



Michigan EMS Education Programs

STUDENT HANDBOOK

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STUDENT HANDBOOK

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Introduction

Welcome

The staff at LSTI would like to welcome you to the next step toward your career in Emergency Medical Services. You have joined an elite group of individuals who comfort those in pain and strive to improve the health and well-being of others.

We have developed a comprehensive EMS training program to meet your education needs. Our goal is to partner your commitment and enthusiasm with our knowledge, skill and compassion; and work with you toward the successful achievement of your EMS license.

About LSTI

Established December 6, 1986, Life Support Training Institute (LSTI) is the smart choice for EMS education because of partnerships with some of the largest EMS providers and hospitals in the region. These partnerships bring valuable insight, resources, and real-life training that can only come from real-world experience. Whether you are beginning your career as an EMT, enhancing your career to the Paramedic level, or even training to become an instructor, the classes offered at LSTI are designed to help you achieve your goals.

As of December 13, 2020, LSTI became an affiliate of Superior Air-Ground Ambulance Service of Michigan Inc. (Superior).



LSTI is an approved EMS education program by the Michigan Department of Health & Human Services (MDHHS).

The LSTI Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org) through a consortium with Botsford General Hospital (dba Beaumont Farmington Hills). Beaumont Farmington Hills is a Level II Trauma Center verified by the American College of Surgeons.

EMS Education Program Overview

EMS is a new and rapidly changing field. As this profession continues to mature and expand, there will be an increasing demand for trained personnel. The EMS Division of MDHHS approves all EMS education programs. A copy of LSTI's Program Sponsorship is displayed in each approved classroom. A copy of the course approval for each specific class will be provided during orientation on the course syllabus.

Successful completion of an EMS certificate program meets the eligibility requirements for the National Registry of EMTs (NREMT). Those students who successfully complete the course will receive a certificate of completion and will be appropriately rostered with MDHHS and eligible to challenge the NREMT exam.

Those students who pass the NREMT exam are eligible for the State of Michigan (MDHHS) EMS license. Completion of an approved EMS course does not guarantee state licensure. An applicant for EMS licensure in the State of Michigan who has been convicted of a misdemeanor or felony must submit to an MDHHS investigation to determine whether an EMS license will be granted. License application forms will be provided by the instructor.

EMS Education Program MDHHS Requirements

The EMS Initial Training Program is designed to prepare the properly motivated student to administer appropriate immediate and supportive care to those who are injured or who have suddenly taken ill with knowledge, skill, and professionalism. This course also addresses the transport of such patients to or from an appropriate medical facility.

Through classroom instruction; hands-on learning and practice of skills; and interactive situational scenarios; we prepare students to react well in emergency situations; plan their actions deliberately; and exercise good judgment in the performance of patient assessment and treatment.

The successful student will demonstrate proficiency in the three domains of learning: cognitive, psychomotor, and affective behavior. These are evaluated within the training program as cognitive assignments and written tests, psychomotor scenarios and practical skill tests, and affective domain assessments of identified professional behaviors.

The Michigan Department of Health and Human Services has established course objectives for the EMS training program, which outline the minimum competencies for the student.

Textbooks, class schedules (including reading assignments, workbook assignments and corresponding skill laboratory topics), student ID badge, and LSTI student polo shirt are supplied to the student the first day of class.

Lecture

Many different class formats will be used in this program. While there will be some traditional lecture sessions, those will be kept to a minimum. Students are expected to read the assigned chapter(s) before class and have a baseline understanding of the material. Classroom time will be used to reinforce the lessons learned through discussion, group projects, and patient care scenarios with a focus on meeting the education objectives.

The course is divided into several education modules, which will be outlined in the course schedule. There will be written exams after each module and a comprehensive final exam. Quizzes will be at the discretion of the instructor and need not be announced prior to the class meeting.

Practical Skills

Throughout the course, the skills required for patient assessment and care will be demonstrated, practiced, and evaluated. There will be ample time during the course for each student to become proficient in these skills before the final practical exam. Charts that outline typical skills within the scope of practice for an EMS responder are in the course syllabus.

Professionalism

Professionalism is assessed throughout the course by observing student behavior related to the following “**Superior **Team **PRACTICES”** characteristics:****

- **Self-Motivation**
- **Teamwork & Diplomacy**
- **Patient Advocacy**
- **Respect**
- **Appearance & Personal Hygiene**
- **Communications**
- **Time Management**
- **Integrity**
- **Careful Delivery of Service**
- **Empathy**
- **Self-Confidence**

Students will be given frequent feedback, formally and informally, regarding their progress in this most important area of EMS performance. Assessments will include attendance records, uniform inspections, class preparedness, homework completion, and observation of interactions with peers and in patient simulation scenarios.

