
- Attain National Registry certification as an EMT.
- Attain Ohio EMS certification upon successful completion of the program and Ohio Division of EMS certification requirements.
- Develop skills, knowledge, and critical thinking which will enable each student to become a competent entry-level EMT.

The Program helps to prepare students to take the National Registry certification exam to become an EMT. Students who pass the National Registry exam are eligible to apply to the Ohio Division of EMS for Ohio certification. To work in the State of Ohio, one must be certified by the Ohio Division of EMS. However, it must be clear that successful completion of the course does not guarantee passing results or Ohio certification.

Office Hours/Faculty/Administration

All classroom activities, unless otherwise instructed, will be online. Skill sessions and labs will be held in the Collier building as well as the Interprofessional Immersive Simulation Center (IISC) on the Health Science Campus. Faculty are always available on class days to meet with students. Office hours and days will vary on non-class days, so students are encouraged to make advance arrangements if it is necessary to meet on a non-class day. The following are key personnel for the administration and delivery of your education:

The University of Toledo Program Administration:

Jeffrey Schneiderman, Program Director

Office: (419) 383-1705 jeffrey.schneiderman@utoledo.edu

Kristopher Brickman, MD, Medical Director

Office: (419) 383-6383 kris.brickman@utoledo.edu

Christopher Ebright, Lead Instructor

Office: 419-383-8092 christopher.ebright@utoledo.edu

Ione Kampfner, Administrative Assistant/Clinical Coordinator

Office: (419) 383-5282 ione.kampfertreen@utoledo.edu

Admissions Requirements

Acceptance into The University of Toledo's EMT Certificate Program requires that the student completes the following tasks:

1. All students must first and foremost be current students at The University of Toledo. Acceptance through the University Admissions Office, either as a traditional student or as an adult learner, is a requirement before a student can be accepted into the EMT Certificate Program.
2. All students must complete an electronic onboarding orientation that covers HIPPA, patient rights, confidentiality, hospital codes, etc., and meet the health screening requirements. Students are required to have a current physical and TB test, as well as submit a complete immunization record.
3. The following prerequisites must be completed, and documentation submitted, prior to acceptance:
 1. Current AHA Healthcare Provider CPR card
 2. Completed background check.
 3. Health care and immunization requirements

Prior to entering any patient care area, the student must submit:

- The Program's medical history and immunization/vaccination forms
- Evidence of a satisfactory physical examination completed within the past 12 months of the start date of the course.
- Verification by a physician of the student's physical ability to perform job-related tasks (list provided to students in medical documents packet)
- Completion of any on-boarding requirements for clinical rotations.

Advanced Placement

Students accepted into the Program must start with semester I. Credit will NOT be given for semesters completed at other programs.

Course Cost and Associated Fees

Students taking EMT as an *elective* are charged the typical amount for the course at University of Toledo credit hour rates. The course is a 7.0 CH course over 1 or 2 semesters. Students are responsible for a BCI/FBI background check, course didactic materials, (students may wish to purchase a hard copy of the book in addition to the online access), their uniform shirt, ID, parking, and National Registry testing fees.

Course Delivery

The EMT Program is compressed and does not follow the University of Toledo calendar. This course is delivered as a *blended* learning course with online didactics, discussion boards, chapter quizzes, and other electronic content. The skill labs are in-person, as are any clinical rotation experiences. It is expected that the student reviews the information included in the syllabus for that specific week and participates in the online discussion boards. Attendance will be taken in a variety of ways, including reviewing online times in Blackboard and JB learning, completion of chapter quizzes, and reviewing discussion board posts.

It is expected that the student dedicates a minimum of 4 hours per week in the didactic sessions of JB Learning. ** One semester Basic MUST dedicate 8 hours******

This time will be verified weekly by the lead instructor. If it is found the student has not met this requirement each week, the student must make those hours up during the following week. If this occurs more than once in a semester, the student faces disciplinary action in accordance with Program policies and affective behavior points deducted. Regarding each chapter in JB Learning, the students are expected to review the following weekly:

- Either the E-Book or audiobook
- Comprehensive slides
- Case studies
- Flash Cards
- Chapter skills review (if any)

Skill sessions are MANDATORY for all students. They are held on Tuesdays **OR** Wednesdays 8am-4pm **every other week** in COB 0206/0307 and are listed in the syllabus. A sign-up genius will be provided to students to choose a skills day. A limited number of slots will be made available for both dates to ensure equal students each day.

Weekly Review Sessions are MANDATORY for all students. These will occur from 1300-1500 every Thursday online and live with an instructor. Should a student miss the live review, the student will be required to view the recorded session and submit an assignment due before the end of the week. **IF THE REVIEW SESSIONS ARE MISSED, THE STUDENT WILL HAVE (10) AFFECTIVE BEHAVIOR POINTS DEDUCTED.**

Academic Requirements for Online Learning

Risk Management Plan:

Information technology is an integral part of how the University carries out its mission. The University is committed to ensuring that vital technology resources and information stores are appropriately prepared to support recovery and business resumption efforts following accidental deletion, system corruption, and/or physical loss or damage. The University of Toledo policy number 3364-65-09 addresses Technology backup, Disaster Readiness, and Recovery policy.

