



RWJBarnabas
HEALTH

Academic Policy Overview

EMT Program Leadership

Russell Stuart

Manager, RWJ Mobile Health
EMT Program Director

Christopher Walsh

Coordinator, RWJ Mobile Health
EMT Program Coordinator

Sue Carl

Lead Educator

Cherise Dawson

Lead Educator

John Dorn

Lead Educator

Dirk McKenney

Lead Educator

Fran Teixeira

Lead Educator

Academic Policy & Procedures Overview



Warning



This presentation offers a summary and is not a substitute for the complete academic policy and procedure manual found in your LMS course.

Uniforms & Hygiene



Uniforms

Classroom attire will be clean and neat.

- Students must wear the issued light blue button down RWJ uniform shirt.
- Uniform shirts will be tucked in during class and will be the outermost layer of their clothing while students are in the training facility.
- A long sleeve shirt is permitted to be worn underneath the uniform shirt.
- Students are required to wear navy blue or black poly/cotton pants, with or without side pockets, and must wear a black belt with their pants. EMS style pants are permitted

Uniforms

- Students must wear laced black EMS boots. No sneakers or shoes.
- Students will be issued a RWJBarnabas EMT Student ID which must be worn attached to their shirt, in clear view, for all class activities.
- Students are prohibited from wearing any RWJBarnabas EMT Program Uniforms for calls/events outside of our program.
- Students are not allowed to wear uniforms in facilities that serve alcohol.

Attendance

Attendance

- NJ OEMS does not allow for “sick days” or “excused absences” in EMT programs.
- NJAC 8:40A-5.4: If 3 consecutive sessions are missed, you will be dismissed from the program.
- OEMS requires 100% of class time to be attended, ANY absence WILL require the time to be made up.
- Make-up time is EXTREMELY difficult to schedule. Students are strongly discouraged from missing class unless it is an absolute emergency. (Even then, the time must be made up)
- Regulations also state you must successfully complete each unit before moving on in the course. Missing classes makes this very difficult!

Attendance

- You must sign in and out for every 3.5 hr. session. Weekend classes have 2 sessions = a.m. and p.m.
- You must sign in using your legal signature using **blue** or **black** ink **ONLY**.
- Any type of sign-in/out sheet is a legal document which gets verified by OEMS.
- **NO SIGN-IN = NO CREDIT FOR THAT SESSION** per NJ regulations.

Lateness

- Plan to arrive before the start time.
- If you are more than 15 minutes late for a class session, you will not receive credit for the day as per NJAC 8:40A.
- OEMS requires 100% class attendance. If you are more than 15 minutes late, you **WILL** need to make up the session.
- Be early – it's easier!

Class Cancellation Announcement

If class is canceled due to weather or other:

- A message via LMS & email will go to all students.

NJDOH requires 100% of classes be attended so any missed classes will be rescheduled.

- Rescheduled classes will be planned with as much advanced notice as possible.

Conduct

Professional Conduct

Classrooms and clinicals must be conducive to learning.

Conduct disrupting the class or showing lack of respect for staff or guests will constitute grounds for the student to be dismissed from the program.

Your conduct is evaluated and expected to be professional in all activities.
(Your Affect)

The affective evaluation will be conducted by your lead instructor each unit.

Vandalism or Destruction of Property

Zero tolerance for this behavior.

If an investigation shows a student damaging RWJBarnabas property, they will be dismissed.



Picture Taking and Social Media

There is no picture taking of any kind with any device and emailing, texting, posting to social media online of any class activity, instructors, skills, and students (many are minors).

(In the field this will get you into trouble due to HIPAA so let's get into good habits now.)

RWJ Barnabas Health Staff may take pictures for promotional & educational use only.

Cell Phones

- Cell phone use is not permitted during:
 - Skills instruction
 - Unit Exams
 - Psychomotor testing
- You may check your phone during scheduled class breaks.
- If there is an emergency (e.g. impending birth/death), where you will need your phone near you, ask an instructor before class begins.