EMS Education Program Staff

LSTI boasts a faculty with a broad knowledge base and varied backgrounds. The combination of professional educators, managers and field personnel make the programs both unique and well suited to prepare the student for future practice. Students will have the opportunity to work with a variety of staff members during practical skill sessions.

LSTI Administration

Medical Director

Diane Paratore, D.O., FACOEP, Med, MBA
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Director of Corporate Accreditation & Compliance

Ellen Fleming, EMT-P, I/C, CAPO
Superior Air-Ground Ambulance Service Inc.
efleming@superiorambulance.com



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Accommodations Policy

Americans with Disabilities Act

LSTI complies with all aspects of the Americans with Disabilities Act of 1990. This Act forbids the exclusion of candidates with physical or mental disabilities from an educational program.

In complying with the Americans with Disabilities Act, LSTI will make reasonable accommodations, without lowering academic standards, for those students with a protected disability.

It is the student's responsibility to inform LSTI of any disabilities and required accommodations in writing, prior to the start of a course. LSTI reserves the right to require physician certification of protected disability status.

A complete copy of the Americans with Disability Act of 1990 is available for review upon request.

See References for *National Registry of Emergency Medical Technicians (NREMT) ADA policy access information*.



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Diversity Policy

Diversity & Inclusion

LSTI has a passion for diversity and inclusiveness that guides the way we work, do business and carry out our mission. We believe in the competitive advantage that results from a diverse workforce and business culture that is inclusive, promotes mutual respect, maximizes an individual's full potential, and ultimately benefits our patients, clients and their families.



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Anti-Harassment and Nondiscrimination Policy

LSTI is committed to maintaining a learning environment free from sexual or any other harassment based on age, race, color, sex, sexual orientation, national origin, ancestry, religion, marital status, height, weight, handicap or disability, unfavorable discharge from military service, Vietnam era or disabled veteran status or any other status protected by federal, state or local laws. All students are covered by our policy and are responsible for ensuring that harassment in violation of this policy does not occur. Our policy also prohibits harassment of students by non-students (and vice versa).

This policy is observed in all phases of learning, including admission procedures, classroom, lab sessions and clinical rotations.

Definition of Discrimination

Discrimination is the act of making unjustified distinctions between human beings based on the groups, classes, or other categories to which they are perceived to belong. People may be discriminated based on race, gender, age, religion, sexual orientation, national origin, ancestry, as well as other categories. Discrimination especially occurs when individuals or groups are unfairly treated in a way which is worse than other people are treated, based on their actual or perceived membership in certain groups or social categories.

Definition of Harassment

Harassment may include the following behaviors when they are directed against a person because of age, race, color, sex, sexual orientation, national origin, ancestry, religion, marital status, height, weight, handicap or disability, unfavorable discharge from military service, Vietnam era or disabled veteran status or any other status protected by federal, state or local laws:

1. Verbal conducts such as insults, slurs, epithets, derogatory jokes or comments, unwanted sexual advances, catcalls, invitations or comments, or
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, faxes, emails or gestures, or
3. Physical conduct such as leering, assault, unwelcome touching, blocking normal movement or interfering with work, or

4. Threats and demands to submit to sexual requests where submission to such conduct is made either explicitly or implicitly a term or condition of employment (or course completion); or where submission to or rejection of such conduct is used as the basis for classroom decisions, or
5. Other conduct that has the purpose of or effect of interfering with that person's performance in the education environment or creates a hostile, bullying or intimidating environment.

Students who believe they are being subjected to any form of harassment, or believe they are being discriminated against, must bring this to the attention of the instructor and Program Director immediately. The very nature of discrimination or harassment makes it difficult to detect unless the affected person registers a complaint with the appropriate representative. Complaints received will be impartially and fully investigated. No retaliation will occur for the reporting individual. Every reasonable attempt will be made to honor requests for confidentiality. Disciplinary action, up to and including discharge from the program will be taken for any conduct that violates this policy.

Protection Against Retaliation

LSTI strictly prohibits any retaliation against any student because he/she has, in good faith, made a report or complaint or participated in an investigation under this policy. Retaliation is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action.

Reporting a Complaint

Any student who believes he/she has been harassed in violation of our policy should report that concern in accordance with the following procedures. In some circumstances, the issue can be resolved simply by informing the offender that his or her behavior is unwelcome and inappropriate. However, if this direct approach is either not desirable or is ineffective, students may direct a complaint to any of the following: their instructor, manager, Program Director, the Superior Human Resources Department, or the Superior Harassment Hotline. Complaints may be made orally or in writing; however, all oral complaints must be reduced to writing as soon as reasonably possible after the incident. The written complaint should include dates and times, location, details of the incident or incidents, names of the individuals involved and names of witnesses.