Access of information: The University of Toledo Department of EMS Education will maintain accountability to provide access for audit purposes to verify compliance with state and other accreditation rules.

Minimum Technology Requirements:

Chromebooks, Android devices, and iPads are NOT recommended for students to use as their primary devices. Certain programs for classes (testing software, plug-ins, etc.) will not work on these devices. We strongly recommend that you buy or bring a Windows PC (Windows 10) or Apple Mac device (Mac OS 10.14 or higher) to be used for school.

<u>Description</u>	<u>Specifications</u>
Processor	Intel Core i5 or i7 (Intel i5 processors are preferred)
Memory	8GB RAM or more (8GB is preferred)
Hard Drive	256 GB or more (256 GB or higher SSD drives are preferred)
Wireless Card (laptops)	Wireless cards 802.11 ac or ax (Intel cards are preferred)
Operating System	Windows 10, or Mac OS 10.12 or higher
Software Packages	Microsoft Office 365, Office 2019, Microsoft Office for Mac 365, or 2019, and Open Office
Anti-virus Software	Microsoft Windows Defender, (already installed with Windows 10 McAfee, Norton, or AVG
Web Browsers	Chrome, Firefox, Edge, Internet Explorer (PC only) or
Safari (Apple only)	
Anti-Spyware/Anti-Adware	Malwarebytes or Super Anti-Spyware
Other Programs	Adobe Reader and VLC Media Player
Internet speed	Minimum of 1.5 Mbps

Students will need to have access to a properly functioning computer and high-speed Internet access throughout the semester. The rental/purchase, installation, and maintenance of required computer hardware and software is the responsibility of the student. Student computers need to be capable of running the latest versions of plug-ins, recent software, and have the necessary tools to be kept free of viruses and spyware. Students may access UT's Virtual Computer Lab (VLab) from their computers (remotely) and use software in the library:

UT's Virtual Computer Lab (VLab) is accessible from your computer and may have all the software you need. Most on-campus computer labs are also capable of accommodating online courses, but students should check specific lab information with the IT Helpdesk (419-530-2400).

Some courses still require specific software that students may have to purchase -- read the course syllabus carefully.

Software

The University participates in several programs that provide lower cost software for student purchase. For more information visit the IT page or contact the IT Helpdesk, 419-530-2400 24 hours a day.

Use of Public Computers

If using a public library, or other public access computer, students should check to ensure they will have access for the length of time required to complete their tasks and tests.

Online Procedures for course completion:

The Program Director maintains accountability to ensure the online course work is completed and documented. Weekly, the Program Director reviews the submissions, grades as appropriate and comments and participates in the discussion board sessions.

Method to Transition from online to in-person courses:

The department of EMS Education seeks approval and advice from the EMS Board of Directors. During COVID, the courses were transitioned to online mid-course and proved to be very cumbersome. Moving forward, the department of EMS Education plans to continue with “blended” learning for the foreseeable future. Recent research has shown that the blended delivery model may be superior as compared to the in-person model. Higher first-time pass rates on the National Registry exams are proof. IF the department is considering reverting to in-person, the EMS board would be included in that decision and the return to in-person course will not occur mid-course and only at the beginning of a new course.

Technology Infrastructure:

The three online Learning Management Systems (LMS) this course will utilize are Blackboard, JB Learning, and Platinum Planner. These systems require user identification, codes, and other special requirements that the student will acquire to complete coursework. This includes user identification, authentication, and authorization procedures. Access to online content can only be viewed by the student, the Program Director, and other authorized entities only for the purpose of accreditation review after a request for authorization has been submitted to the EMS education department.

Classroom and Conduct Policies

Acknowledgement of Program Policies

Each student is required to sign a student contract acknowledging that he/she has read, understood, and agreed to abide by all Program and University policies, procedures, academic and behavioral guidelines. If a student has any questions or concerns regarding the course or its policies, he/she should first discuss the questions or concerns with faculty. If clarification is not obtained satisfactorily, then the student may directly contact Program administration.

Requests for exemptions from or substantive changes in course policies should be presented in writing by first submitting it to faculty. Requests will be forwarded to the Program administration for review.

Professional Behavior

Being a part of the EMS field demands professionalism. The following guidelines are expected to be followed. The student will not be permitted to remain in the Program if adherence to these expectations is not maintained.

Conduct

- Come to in-person skill sessions prepared for the scheduled subject or activities. Students are given reading assignments, discussion boards, and quizzes for the class and skill sheets for the sessions. Students are expected to read these materials **before** coming to class so they are prepared. Quizzes over material may be given at the start of the session.
- Behave in a manner that does not interrupt or disrupt classroom or laboratory activities. Examples of disruptive behavior include tardiness, leaving early, private conversations during class, sleeping in class, inappropriate or offensive behavior, defiance of, or disrespect toward the instructor, ignoring the instructor’s instructions, or attempting to

redirect or disrupt the orderly flow of instruction. Disruptive behavior may result in disciplinary action, which could include removal of the student from the Program.

- Interact with and address all faculty, administrators, staff, and guests with appropriate respect for their position and authority. Common courtesy during communication is expected.
- All cellular phones/pagers must be turned off and stored out of site during lecture, skill sessions, and while participating at a clinical site. In the event a student may be expecting an emergency call, prior notice must be given to the instructor and allowances may be made.
- Any student who creates an interruption of the normal function of the University, either in or out of the classroom, may be asked to leave the area. He or she may be subject to disciplinary action.
- Students are held to conduct policies of established University of Toledo policies.