Interacting With Staff

- Instructors cannot exchange contact information with you. This includes phone numbers, emails, screen names, etc.
- Social media is included. Instructors cannot “like,” “friend,” or “follow you.”
- Remember, email is your primary form of communication with our lead instructors.

Health & Safety



Americans with Disabilities Act

- RWJBH makes reasonable accommodations in compliance with ADA when requested with proof of disability.
- We also acknowledge IEPs and 504 Plans as well (Documentation required).
- There are no accommodations for practical skills exams.
- Whether you are asking RWJBH or the state for an accommodation, you should contact your Lead Instructor and Program Coordinator during the first week of class.
- All information will be kept confidential between the Program Coordinator, Lead Instructor, the NJDHSS Office of EMS and the student or their legal guardian.

Health & Safety

Not sure if you are healthy enough to participate in this course?

- Check with your MD.

Remember “safety first” during all travel to and from class as well as throughout the entire course, even during breaks.

If you are injured during class and need care, notify the lead instructor immediately!

Insurance Information

RWJBH covers each student for malpractice claims during clinical skills.

RWJBH DOES NOT cover students for injuries incurred in class or during a clinical rotation.

Please consult your own health insurance and/or your volunteer organization for injury coverage.

Anti-Discrimination & Sexual Harassment Policy

Sexual harassment includes any unwelcome or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of an offensive sexual nature, such as uninvited touching or sexually related comments.

The unwanted behavior may include, but is not limited to, verbal abuse and humiliation, leering, indecent suggestions and physical touching.

Anti-Discrimination & Sexual Harassment Policy

Discrimination includes wrongful treatment of persons because of their race, creed, color, sex, marital status, national origin, age, sexual orientation, disability, or military veteran status.

All complaints will be confidential and should be submitted to the Lead Instructor.

Disciplinary Actions

Discipline

Students may be disciplined or dismissed from the program if they have:

- Unsafe Behavior
- Unlawful Behavior
- Use of illegal drugs or alcoholic beverages during class, during clinical assignments, or at any time you are participating in a course sanctioned activity.
- Behavior which disrupts or impedes learning in the classroom or clinical setting.
- Excessive lateness
- Excessive absenteeism
- Other acts of unprofessional behavior including, but not limited to, sleeping in class, using cell phones without permission from staff, texting/chatting on computers, and confrontations with students or staff members.
- Unit Incompletion (Written Examination Policy)

Discipline Process

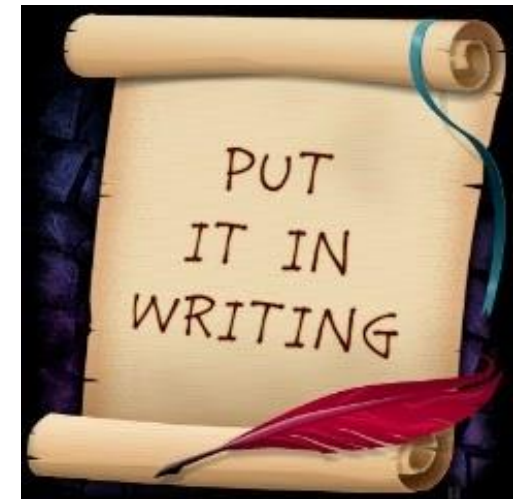
1. Written warning and counseling for the INITIAL INFRACTION with a copy of such warning kept in the student's file.
2. A second written warning and counseling for the SUBSEQUENT INFRACTION with a copy of such warnings kept in the student's file
3. Students who have not taken the necessary corrective actions for previous infractions after receiving two (2) written warning notices may be dismissed from the program.
4. In the event a student takes any action, which is deemed to be of a SERIOUS NATURE, the student may be dismissed from the program without any prior warning.

Comments, Concerns, or Complaints

RWJBarnabas Health is committed to running safe, educational classes. The sooner a concern/complaint can be corrected, the better the class will be for everyone.