HarassmentHotline@superiorambulance.com

Harassment Hotline: **630-903-2274**.



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General Information

Admission Policy

Enrollment and course registration occurs prior to the course start date. Admission into EMS programs at LSTI are contingent upon the following criteria:

Valid driver's license from State of residency	MMR titer
Current EMS certification, as necessary	Varicella titer
Current AHA BLS for Healthcare Provider, as necessary	Current Tdap
HS Diploma, GED, or certificate of higher learning	Hep B series or declination
Clear background check	Current season influenza vaccine
Negative 10 panel drug screen	N-95 Medical Questionnaire
Pre-test- 9.0 reading level or higher, math score 80% or above *one re-take allowed	PPD skin test (less than 30 days old upon class start date)
No previous expulsion from an LSTI program	No outstanding financial obligation to a LSTI program
Physical from a licensed physician showing good health	

Please note, students over the age of sixteen (16) but under the age of eighteen (18) are eligible to take the NREMT exam, however, they will not be able to obtain a Michigan EMT license until they are eighteen (18) years of age.

Self-Reporting Change in Criminal History

Students need to immediately self-report any change in criminal history to the Program Director. This includes an arrest, charge, or indictment for any criminal offense which can or does result in him/her being convicted or placed on probation, parole, deferred adjudication community supervision, or deferred disposition. The Program Director will assist the student in contacting the State office to see what impact, if any, this will have on the student's ability to obtain EMS license. Failure to report may result in the student not being able to obtain State licensure.

Tuition

LSTI tuition rates and tuition payment plans will help you obtain your education. In the event you wish to withdraw from your course prior to the beginning of the course, please inform LSTI in writing so that we may begin the refund process. If you leave the program for any reason after

the first class session due to personal reasons, cancellation of any financial contract, academic withdrawal or administrative withdrawal, you will be responsible for payment based on the Tuition & Fees Refund Schedule. *Appendix B- Tuition & Fees Refund Schedule.*

Refer to your payment plan agreement for specific details about your financial obligation. Additional supplies and materials will be at the students' expense.

LSTI reserves the right to pursue collection of any unpaid tuition or fees. All tuition and fees paid shall be refunded consistent with the Tuition & Fees Refund Schedule.

Educational Records Disclosure

Information on whether a student successfully completed a course will be made available to the applicable state Health & Human Services Department and the National Registry of EMT's. LSTI will not release any other information without a signed consent. EMS program faculty members are permitted to share information regarding your progress when appropriate. LSTI complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) requirements, which governs the privacy of student records.

Student records are maintained by the program and will only be released or disclosed following the guidelines set forth by the Family Education Rights and Privacy Act, that require written consent of the student or parent/guardian (if the student is a minor), before any student's records may be disclosed. These guidelines also give consent to certain situations where consent is not required; these include but are not limited to:

- School officials
- Federal, state or local authorities of financial aid or law enforcement
- Accrediting organizations
- Compliance with a judicial order of subpoena
- Health or safety emergencies
- Results of disciplinary hearing to an alleged victim of a violent crime

Student records include all student identification information, evaluations, progress records, terminal examinations, final grades, and credits awarded and counseling recommendations.

Documentation Retention

In accordance with MDHHS guidelines, LSTI is required to maintain student records for a period of seven (7) years. These would include student files, examination tools, admission criteria, any records of denied admission, counselling records, or student dismissal from program.



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Military Veteran Students Policy

This policy applies only to those students receiving U.S. Department of Veterans Affairs education (GI Bill) benefits while attending initial EMS education courses at Life Support Training Institute.

Prior Credit Policy

Per, 38CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. LSTI does not offer Advanced Placement credits.

Attendance Policy

Absence is defined as not attending a scheduled class or clinical rotation. Tardiness is defined as arriving after the scheduled start time of a class or clinical rotation. Excessive absenteeism will result in administrative probation and may lead to course suspension or expulsion. Excessive absenteeism is defined below:

“Excessive absenteeism” Any four (4) occurrences of tardiness will be counted as one (1) full day’s absence. Any single occurrence of arriving or leaving a class or clinical rotation two (2) or more hours from the scheduled class time constitutes an absence for the *entire* class unless prior arrangements with the instructor have been made.

Course	Counseling	Probation	Termination
EMR		4 hours	8 hours
EMT	8 hours	16 hours	24 hours
Paramedic	24 hours	32 hours	56 hours
EMS IC		8 hours	16 hours

A student is considered tardy for class if not in full uniform, punched-in/signed-in and seated in the classroom at the scheduled start time or return from break.