Appearance

- Students are expected to wear their uniform shirts and either black or blue pants during all labs and clinical rotations. In addition to this section, see the UTMC dress code.
- Personal cleanliness, including the absence of controllable body odors are expected. Perfumes and fragrances are to be kept at a minimum. Perfumes and/or cologne are prohibited in patient care environments.
- Clothing must be neat and clean with no derogatory or potentially offensive pictures or verbiage. Pants may not have holes, and no undergarments are to be exposed. Tops shall not reveal cleavage or armpits.
- Shoes must be clean and in good repair. Sandals, flip flops, or thongs are not to be worn. In the classroom, skill lab, and clinical setting, the student will be exposed to needles and body fluids. Any open shoe can result in exposure or needle stick.
- Hair must be kept clean and well-groomed. Beards/mustaches must be trimmed and neat in appearance.
- Hats/caps may not be worn during educational activities or in any patient care environment.
- Fingernails must be clean, well-manicured, and the length appropriate for the EMS workplace and in-patient care environments. Artificial nails are not allowed in the clinical setting since they harbor bacteria, posing a risk to patients.
- Tattoos and piercings follow the University of Toledo policies
- Necklaces and dangling jewelry of any type are prohibited in patient care environments.
- Name tags, when issued, shall be worn above the waist, and the student's name markings identifying the person as a student must be clearly visible. Promedica facilities require their own onboarding and provides their own name badges that must be worn at those sites.

Dishonesty

The following are examples (but not an all-inclusive list) of unacceptable behavior in terms of cheating, falsification, and academic dishonesty:

- Communication or copying in any manner with another student during the exams.
- Communication in any manner with another student regarding an exam for the intent of helping that person, or others.
- Documenting, or in any other fashion, duplicating exam questions; this includes, but is not limited to cell phone pictures of the exam questions/information.

- Unauthorized use of any materials and devices not approved for class or exams by the faculty.
- Plagiarism, in any form.
- Falsification or invention of information or data on any documents submitted for grading.

Alcohol / Substance Abuse

The University of Toledo has policies in place regarding alcohol and substance abuse (see below). However, it does not clearly address presence and participation in Program-related activities while under the influence. For clarification, no student involved in any Program-related activity shall be under the influence of alcohol or any other substances (legal or not) that could potentially impair the student’s mental, emotional, or physical abilities.

VIOLATIONS OF THE DISHONESTY AND ALCOHOL/SUBSTANCE ABUSE POLICIES ARE SERIOUS OFFENSES THAT COULD LEAD TO IMMEDIATE DISMISSAL FROM THE PROGRAM.

University Policies

The University of Toledo maintains a uniform set of general policies and procedures for its campuses. Students are responsible for knowing where to locate policies and for being aware of expected behaviors. Violations could result in fines, and if serious enough could result in removal as a university student.

Policies can be found at the following website: <http://www.utoledo.edu/policies/>. These are just a few of the policies that pertain to students in this Program:

- | | |
|---------------------------------------|------------------|
| ➤ Confidentiality of Student Records | 3364-71-15 |
| ➤ Student Code of Conduct | 3364-30-04 |
| ➤ Academic Dishonesty | 3364-71-04 |
| ➤ Adding/Dropping a Class | 3364- 71-08 |
| ➤ Harassment (sexual and otherwise) | 3364-50-01 |
| ➤ Workplace Violence | 3364-60-07 |
| ➤ Smoke Free & Tobacco Free Policy | 3364-60-01 |
| ➤ Alcohol & Substance Abuse Policy | 3364-30-09 |
| ➤ UTMC Dress Code Policy | 3364-25-06 |
| ➤ UTMC Control Policy on Hand Hygiene | 3364-109-GEN-102 |

Parking regulations can be found at: <http://www.utoledo.edu/parking/parkingenforcement/>.

Any parking violations received are the responsibility of the student.

Attendance

Attendance and active participation in class and online coursework are essential components of the educational experience. All classes/labs will begin at the scheduled (or otherwise announced) time and attendance is mandatory. Students are expected to arrive in advance of the class/lab time. Students arriving after class/labs have started are considered “late”. Late arrivals may not be permitted to participate in the class/lab for that day. The faculty is responsible for monitoring and documenting attendance. Course attendance is measured in different ways in our blended class environment. Discussion boards, chapter quizzes, and exams are the main ways we can evaluate time is being devoted as required by accreditation standards. Another way is to evaluate “time in the course” via Blackboard evaluation tools as well as JB learning tools that determine the number of hours, minutes and seconds devoted to studying and course didactics. Program management can “see” the amount of time in the course by the students.

Absences will be determined excused or unexcused. Excused absences will be determined by the Program administrator or designate. Unexcused absences will result in disciplinary action and will deduct from affective behavior points. Students begin the course with 100% affective behavior points and **MUST** maintain a minimum of 80%, or be dropped from the course.

Being on-time for clinical rotations is 15 minutes PRIOR to the scheduled time. It is imperative that students present themselves on time and ready for shift change reports, unit checks, etc. Students may be turned away from clinical sites if they are late.