If you feel something needs to be addressed, bring it to the attention of our staff in this order until you feel it has been resolved.

1. Lead Instructor
2. Program Coordinator
3. Program Manager / Director
4. AVP RWJ Mobile Health
5. NJDOHSS OEMS



Warning Letters

- Attendance
- Unit Preparation
- Course Average
- Professional Conduct
- Other



EMT COURSE WARNING LETTER

Date: _____

Student's Name: _____ EMS ID #: _____

The EMT instructional staff of RWJBarnabas Health has noted that you recently have struggled in the area checked below. Please read the area(s) marked and understand we would like to see improvement in order for you to successfully complete our course.

- ☐ **Attendance:** NJ 8:40A-5.3 requires students attend 100% of all class sessions in an EMT course. You were late/absent to today's session. Please remember once you have reached your maximum allotment of 2 absences or 3 late arrivals as per our Academic Policies & Procedures Manual Section 16 that future instances will result in dismissal from our course.
- ☐ **Unit Preparation:** You failed to complete all unit interactive lectures and skills videos for unit _____ prior to the administration of the unit exam. All work must be completed by the start of the next class session in order for you to attempt the unit exam. This is your _____ warning for unit preparation. As per our Academic Policy & Procedures 7.2.20 the third instance will result in dismissal from the program.
- ☐ **Course Average:** You have fallen below RWJBH's minimum overall passing grade of 75%. If your grade does not rise above 75% by the end of the course or if you fall below 70%, you will not be allowed to complete this course.
- ☐ **Professional Conduct:** You have displayed a level of unprofessionalism in our course (e.g. appearance/hygiene, respect to instructors/fellow students, disruptive conduct, or lack of maturity). Please see the attached for a specific description. If this behavior occurs again, you will be dismissed from our course.
- ☐ **Other:** See instructor comments below.

Understanding the information above and that you are aware of the appeals process as outlined in the Academic Policies & Procedures Manual's section 12. We look forward to seeing you improve and be successful in our course.

Instructor's Name: _____ EMS ID: _____

Role: Education Coordinator Instructor Signature: _____

Student's Signature: _____

Instructor Comments (optional):

Remediation

- Remediation will be conducted prior to the next class session.
- A remediation form will be completed by the student and Lead Instructor
- Re-Testing will be conducted **1 hour** before the next class session

Remediation

Didactic Exam

- Recommend the student review the study guide objectives.
- Encourage student to review the chapter(s) and lecture(s) being tested.
- Provide the opportunity for questions.

Psychomotor Exam

- Ability to ask questions on material
- Inform student of specific error(s).
- Instructor demonstrates the skill correctly.
- Have the student show the skill correctly at least one time.

Remediation Form

- Must be completed by staff and student.
- Ask Questions and Review Skills!

RWJBarnabas EMT COURSE REMEDIATION FORM

Applies to cognitive and psychomotor examinations.

Date: _____

Student's Name _____ EMS ID #: _____

Unfortunately, you have not successfully passed your initial attempt on a cognitive and/or psychomotor exam as indicated below. Please read the area(s) marked, initial, and sign as indicated.

- ☐ **Cognitive Exam:** You did not pass the unit ____ exam on the date _____. One more attempt to pass this exam will be given 60 minutes prior to your next class. Failure to pass this second attempt will result in dismissal from our course per state regulations. The staff member and student will initial to indicate each of the following remediation steps were completed:

Initials	Remediation Performed by Staff	Initials	Remediation Acknowledged by Student
	Recommend the student review the study guide objectives.		I was encouraged to review and prepare the study guide objectives for this unit.
	Encourage student to review the chapter(s) and lecture(s) being tested.		I was told what chapter(s) and lecture(s) to review before my next attempt.
	Provide the opportunity for questions.		I had the opportunity to ask questions.
	Allow 24 hours prior to 2 nd attempt.		A min. 24 hrs. given prior to 2 nd attempt.