Students facing corrective action will receive a written notice placed in the student file.

Conduct Policy

LSTI expects students and staff to behave in an appropriate and professional manner at all times while at LSTI campuses or at clinical sites. *LSTI has a zero-tolerance policy for abusive, profane, threatening, confrontational, or aggressive conduct by any student.*

Academic Progress Policy

Failure to maintain a course average of 80% will result in being placed on academic probation. While on academic probation, the student must increase his/her class average to 80% by the next exam, excluding the final exam. If there are no other exams left in the course, the student may take the final exam as long as he/she has a 75% or higher average but MUST have an 80% average to successfully pass the course. If the criterions are not meet by the end of the probationary period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status. See Title 38, 3474 below.

Per Title 38, 3474. Discontinuance for unsatisfactory conduct or progress: “The Secretary shall discontinue the educational assistance allowance of an eligible veteran if, at any time, the Secretary finds that according to the regularly prescribed standards and practices of the educational institution, the veteran’s attendance, conduct, or progress is unsatisfactory. The Secretary may renew the payment of the educational assistance allowance only if the Secretary finds that - (1) the veteran will be resuming enrollment at the same educational institution in the same program of education and the educational institution has both approved such veteran’s reenrollment and certified it to the Department of Veterans Affairs; or, (2) in the case of proposed change of either educational institution or program of education by the veteran, (A) the cause of the unsatisfactory attendance, conduct, or progress has been removed; (B) the program proposed to be pursued is suitable to the veteran’s aptitudes, interests, and abilities; and (C) if a proposed change of program is involved, the change meets the requirements for approval under section 3691 of this title.”

Pro-Rata Refund Policy (for Veterans and other Eligible Students)

Per CFR 21.4255, LSTI has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

<https://www.govinfo.gov/content/pkg/CFR-2010-title38-vol2/pdf/CFR-2010-title38-vol2-sec21-4255.pdf>

VA Candidate Tuition and Fees Exception

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended with the following requirements. LSTI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. Further, any covered individual is required to submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education to LSTI’s Administration Office.

Equal Opportunity Statement

LSTI does not discriminate on the basis of race, color, religion, sex, age, disability or national origin.

Program Completion

The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate of completion.

Retention of Records

LSTI will retain records and accounts of students receiving VA Educational benefits for a period of seven (7) years following course completion. These records will be made available to the student upon request and certification.

Penalties and Assessments

LSTI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.



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Academic Standards

General Guidelines

While enrolled, the student is expected to be an active participant in class and put forth their best effort to master the didactic and practical objectives of the course. In addition to the time spent in class, the student is expected to complete assignments on their own time. These assignments may count towards the final grade, enhance retention of classroom lessons, and improve the student's knowledge base. Between homework and routine study, students should plan to spend at least one (1) hour studying outside of class for every one (1) hour spent in class each week.

High stakes exams (i.e., module, midterm, and final exams) will not be reviewed after the exam. These exams assess terminal competencies and are not intended to be an educational tool.

Student Dress Code

General Guidelines

- Clothing must be neat, clean, and pressed. Ripped, torn, faded, or stained clothing is not allowed
- Personal hygiene must be maintained at a level that is not offensive to others, including colognes and perfumes
- Hair must be washed, combed, and neatly maintained, including facial hair. Hair longer than the shoulders must be pulled up off of the shoulders
- Hair must be natural in color. Extreme hair colors are not allowed (pink, blue, green, etc.)
- Visible body piercings are not allowed, including tongue rings
- Visible tattoos must be covered
- Fingernails should be short in length
- Make-up should be kept conservative. Per OSHA guidelines, make-up cannot be applied in patient care areas
- Shirt tails must be tucked in
- Clothing that is too tight, revealing, or otherwise deemed unprofessional is not allowed
- Leggings, sweatpants, pajama pants and shorts are not allowed
- Flip flops, sandals, open-toed shoes, shoes with a heel or without tread are not allowed
- Denim pants or jackets of any color are not permitted.