Clinical rotations will begin towards the middle of the second semester and **MUST** be completed prior to taking the final written and course psychomotor exam.

Skill sessions are **REQUIRED**, and we offer two options during the same week every other week. A signup genius is in Blackboard “skills signup” folder. If a skill session is missed, it is the student’s responsibility to contact the Lead Instructor to make the hours up. Makeup sessions will be determined by the Lead Instructor or Program Director at the time of their availability to provide.

Communicating with Instructors/Addressing Concerns

Students having questions or concerns about course material should address them first to the faculty member(s) responsible for that information. If the concern is a curriculum issue, and more clarification is needed, then the faculty/student will get clarity from the Medical Director. If the concern is policy-related and cannot be addressed satisfactorily, then the student may request clarity from Program administration.

Any concerns that would require entry into the Program’s grievance process must be in writing (see Grievance/Appeal Process). Documentation must be truthful and accurate statements of the circumstances that gave rise to the concerns. Falsification, misstatements, or exaggeration of facts will be cause for disciplinary action up to, and including, dismissal.

Student Conferences/Assistance

The faculty is available, simply upon request by the student, to provide additional instruction and tutoring with skills and curriculum content. If at any time a student feels overwhelmed, unsure, or in need of additional instruction during the course, he/she may approach faculty for assistance.

Faculty will schedule and document at least one conference per semester. The primary objectives of the conference are:

- Allow the instructor to:
 - Provide an overall evaluation of the student's classroom and clinical performance
 - Provide the student with specific performance improvement recommendations
 - Address student concerns
- Allow the student to:
 - Discuss the overall evaluation of classroom and clinical performance
 - Discuss methods of performance improvement and develop a plan for improvement (if necessary)
 - Communicate course performance concerns to the instructor.

Student Health Insurance Requirements and Plans

All UToledo students are required to have health insurance. The University of Toledo has partnered with Anthem Student Advantage to provide students with medical and prescription drug coverage for the 2023-24 academic year. University of Toledo policy # 3364-40-27. UToledo automatically enrolls the following students in the student health insurance plan and assesses a fee to your student account:

- All domestic undergraduate students registered for 6 or more credit hours per term
- All domestic graduate students registered for 6 or more credit hours per term
- All international students registered for 1 or more credit hours per term
- All students who participate in patient care and are required by their program to have health insurance

You may [waive](#) the health insurance coverage if you have coverage under another plan if you submit your waiver by the deadline.

If you don't waive the insurance by the deadline, you will be enrolled in UToledo's student medical and prescription drug insurance plan. Anthem will automatically send you relevant paperwork and an insurance card.

This student health insurance plan enrollment model is a best practice in Ohio. It has allowed UToledo to negotiate lower premiums with Anthem Student Advantage.

Degree-seeking domestic students taking less than 6 credit hours per term and eligible dependents of all enrolled students may voluntarily [enroll](#) in the student health insurance plan directly with Anthem Student Advantage.

HOW TO WAIVE STUDENT HEALTH INSURANCE PLAN

You may waive the student health insurance plan if you have medical and prescription drug coverage under another plan.

Log into the [MyUT](#) portal. Then submit a waiver request to have the premium removed from your student account at universityhealthplans.com/toledo.

The student health insurance premium will be removed from your student account as long as the waiver is received prior to the semester's deadline.

Refunds of Tuition

In accordance with the University's policy #3364-40-19 regarding Student Fees and accounts, Students are responsible for the amount of fees and charges assessed to their student account. Each student must, each term, pay all the money due the University. This includes fees billed, fines, and any other type of financial obligation. Student's accounts and loan repayments must be kept current to maintain enrollment eligibility and receive University documents and services.

Student Refunds: Refund policies will be approved by the Board of Trustees and published in the University Finance Brochure.

Issuance of Refunds -- All University refunds will be issued to the student as the account holder through University check or authorized direct deposit to the bank account of the student's choice (either checking or savings). PLUS loan refunds are issued to the parent who holds the loan account (borrower). Refunds will be issued according to original assessment (student level) and adjust the student account balance accordingly.

Courses canceled by the University will be refunded 100%. All classes including seminars, workshops, and weekend courses will be refunded according to a proportionate refund policy based on the length of the course. The refund policy may not be applicable to contract courses. Refunds - Higher Education Reauthorization Act: Federal policy requires issuance of a pro rata refund to the loan and/or grant program for students who have received a federal Title IV grant or loan, or whose parents received a PLUS loan and have dropped or withdrawn from all registered courses for a term. The pro rata refund calculation is based on the percentage of enrollment period at the time the student cancels (exits). 3364-40-19 Student fees and accounts: Students who qualify for a medical drop or withdraw are also required to go through the pro rata calculations.

All student loans issued through the University and the repayment thereof will be made in accordance with existing federal and state regulations where applicable as well as in accordance with any restrictions or conditions as specified by the University and/or loan fund donors. The Treasurer's Office is responsible for the collection of all fees, charges, and loans on a timely basis in accordance with existing Federal and State regulations when applicable. For those payments not made on a timely basis, the Treasurer's Office may certify to the Attorney General of the State of Ohio pursuant to Ohio revised code 131.02 and may be collected in the manner set forth pursuant to section 113.08 of the revised code. In addition, past due balances may be assessed collection costs and may be reported to national credit agencies.