- ☐ **Psychomotor Exam:** You did not pass the _____ skills exam on the date _____. One more attempt to pass this exam will be given 60 minutes prior to your next class. Failure to pass this second attempt will result in dismissal from our course per state regulations. The staff member and student will initial to indicate each of the following remediation steps were completed:

Initials	Remediation Performed by Staff	Initials	Remediation Acknowledged by Student
	Inform student of specific error(s).		I was informed of my specific error(s).
	Demonstrate the skill correctly.		I was shown the skill done correctly.
	Have the student show the skill to you done correctly at least one time.		I was able to show the skill to a staff member done correctly at least once.
	Allow 24 hours prior to 2 nd attempt.		A min. 24 hrs. given prior to 2 nd attempt.

Student Ownership Statement. List what you will do to improve before the 2nd attempt.

The student will sign below indicating they are aware that only one more attempt can be given to pass the cognitive and/or psychomotor exam per state regulations all steps above were followed, and they are aware of the appeals process listed in the Academic Policies and Procedures Manual.

Instructor's Name: _____ EMS ID: _____

Role: _____ Instructor Signature: _____

Student's Signature: _____

Instructor Comments (optional):

Appeals

What can / cannot be appealed

- Cannot – Exam Grades
 - unit exams have been vetted through a third-party testing source with a nationally validated question bank.
- Can - There is an expectation that the testing environment be conducive to the exam.
- Can – Technology issues
 - If a situation arises where there is a documented internet or technology failure that directly caused an exam failure.

Students / Staff must work together to ensure such an environment

Appeals

Appeals Must be initiated within 24 hours after dismissal.



Student must put the appeal in writing to the program coordinator



Fact finding will occur, followed by a written decision from the program coordinator.



Student will be notified of the decision prior to the next class session

Appeals

Program Level

- Program Coordinator
- Program Director
- AVP RWJ Mobile Health
- RWJ Medical Director



Any student appeal that has not followed the proper chain will be sent back to the student.

State OEMS Level

- New Jersey State Office of EMS (609) 633-7777.
- The OEMS will NOT intervene in any appeals or complaint process that has NOT been addressed at the program level first.

Course Completion

Course Completion Eligibility

To be considered “complete” for this course, you must have:

- Attended 100% of the classes or made up the missed time.
- Satisfactory classroom performance.
- CPR certification.
- Satisfactory written examination grades.
- Completion of clinical rotations.
- Completion of all homework and written assignments
- Satisfactory affective behaviors during skill performance

National Registry Examination



- When you finish the course, you have only completed the course, you are not an EMT yet.
- You must register to take a NREMT (National Registry of Emergency Medical Technicians) written exam that will allow you to earn your certification.
- Your instructors will talk to you about this more as you near the end of your course.

Course Content

Reading & Quizzes

- There are two main activities for each chapter:
 - **Chapter Reading:** Read the chapter and review key concepts in the interactive lectures when assigned. You own the book so highlight, use post-its, etc. to help you study.
 - **Interactive Lectures:** You must watch EVERY lecture for the predesignated time. Quiz questions will appear at the end of each lecture you will have 3 attempts at the quizzes with the first attempt recorded in your gradebook. Lectures are NOT to be completed during class sessions.