Classroom/Lab/Clinical Dress Code

- Student ID badges must be worn at all times during classroom, lab, and clinical sessions. The badge shall be worn in plain sight on the front of the LSTI student polo shirt with EMR/EMT/Paramedic “student” prominently displayed. The ID shall not be altered in any way.
- A LSTI student polo shirt will be worn as the outermost layer for all classroom, lab, and clinical activities. A solid, long black sleeve shirt may be worn underneath.
- Hoodies, sweatshirts, jackets, coats, etc. are not permitted during classroom, lab, or hospital clinical sessions
- Coats worn during ambulance clinicals shall be plain in color with no logos
- Ballcaps and other hats are not permitted. A plain, black knit hat is allowed during ambulance rotations when inclement weather is present. Hijabs for religious purposes are permitted, however, must be solid black in color.
- Black pants with belt loops or EMS tactical pants are required for classroom, lab, and clinical rotations. Students will have fourteen (14) days from the start of the first class to be compliant. Obtaining this apparel is the responsibility of the student.
- A plain, black belt must be worn with pants. Spikes, chains, jewels, or other embellishments are not allowed.
- A belt pack containing a pair of scissors and/or a penlight is acceptable however, multi-purpose tools are not allowed.
- Students must wear solid black shoes or boots with good tread.
- A watch with a second hand is strongly encouraged in the classroom but is required for clinical rotations. This is important when obtaining vital signs.
- Students are not permitted to wear logoed uniform apparel from any private or municipal agency while at a clinical rotation.

Additional polo shirts and EMS tactical pants can be purchased through the LSTI Business Office

Attendance

Absence is defined as not attending a scheduled class or clinical rotation. Tardiness is defined as arriving after the scheduled start time of a class or clinical rotation. Excessive absenteeism will result in administrative probation and may lead to course suspension or expulsion. Excessive absenteeism is defined below:

“Excessive absenteeism” Any four (4) occurrences of tardiness will be counted as one (1) full day’s absence. Any single occurrence of arriving or leaving a class or clinical rotation two (2) or more hours from the scheduled class time constitutes an absence for the *entire* class unless prior arrangements with the instructor have been made.

Course	Counseling	Probation	Termination
EMR		4 hours	8 hours
EMT	8 hours	16 hours	24 hours
Paramedic	24 hours	32 hours	56 hours
EMS IC		8 hours	16 hours

A student is considered tardy for class if not in full uniform, punched-in/signed-in and seated in the classroom at the scheduled start time or return from break.

Students facing corrective action will receive a written notice placed in the student file.

Leave of Absence

A Leave of Absence request must be submitted in writing (via email or personal delivery letter) to the business office prior to the requested leave. The Program Director will review and determine approval or denial of the requested leave in consultation with the student's instructor and LSTI leadership team.

If you are requesting a medical leave of absence, you will be required to submit your initial written request for a medical leave of absence along with support documentation from a physician that states you are unable to continue as a student at LSTI due to your medical circumstance.

Any paid tuition will be applied to a new course registration within one (1) year of your leave of absence provided the student has maintained good academic standing. No refunds will be provided. Any tuition still outstanding at the time of the leave of absence must be paid in full and LSTI reserves the right to pursue collection of any outstanding tuition and fees.

Academic Honesty

LSTI demands that you do all of your own course work and complete all of your exams without any type of assistance. Cheating includes but is not limited to copying another's answers, providing answers to another student, bringing answers to a test site, plagiarism on an assignment, forging clinical preceptor signatures, documenting inaccurate clinical hours or inaccurate clinical skills, or any other act that does not truly reflect the student's progress. Dismissal from the program includes a failing grade, and not being allowed to participate in another LSTI sponsored course in accordance with the Discipline Policy. *Cheating, dishonesty, and plagiarism are treated as major offenses and may result in immediate expulsion from all current and future LSTI programs. This includes duplication of any testing platform material.*

Academic Probation

Failure to maintain a course average of 80% will result in being placed on academic probation. While on academic probation, the student must increase his/her class average to 80% by the next exam, excluding the final. If there are no other exams left in the course, the student may take the final exam as long as he/she has at least a 75% but MUST have an 80% average to successfully pass the course. If the criteria are not met, the student will be terminated from the program.

Other reasons for academic probation include:

- Poor attendance
- Unsatisfactory clinical progression
- Unsatisfactory lab progression
- Poor affective behavior (depending on circumstances, this may rise to Administrative Probation or immediate termination)

While on academic probation, you may attend class and participate in all related course activities.

Administrative Probation

Students who are grossly behind on financial requirements may be placed on administrative probation. Students will be notified in writing and a deadline will be provided for payment. If the deadline is not met, the student will not be allowed to attend class or participate in course related activities, including exams and clinical rotations. Absences accumulate while on administrative probation.

Students may also be placed on administrative probation if an active investigation is on-going.

Guidance and Counseling

Academic counseling services are available to all students. LSTI instructors are required to provide progress reports to students upon 25%, 50%, and 75% completion of the course. Progress reports will provide students with information on attendance standing, clinical/lab progression, cognitive score, affective behavior, and strengths/weaknesses. Information on course status is also available at any time, please ask your instructor.