There will be a monthly late payment fee assessed in an amount per the Finance Brochure on past due UT invoices. No late fee will be assessed on the student account, for students who have applied for Federal Financial Aid (FAFSA) Title IV funds that fully cover institutional charges, and the University has received a valid response file, by the payment due date. A student with a past due balance may expect the following: a) registration for a succeeding term will not be permitted; b) a transcript will not be issued; c) a diploma will not be released; d) amounts due may be withheld from refunds, grants, awards, or other payments due from the University. The

University reserves the right to drop classes for the current semester if payment arrangements have not been established. Rocket card privileges may be suspended affecting but not limited to meal plan, door access as well as Student Recreation Center privileges. Failure to pay all outstanding balances due or enter into a repayment plan may also result in eviction from on-campus housing.

Returned checks or ACH payments will be charged a fee in accordance to the Finance Brochure. The University reserves the right to disallow payment by check for up to one year for returned checks due to nonsufficient funds.

Disciplinary/Appeal/Grievance Procedure

The following procedure will apply in instances of unprofessional behavior involving research, academic, or professional misconduct as determined by the research or clinical faculty, program/course/clerkship director, department chair and/or associate dean of COMLS graduate programs:

- (a) Individual COMLS programs will implement standards and procedures specific to that program for student unprofessional behavior in that program's student handbook. In general, following the observation or receipt of a report of unprofessional behavior by any member of the research team, didactic or clinical faculty, course director, or staff, the student's behavior will be brought to the attention of the program/track director and/or department chair by written documentation of the incident.
- (b) The Program director shall schedule a meeting with the student within (7) days of learning of the behavior or incident. The students' presence at this meeting is mandatory. The student may present a statement and evidence to contest the allegations.
- (c) During the meeting, the program director shall discuss unprofessional behavior with the student. If the student and the program agree to a resolution of the charge, the matter will be closed.
- (d) If the student and the program do not agree on a resolution, the program will refer the matter to a formal appeal to the Program Medical Director according to procedures set forth in the Program's student handbook. The appeal process will provide the student with adequate notice and the right to make a statement and present evidence.
- (e) If the student does not agree with the Medical Director's decision, the student shall have the right to appeal the outcome of the Program's formal hearing to the Associate Dean of COMLS Graduate Programs ("Associate Dean"). If the student makes an appointment with the Associate Dean to appeal previous decisions, it is the student's responsibility to include a statement of the specific grounds for appeal and all previous correspondence and decisions forwarded to the Associate Dean prior to this meeting. Within 10 working days (not counting holidays or school breaks) of this meeting, the Associate Dean will form a decision, and will convey this decision to the student, course director, Program director, and chair of the Program student hearing committee of the student's graduate program.
- (f) If the student does not agree with the Associate Dean's decision, the student shall have the right to appeal to the COMLS Student Conduct and Ethics Committee.

Due Process of COMLS Student Conduct and Ethics Committee

Students may appeal the Associate Dean's decision to the COMLS Student Conduct and Ethics Committee. The committee chair will do the following:

- (a) Notify in writing the student of the charge(s), the date, time, and location of the due process hearing, as well as the composition of the hearing committee. If the charge(s) could result in a recommendation of dismissal from COMLS, then the notice will inform the student of that possibility. Notice of the hearing must be delivered at least ten (10) days before the hearing date. The student will be given the opportunity and is urged to appear before the committee to fully present his/her position on the allegations. The student may waive the right to such an appearance at his/her sole discretion.
- (b) The student will be provided (by way of a statement or other summary) with any relevant information or evidence that a complainant plans to bring or that will be considered by the committee relating to the allegations before the committee. The complainant may present affidavits of people unavailable to come before the committee, exhibits, witnesses, and any other similar information for the committee. All written materials must be provided to the student at least five (5) days prior to the hearing.
- (c) Notify in writing the student of the specific protocols to be followed in the investigation/hearing and to provide a copy of this policy to the student.
- (d) Invite the complainant(s) to the hearing.
- (e) Preside over the hearing, for which minutes will be kept, and at the committee chair's request, which may be recorded or transcribed.
- (f) In any instance where the student is facing criminal charges arising out of the same or related conduct that is the subject of the hearing and/or where dismissal from COMLS is a possibility and after notice of that fact has been provided to the student, then the student may, upon five (5) days written notice to the chair of the committee, have an attorney present to provide counsel to the student. If the student elects in such circumstances to have counsel appear at the hearing, COMLS may, in that instance, similarly have counsel present at the hearing to assist the committee. In all other cases, the student may, in his/her discretion, have a faculty member or fellow student attend the hearing as his/her advisor.
- (g) The hearing is not and should not be construed to be a legal trial. Both the complainant(s) and the student will be permitted to make any statement relevant to the issue(s) being addressed. The student, the complainant as well as any other witness will be permitted to answer any questions posed by any member of the committee. If counsel for the student is permitted to attend as set forth herein, he/she will, in the student's sole discretion, be permitted to make such statements to the committee as are deemed appropriate. Neither the complainant(s), the student, nor his/her counsel (if applicable) is permitted to ask questions of any witness; provided, however, if the student calls a third-party witness to speak before the committee on his/her behalf, he/she may ask questions of that witness.
- (h) The student will have a full opportunity to present (including by way of a statement made by him/herself or, if applicable, by his/her counsel) any relevant information to the committee relating to the allegations before the committee. The student or his/her counsel (if applicable) may present affidavits of people unavailable to come before the committee, exhibits, witnesses, and any other similar information for the committee to consider in issuing its findings and recommendations. If the student desires to distribute written materials to the committee members, he/she must present them at least three (3) days prior to the meeting for copying or must prepare adequate numbers of copies him/herself.
- (i) The student shall cooperate in the /hearing. The complainant is expected to cooperate in the investigation/hearing and cannot be guaranteed anonymity.