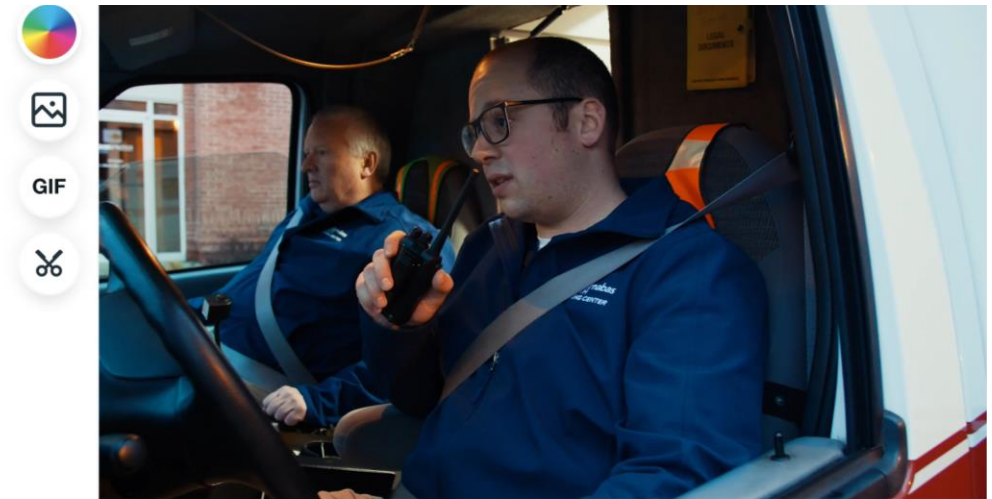
Reading & Quizzes

Tips for Success:

- Read!
- Not completing your reading = poor results always.
- You should complete each chapter prior to the lecture so that you may be an active participant.
- Plan your time carefully to make sure you get your reading done!

Skills Videos

- Videos are designed to provide an initial interaction to a particular skill.
- Videos in conjunction with the skill drills listed in your book will further prepare you for a skills lab
- Videos **MUST** be watched prior to the class session to facilitate a smooth skills lab.
- Skills videos are **NOT** to be completed during a class session



Trauma Size Up

Instructor Led Reviews

All Sites

- Pretests will be completed as homework and may be reviewed during the instructor led review
- We will review material relevant to the unit to make sure everyone understands the content.
- Students should come prepared with questions based on chapters / material covered within the unit.

Unit Overview Lectures

East Brunswick – Lakewood – EMS Corps

- Each of the 4 units has a lecture component that provides a high-level overview of each chapter.
- This is not a substitution for the online lectures.
- This is your opportunity to ask questions and prepare for the upcoming topics

Written Exams

Jersey City – Roselle – Trinitas

- There will be written exams for all **8 units** of the course as well as one final written exam. All exams require a minimum score of 70% to pass the exam.
- If an exam is failed, the student will be remediated and given a second attempt.
- If the second attempt is passed, a score of 70% will be entered regardless of 2nd score earned.
- If the second attempt is failed, the student will be dismissed from the program as per state regulations (**NJ OEMS REGULATES THIS**).
- The second attempt will be held one hour prior to the next class after testing.
- Any student who fails 3 or more exams on the initial attempt, may be dismissed from the program on the fourth initial exam failure

Written Exams

East Brunswick – Lakewood – EMS Corps

- There will be **4 unit** exams as well as one final written exam. All exams require a minimum score of 70% to pass the exam.
- If an exam is failed, the student will be remediated and given a second attempt.
- If the second attempt is passed, a score of 70% will be entered regardless of 2nd score earned.
- If the second attempt is failed, the student will be dismissed from the program as per state regulations (**NJ OEMS REGULATES THIS**).
- The second attempt will be held prior to the next class session after testing.
- Any student who fails 2 or more exams on the initial attempt, may be dismissed from the program on the fourth initial exam failure

Written Exams

- All lectures and skills videos within a unit must be completed to be eligible to take a unit exam.
- If lecture and skills videos are not completed prior to the unit exam a warning letter will be issued.
- Only two warnings for lack of unit preparation will be given with the third instance resulting in dismissal from the program.
- If a warning letter is issued, the student will not attempt the unit exam for that session.
- Student will arrive 60 minutes prior to the next class session to attempt the exam with all unit work complete.

Exam Eligibility

- Our LMS will issue a green check mark after a lecture or skills video is completed.
- This is to ensure unit exam eligibility.
- If you start a lecture or skills video again, LMS will remove the check mark until completed. **This will effect unit exam eligibility**
- If you wish to review lectures or skills videos after completion, use the lectures within **EMT Student Open Lab & Resources**

Exam Eligibility

You must complete all unit....

View ALL

Once completed, do the....

Then you are prepared to take your....