Computer Based Testing and Distance Learning

All quizzes and testing will take place on an online secure testing site. Students are requested on the first day of class to create a login and profile for that site. Additional materials for study are made available online. *See Appendix D – Distance Learning.*

Grading Scale

All LSTI courses are graded on the following scale:

**Refer to Course Syllabus for more details.*

Mark*	Explanation	Final Average
A	Passed	90%-100%
B	Passed Above Average	80%-89%
C,D, F	Failed	0%-79%
	Admin / Academic Withdrawal	NA
	Student Withdrawal / LOA	NA
	Student Expulsion	NA

Calculation of Cognitive Grade

Your final cognitive grade will be the combination of your average quiz/exam scores and your final cumulative comprehensive exam score. The weighted percentages for grading are as follows:

- Quizzes – 10%
- Module Exams – 20%
- Midterm Exam – 20%
- Final Cumulative Comprehensive Exam – 50%

Calculation of Psychomotor grade

Students are required to participate in all lab sessions. Failure to participate will result in a failed grade and termination from the course. Throughout the course, students will be tested on specific skills utilizing NREMT skill sheets and will receive a Pass/Fail score. Students must pass each skill and are allowed one (1) retake. If the student does not pass after the 2nd attempt, he/she will be placed on Academic probation and will be required to attend a remediation session separate from regular classroom/lab days. Failure to attend the remediation session will result in a failed grade and termination from the course. After remediation, the student will be allowed a final 3rd attempt. If the student does not receive a passing grade on all skills after the 3rd attempt, he/she will be terminated from the course.

Calculation of Affective grade

The affective evaluation has eleven (11) parts and students will receive a score of “Competent” or “Not Competent” in each category. Categories include:

1. **Integrity-** consistent honesty; being able to be trusted with the property of others; can be trusted with confidential information; complete and accurate documentation of patient care and learning activities.
2. **Empathy-** showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.
3. **Self-Motivation-** Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities
4. **Appearance & Personal Hygiene-** clothing and uniform is appropriate, neat, clean, and well-maintained, good personal hygiene and grooming
5. **Self-Confidence-** demonstrating the ability to trust personal judgement; demonstrating an awareness of strengths and limitations; exercises good personal judgement
6. **Communications-** speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations
7. **Time-Management-** consistent punctuality; completing tasks and assignments on time
8. **Teamwork & Diplomacy-** placing the success of the team above self-interest; not undermining the team; helping and supporting other team members; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems
9. **Respect-** being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession
10. **Patient Advocacy-** not allowing personal bias to or feelings to interfere with patient care; placing the needs of patients above self-interest; protecting and respecting patient confidentiality and dignity
11. **Careful Delivery of Service-** mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols and following orders

Students receiving a score of “Not Competent” on any category on the affective evaluation will be counseled by their instructor and/or Program Director. Students receiving more than two (2) affective evaluations with “Not Competent” scores are subject to disciplinary action up to and including termination from the Program.

Successful Course Completion Criteria

Successful course completion is defined as meeting each of the requirements listed below:

1. Student has earned a cumulative minimum of 80% on all quizzes, module exams, midterm and final exam.
2. Student has receiving a passing score on the psychomotor section of the course
3. The student has not received more than two (2) affective evaluations with “Not Competent” scores.
4. Student has completed all clinical requirements prior to the course completion date
5. Student is not on administrative or academic probation
6. Student has successfully completed all course requirements supported by a final audit conducted by the Program Director
7. Student’s terminal competency has been reviewed and validated by the Medical Director and Program Director.

Within thirty (30) days of completing the course, LSTI will provide the student a certificate of completion and an official course transcript.

In the final week of the course, the Program Director will instruct the students on how to log in to NREMT, create a profile and apply to take their certification examination.

<https://www.nremt.org/rwd/public>. At that time, the Program Director will also instruct the student how to log into the State of Michigan eLicensing portal and complete the application for licensure. <https://www.mi-emsis.org/licensure/portal#/login> Paramedic students will also be instructed on how to use the eLicensing portal to register for the psychomotor exam.

If a student fails to meet all course completion requirements by the course completion date the student will be terminated from the course and will not be placed on a course completion roster to be submitted to the designated state licensing agency, nor will the student be approved to take the NREMT exam.

Tutoring Program

LSTI is committed to the academic success of each student. While maintaining the integrity of our academic standards, the tutoring program is designed to meet the needs of students who need or desire more help than what is available during scheduled class time. Occasionally, instructors will offer special sessions for tutoring. These sessions are free of charge and are available to any student enrolled in the same course. Students requesting tutoring assistance must obtain a written referral from their instructor for the topics they wish to work on.