(j) Any recommendation for student discipline up to and including dismissal from COMLS will be based exclusively on the evidence received at the hearing.

Upon completion of the hearing, the committee will, by majority vote, determine whether a violation of professionalism standards occurred, and recommend disciplinary actions for any violation. The findings and recommendations shall be reduced to writing and signed by the chair of the committee and delivered to the Student, Associate Dean of COMLS Graduate Programs, and Dean of the COMLS within ten (10) days after the hearing

(3) Appeal to Dean of College of Graduate Studies (COGS)

A student who has been charged with Unprofessional Behavior may appeal the decision of the Dean of the COMLS to College Of Graduate Studies.

(4) Pendency of Action

Generally, implementation of disciplinary action will be suspended until all appeals made by the student have been exhausted. However, the Dean of the COMLS may, in his/her discretion, impose interim suspensions and/or restrictions on the student if either Dean believes that the alleged conduct in any way concerns patient and/or public (including faculty, students) safety or dismissal from COMLS is a possible sanction.

Dismissal

The Program reserves the right to dismiss a student whose academic standing, clinical performance, or conduct does not meet program expectations. Once dismissed, the student forfeits all fees and rights to continued class/clinical participation. If the student enters the appeal/grievance process, continued classroom and clinical participation may or may not be suspended (depending upon the cause of dismissal), until the issue is resolved. If the appeal is at the end of the course, the National Registry exam may not be taken until the appeal is resolved.

GENERAL PROGRAM POLICIES

Academic Accommodations

For students who have not established accommodations with the Office of Accessibility and Disability Resources and are experiencing disability access barriers or are interested in a referral to health care resources for a potential disability, please connect with the office by calling 419.530.4981 or sending an email to StudentDisability@utoledo.edu

Voluntary Withdrawal

A student may elect to withdraw from the course at any time. To properly withdraw, the student must provide written documentation to the Program administration explaining that he/she is voluntarily withdrawing.

Any person who fails to attend class for three consecutive sessions without contacting the faculty or Program administration either prior to the absence or during the absence is considered to have voluntarily withdrawn.

When a student is enrolled at the University of Toledo, and wishes to withdraw, the student must follow University procedures regarding adding/dropping a class. Failure to follow certain University withdrawal procedures can affect the student's transcript and grades.

Leave of Absence

When a student has conditions or situations arise that adversely affect his/her health, attendance, or ability to complete required coursework, the student should arrange a meeting with faculty and Program administration to discuss the circumstances and possible alternatives. One such possibility is a Leave of Absence (LOA). The details of a LOA will be discussed individually with the student and are based on a case-by-case analysis.

Being granted a leave of absence allows the student to remain within the Program. It does NOT grant the student any exceptions or waivers to the requirements necessary to complete the Program, nor does it modify the current academic standing of the student.

If a student must miss any course-related activities because of an illness or injury, a physician must provide a documented release prior to the student being allowed to engage in course-related activities. The document must indicate if the release is without restrictions, or whether there are restrictions. If restrictions exist, the document must be very specific as to the activities that may not be performed. If any restrictions are deemed to be permanent and would not allow the student to meet certain performance criteria, a meeting shall be conducted involving the student, faculty, and Program administration to determine a course of action.

Incomplete Status

The UT EMS Program will allow a student who reaches the end of the certificate program (but has not met all clinical/field internship requirements) to continue past the end of the scheduled course dates under the following conditions:

- The student must have successfully completed all academic and psychomotor (skill) requirements within the scheduled timelines of the Program, including the final comprehensive skills exam and the final comprehensive written exam.
- The student must have affective domain criteria that would be graded as “Pass” up to the point of the scheduled end of the Program.
- The only deficiencies are clinical/field internship hours and/or skills, and the related documents/documentation.

If the above criteria are met, the student must submit a formal request detailing the reasons why requirements will not be completed within the Program scheduled timelines. The request should contain as much detail as possible, and it must include a request for a one-semester extension.

The request will be reviewed by faculty, the Medical Director, and the Program Director before a decision to grant an extension is determined.

- If it is determined that an extension is not warranted, the student has been unsuccessful in completing the certificate program
- If an extension is granted, the student will be given a grade of “Incomplete” for the course

Social Media

Posting and communication through any form of social media serves a variety of purposes ranging from entertainment to provision of public service announcements. Social media, for the purposes of this policy, includes (but is not limited to) actual conversations, texting, transmission of images/pictures through phones or other electronic devices, as well as social networks (such as, but not limited to) Twitter (now X), Instagram, Snapchat, and Facebook.