Interactive Lectures



Skills Videos (within unit)



Unit Course Evaluation



Unit Exam

Exam Tips



Our exams are purposely designed to mimic the NREMT exam. This process will prepare you for that exam once you complete this program.



Remember, prior taking the unit exams, it is important that you take the following into account:

Studying the Book
Skills Videos.

Skills Labs / Practice
Online Lectures.



All of these elements combined will lead you to the right answer.



Unit Evaluations



Before each unit exam, students will be expected to complete a course evaluation. Students will be asked to rate and comment on such subjects as:

- Time allocation within the course
- Level of instruction
- Instructor presentations
- Training aids and equipment etc.



Psychomotor Exams

- There will be multiple practical exams/skills assessments throughout the course.
- If an exam is failed, the student will be remediated and given a second attempt.
- Student **ARE NOT** allowed to retest on the day of remediation.
- If the second attempt is passed, a score of 70% will be entered.
- If the second attempt is failed, the student will be dismissed from the program as per state regulations.
- The second attempt will be held 60 minutes prior to the next class session after the test day.

Final Practical & Written Exams

There will be a Final Practical Skills & Written Examination given at the end of the course. The following rules apply:

- The final practical examination will consist of 3 stations, each testing one or more of the skills learned during the EMT course. The examination is administered by the course faculty and will be held at a RWJBH location.
- Any EMT candidate who fails one (1) or two (2) stations of the Final Practical Skills Examination may be retested on those stations.
- Failure of three (3) or more practical skills stations constitutes a failure of the final practical exam and the entire practical exam must be retaken.
- There is NO remediation for final practical & written exams

Grading

- Grading will be based on the following percentages when determining your final average:

30%	Practical Exams
30%	Unit Exams
15%	Assignments
15%	Interactive Lectures
10%	Final Exam

Grading

- Letter grades will be broken down as follows:

A+ = 95% - 100%	C+ = 75%-79%
A = 90% - 94%	C = 70%-74%
B+ = 85% - 89%	D = 65%-69%
B = 80% - 84%	F = < 64%
- Must maintain an overall average of > 75% to complete the course.
- 70-75% you will be given an academic improvement plan from the lead instructor or course coordinator.
- <70% = dismissal from the course

Clinical Rotations

Clinical Rotations

Students MUST

- Complete 15 hours of observation in a RWJBH Hospital ED.
 - 5 hours Triage
 - 5 hours Medical
 - 5 hours Trauma
- Students will be fit-tested for an N95 mask.
- Students are not allowed in isolation rooms including, but not limited to, COVID-19, MRSA, Cdiff etc.

Clinical Eligibility

- Student must successfully complete Unit 2
- Complete the following education
 - Plain Language General Education
 - Annual Education
 - HIPAA Privacy Security and PCI Training
 - RWJBH Confidentiality Agreement
 - Affiliating Student Agreement

Available RWJ Facilities

- Jersey City Medical Center
- Clara Maass
- Rahway
- Somerset
- Monmouth

Conduct during Clinical Work

While assigned to the Hospital Emergency Department each student is a representative of our program, so all class rules apply. All students will dress accordingly & professionally. Here are some reminders:

- **Attire:** All students will wear an RWJ issued uniform. Students must also bring a stethoscope and watch to all clinical rotations.
- **Patient Confidentiality:** There MUST BE absolute patient confidentiality, (as per the requirements of the federal HIPAA Regulations). Failure to comply may be grounds for the student to be dismissed from the program.
- **Hygiene:** Personal cleanliness, hygiene, and grooming are a prerequisite to entering a clinical site.

Hygiene

Consistent bathing and oral hygiene is required.

No heavily-scented perfumes, colognes or lotions.

Clean, well-groomed hair; including beards, mustaches, goatees and sideburns.

Long hair **MUST** be tied back at all times.

No dangling or large hoop jewelry may be worn as it presents a safety hazard.

Uniforms must be ironed or pressed, clean, and in good, like new condition.