*Private tutoring is also available upon request through the LSTI Business Office. Additional fees will apply. **See Appendix A- Tuition & Fees Rate Sheet***



STUDENT HANDBOOK

Clinical Rotation Standards

Introduction

An essential component of all EMS training programs is the practical application portion. The student will begin to apply their newly acquired knowledge base which is provided through lectures, practice sessions, and the textbook. These clinical settings allow for practical application provided through separate experiential learning environments in the hospital and ambulance settings.

Hospital Clinical Rotations are designed to help EMS students develop their newly acquired skills. In collaboration with area hospitals and under the experienced direction of licensed hospital staff in controlled settings, students will have the opportunity to apply didactic knowledge in a practical healthcare environment. Students will be able to apply their knowledge through supervised observation and task-specific skills application.

Ambulance Rotations are structured to enable the EMS student an opportunity to experience real-life EMS scenarios under the supervision of state licensed EMS personnel. This environment remains fluid and dynamic so the student can sharpen their newly acquired observation and assessment skills. Students will also be able to apply their knowledge through supervised task-specific skills application.

Capstone Field Internship (Paramedic students only) is a series of activities that occur at the end of the education process to allow Paramedic students to develop and practice high-level decision making by integrating and applying their Paramedic learning in all educational domains.

Clinical Coordinator

The Clinical Coordinator is a staff member who is responsible for students at all clinical internships. The Clinical Coordinator is the first person contacted by students in the event of a missed clinical, a need to cancel a clinical rotation, a problem at a clinical site, or questions regarding the clinical experience.

At orientation, the Clinical Coordinator, or designee, will cover clinical requirements, expectations, and how to sign-up for rotations. As the clinical rotation period approaches, the Clinical Coordinator or designee will cover this section again and answer any questions related to the clinical experience. It is the responsibility of the Clinical Coordinator to ensure all students are in compliance all rules and requirements prior to, during, and after clinical internship. Students participating in clinical internships are expected to follow the direction of the Clinical Coordinator in all matters related to their clinical internship.

Clinical Coordinator

Amy Slinker- LSTI Manager
Office: 25250 W. Eight Mile Rd. Southfield
Phone: 248-304-6054 (O)
Email: aslinker@superiorambulance.com

In the event of a true emergency during a clinical rotation, and the Clinical Coordinator needs to be reached after normal business hours, please call (586) 459-8842. If the Clinical Coordinator does not answer, please contact the Program Director at (313) 580-6390.

Preceptors

Students will be assigned a preceptor for both hospital and ambulance rotations. All field internship preceptors are required to complete preceptor training through LSTI and be approved by the Program Director prior to being assigned students.

If there is an issue involving a preceptor during a clinical rotation, please contact the Program Director immediately to discuss.

Student Employment at Clinical Sites

Students are not considered employees of the clinical agencies or LSTI for the purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose. Each student is placed with clinical agencies as part of the academic curriculum. Duties performed by students are not as an employee, but rather in fulfillment of course requirements. At no time shall students replace or substitute for an employee of the clinical agency. This provision shall not prohibit employment of any student by an agency under separate employment agreements.

Students are not permitted to work while attending a clinical rotation. Work and clinical hours may not be done simultaneously.

Termination, Refusal, or Withdrawal of Students

Clinical sites may refuse students who do not comply with the policies and procedures of that site, or whose behavior or health status is deemed to be detrimental to other students, employees, preceptors, patients, visitors, or members of the public. Under such circumstances, the clinical site will notify LSTI of the action taken and the reason for the removal.

The clinical site may also refuse to accept a student who was previously discharged from employment with that clinical site or would not otherwise be acceptable to the clinical site for lawful, valid reasons, including past training history at clinical site; however, the clinical site shall notify LSTI in writing of the clinical site's refusal to accept the student and the basis for the refusal.

Pregnancy Policy

Pregnant students should notify their instructor or Program Director as soon as that information becomes available. The instructor/Program Director will be able to counsel the student and make recommendations on next steps. Clinical rotations are mandatory for EMS education programs, therefore, there is no opt-out of this phase. Failure to complete the clinical experience will result

in a failed grade. The student will be allowed to continue in this portion of the program without prejudice in those areas where reasonable control of the environment is possible.

Because clinical experiences can be unpredictable, assignment of the pregnant student to a clinical experience may be limited. The criteria for an assignment shall be:

1. Written permission from the physician managing the pregnancy. The permission shall reflect the specific understanding on the part of the physician that the clinical experience in which the student may be involved could include assignment to a “working ambulance” as a third person in the unit and assignment to various hospital areas including emergency and/or trauma unit, ICU/CCU, OR, L&D, psychiatric, pediatrics, and respiratory therapy.
2. Signing a waiver of liability by the student. Such waiver shall indemnify and hold LSTI, Superior Ambulance Service, and its agents, instructors, preceptors, and other clinical personnel, and any other clinical sites harmless from all liability for any injury suffered by the student that results from the clinical assignment.