Students within this Program are strictly prohibited from using any form of social media to communicate any Program-related activities or events without written permission from the UT EMS Program administration. This includes postings that reflect any degree of negativity toward The University of Toledo, its programs, representatives, employees, students, and affiliates.

Violation of this policy, if it results in any negative perception by recipients of such social media, will result in dismissal from the Program, in addition to any legal action that The University of Toledo may wish to pursue.

Photography

In clinical rotations or skill labs that include cadaveric specimens or actual patients, photography or sharing of any images is strictly prohibited.

Student Records

For the time that a student remains in the course, the following records (at a minimum) will be maintained:

- All application and entrance requirement forms and documents, including required medical documents
- Any waivers required for application or course activities
- All results of any graded activities, quizzes, and exams
- All skill evaluation forms or summaries
- All clinical documents or summaries
- Documentation of any disciplinary action
- Any accident or injury reports involving that student
- All documentation of any appeal and related decisions

Upon completion of the course, The University of Toledo will create summary forms of academic scores, skills, and clinical/field-internship related hours and skills completed. In addition, it will maintain:

- A photocopy of the certificate of completion
- Any additional documentation that the Program feels may be relevant to the student's file

If a transcript of course work is desired, the student shall follow university procedures for requesting transcripts. In the event an appeal process is initiated by the student, the Medical Director (or his designate), Program Administration, and members of any appeal panel are provided with any information from the student's file that is pertinent to the appeal.

All student records, including those with personal information, are kept in a room and file cabinet that has a locking mechanism or electronically in University of Toledo archives. Access to the files is restricted only to the faculty and Program Administration. The Program follows

university regulations with regards to security and privacy of a students' personal and financial information (refer to Confidentiality of Student Records Policy 3364-71-15).

Name and Address Changes

Each student must keep faculty informed of the most current contact information. Faculty will update the student file to reflect changes. The student must update any of the following:

- Name changes
- Residential/mailing address
- Email address
- Phone contact number

If a student does not receive notification or information from the University due to failure to communicate changes, this will NOT excuse the student from the consequences of failing to receive the notification or information.

Cancellation of Classes

Occasionally, poor weather conditions have forced the cancellation or delays of classes. The EMS Program is considered a part of the Health Science Campus of The University of Toledo. In situations where it is announced by local media outlets that all University of Toledo classes have been cancelled for a specific day, then the EMT class will also be cancelled. If only the Main campus is closed, and classes are still in session on the Health Science Campus, then the EMT class will be in session. If the announcement does not specify a specific campus, then consider that the entire University is affected. Announcements indicating that UTMC remains open are in reference to the hospital and hospital employees, not students. Students should subscribe to the University's alerting system, which would notify students of a variety of situations/emergencies. Local media outlets would provide this information as well.

Students are to use their judgment regarding the appropriateness of travel. If a student determines it is not safe to travel, and decides not to attend class, that student will need to notify faculty.

General Safety & Health/Illness & Injury Reporting

In most cases, students have no injury or significant exposure while completing the academic and patient exposure requirements of this course. However, occasionally there is an injury or exposure, and therefore a need for the following policies.

- Because of the nature of the EMS profession, during their education students may be exposed to fatal or potentially fatal disease processes of a contagious nature to high-risk toxic substances, or to other situations involving personal danger and the risk of serious injury or death. As a condition of enrollment in The University of Toledo EMS Program, students agree to abide by the terms of all university policies, and those of various clinical and field internship sites, pertaining to safety. **Students shall wear appropriate personal protective equipment including, but not limited to, gloves and safety glasses during any patient contact.**
- Faculty, staff, and preceptors are responsible for the health and safety of their students. They will ensure that students comply with prescribed protocols, safety regulations, and work practices. Students will abide by all instructions provided by faculty, staff,

preceptors, and clinical/field internship site personnel. Students will report unsafe or unhealthy conditions to their instructors or preceptors.

Repeated or flagrant disregard of safety policies, rules, or precautions will result in dismissal from the program.

Students are expected to ensure good physical and mental health sufficient to perform the duties of paramedic student. This was verified by the submission of medical information for acceptance into the program. Neither the University of Toledo nor any of its affiliates are liable for accidents or illnesses that occur to students during scheduled school hours or activities.

The University of Toledo requires all students to be covered under a health care insurance policy and the student must provide evidence thereof.

In the event a student becomes ill or is injured while in a program-related activity, the priority is to ensure the appropriate level of emergency care for the student based upon the seriousness of the condition. All costs associated with the management of an illness or injury, even during class-related activities, is the responsibility of the student.

Program administration must be notified within 24 hours of any injury, illness, or significant exposure.

- All students will follow the Work-Related Illness/Injury Policy (S-08-018)
- If in a clinical or field internship setting, the student must also follow any requirements of that site
- Students who are covered under an employer's insurance program may also be expected to comply with their employer's documentation requirements

Curriculum Policies & Course Completion Requirements

Structure and Evaluation

The EMT Certificate Program consists of two semesters. There is an additional "Field Component" course that the student is required to complete as well. The Program has four defined areas of evaluation. Each carries its own criteria for evaluation and successful completion. Successful completion of all areas is required for course completion. The areas are: 1) academic; 2) skills; 3) clinical/field internship; and 4) affective domain.

The student who successfully completes Semester 1 will be eligible to continue into Semester 2 and the additional "Field Component" portion. The final segment of the Program consists of a final comprehensive skills exam and a final comprehensive written exam. Regardless of performance in the Program at this point, each of these must be successfully completed to pass the certificate program and be eligible to take the National Registry Examination.

EMT Certificate Program Completion

To successfully complete this program and establish eligibility for the certification examination, students must:

- Successfully complete all applicable classroom, academic, clinical, field internship and attendance requirements.
- Complete and document all applicable clinical requirements.
- Demonstrate skills competence as required in the laboratory, clinical, and field settings.
- Demonstrate overall cognitive, psychomotor, and affective competence to the satisfaction of the faculty, clinical and field internship preceptors, Program Director, and Medical Director.
- Not be under investigation or subject to disciplinary action for violation of The University of Toledo rules, regulations, or policies, and not have any outstanding balance on his or her student account.
- Return any books, equipment, and other materials borrowed from the University of Toledo.

Eligibility for Certification

Successful completion of this educational program does not guarantee eligibility for national registration, state certification or licensure. A student with a criminal background may be excluded from the testing or certification process. Denial of testing or certification privileges is a National Registry and State of Ohio issue, and it is the student's responsibility to ensure eligibility. A student having questions or concerns about eligibility should contact the Ohio Department of Public Safety's Division of EMS at (800) 233-0785, or the National Registry of EMT at (614) 888-4484.

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMT program, students will be permitted to take the National registry of EMT cognitive exam. Students will have two years to pass this exam within a total of six attempts. After three unsuccessful attempts at the National Registry cognitive exam, the student will need to contact the Program Director to complete a refresher program. After successful completion of the refresher program, three more attempts are given to successfully pass the National Registry Cognitive Exam. 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks.
- The Program Director will approve your application to test. After that, you can pay for your test and schedule it with NREMT.

The skills test you take at the completion of EMT class is good for one year, if you pass the NREMT cognitive exam after one year, you will have to contact the Program Director to take a new skills test.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the Ohio Board of EMS.

- (1) The passing score for the written portion of the examination shall be determined by the NREMT.
- (2) The passing score for the practical portion of the examination for the emergency medical technician shall be determined by the board.
- (3) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

After you pass the NREMT cognitive exam you must reach out to the Program Director. He will then complete the information on the student portal, releasing the ODPS application. You, the student, must now complete the ODPS application to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

An applicant for a certificate to practice as an Ohio Emergency Medical Technician must meet the following requirements:

- (1) Submit a completed application on a form approved by the board.
- (2) Successfully complete an EMS training program through an accredited institution, pursuant to section 4765.17 of the Revised Code and Chapter 4765-7 of the Administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to practice is sought. Such program must have been completed no more than two years prior to making application.
- (3) Submit documentation of successful completion of the following federal emergency management agency training courses:
 - (a) National incident management system course IS-700.b:
 - (i) For online courses, the web site can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>;
 - (ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <https://training.fema.gov/is/coursematerials.aspx?code=IS-700.b>;

(b) Incident command system course IS-100.c:

(i) For online courses, the web site can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>;

(ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <https://training.fema.gov/is/coursematerials.aspx?code=IS-100.c>.

Completion of the above courses is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, March 30, 2011) and approved by the board as being necessary for initial training.

(4) Pass an initial certification examination in accordance with rule 4765-8-05 of the Administrative Code;

(5) Be at least eighteen years of age.

(6) Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:

(a) Any felony.

(b) A misdemeanor committed during practice.

(c) A misdemeanor involving moral turpitude.

(d) A violation of any federal, state, county, or municipal narcotics or controlled substance law.

(e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.

(7) Has not been adjudicated mentally incompetent by a court of law.

(8) At the time of application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A)(6) of this rule.

(9) Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as an EMS provider.

(10) Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765. of the Revised Code.

(11) Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS.

(12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status, nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.

In deciding whether to grant a certificate to practice, the State EMS board has the following options:

(1) The board shall issue a certificate to practice to an applicant who meets all the requirements listed in paragraph (A) of this rule.

(2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule.

(3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

National Registry Testing Accommodations

The National Registry will make accommodations for the cognitive examination in certain circumstances. However, specific documentation is required. If a student feels that he/she needs special testing accommodations for the National Registry examination, that student must directly contact the National Registry of EMT's to discuss the paperwork requirements at (614) 888-4484. We encourage any student to contact the National Registry several months in advance of the anticipated test date.

State Certification

After becoming nationally registered, the student must complete an application for the Ohio Division of EMS to obtain the appropriate State certification. The Program Director and faculty will provide the necessary instructions in how to complete these tasks. A person **MUST** be state certified as an EMT prior to representing himself or herself to an employer as an EMT. National Registry certification is not sufficient to function as an EMT in Ohio. State certification is required.

Reciprocity with Other States

Requirements for EMS certification or licensure vary significantly from state to state. Students who anticipate wishing to practice in another state must contact the agency responsible for credentialing EMS personnel in that state to obtain information regarding requirements for reciprocity. In most cases, that state will not allow you to practice within their boundaries until reciprocity requirements have been met.