The student who is unwilling or unable to meet these criteria will have other options related to meeting the clinical requirements of the program. These options shall be exercised in consultation and by mutual agreement with the Program Director. Options available to the student include:

1. Withdraw from the class and receive a full refund. The student would be assured the right to enroll in the next available course when the student has been cleared without restriction(s).
2. Transfer their contract to the next available course when the student has been cleared without restriction(s).

Students may obtain the waiver from the LSTI Business Office.

Scope of Practice

Because students are often employed with EMS agencies, hospitals, clinics, skilled nursing facilities (SNF's), municipalities, etc., it is important to recognize that skills learned in class or during clinical rotations are **NOT** to be performed outside of the student classroom/clinical setting. Doing so may be outside of your scope of practice and may jeopardize any current certification(s)/license(s) held and could also impact your ability to obtain future certification(s)/license(s).

Conduct and Expectations

Clinical experiences are learning opportunities for the student to practice their recently acquired skills in the real world. Students will gain confidence and develop their own technique for applying these skills. **A student will not perform a skill on a patient unless they have demonstrated validation of the skill in the classroom and have been cleared by the instructor.**

Please note these additional LSTI guidelines while at clinical sites:

- If a student is unable to make a scheduled clinical rotation, the Clinical Coordinator must be notified prior to the rotation. Failure to do so will count as an absence and will fall under the LSTI student attendance policy. It is the responsibility of the student to reschedule any missed clinical rotations.

- Tardiness may cause a missed clinical site opportunity. Ambulance crews will not be held back to wait on a student. Any missed hospital or ambulance rotations will be counted as a class absence. Students are expected to report to the clinical site twenty (20) minutes before the start of their scheduled rotation.
- Please understand that EMS is a dynamic field and often times ambulance crews are required to work past their scheduled off times. A student may be held up to two (2) hours past their scheduled clinical end time if the crew is on a call. LSTI and the clinical site hosts will not make accommodations for these instances.
- Cell phones and other electronic devices must be in a silent mode when carried at clinical sites. Students shall not use cell phones or any electronic device in the back of the ambulance or on clinical floors while patient care is occurring. Cell phone use is reserved for times when the student is on an approved break.
- Many clinical campuses are designated as smoke-free. As such if a student is caught smoking/vaping they could be asked to leave the property. Smoke/vape in designated areas only. Smoking is never allowed inside ambulances or within fifteen (15) feet of an ambulance.
- Transportation and parking are the responsibility of the student.
- Meals and/or other breaks will be coordinated with your preceptor's schedule. We encourage students to pack a lunch/snacks. Eating is not allowed in the patient care compartment of the ambulance or hospital floors per OSHA guidelines.
- You are expected to comply with the LSTI Code of Conduct and dress code while at clinical sites. Failure to meet dress code expectations may result in being sent home. Students will receive no credit for missed hours and will receive one (1) class tardy. If the student does not return to class within two (2) hours, the student will receive a class absence.
- For every clinical hospital and ambulance rotation, you must have with you:
 - ✓ N-95 (or equivalent)
 - ✓ A watch with second hand or seconds displayed
 - ✓ A black writing ink pen and a pad of paper
- Students are **NOT** allowed to operate the stretcher with a "live" patient on it. Students may assist with moving a patient but will not be part of the primary crew responsible for ensuring safe patient handling.
- Students are **NOT** allowed to drive the ambulance at any time during a clinical rotation, even if the student is employed by the clinical site.

Unsafe/Unprofessional/Weak Practice

Students shall provide safe and professional patient care at all times. Unsafe/unprofessional/weak practice occurs when the student is careless when performing a procedure/assessment with potential for risk to the patient, or the student's behavior may call into question the student's professional judgement. When determining whether or not an error has occurred the following will be considered:

- Was there a violation of standards of care/practice in Emergency Medical Services; or
- State Emergency Medical Services Act; or
- Code of ethics; or
- LSTI policy/procedure; or
- Emergency Medical Services program goals and/or course objectives

Depending on the severity of actual or potential harm, the student may be removed from the clinical experience and placed on academic probation. To be placed back in good standing, the student will need to be evaluated by their instructor and a written action plan will be implemented. Failure to adhere to the written action plan may result in dismissal from the Program.

Clinical Documentation

Each student must submit:

- Preceptor verification form with date, time, proper signatures, and attached affective evaluation (all levels)
- Lab and clinical skill competencies (varies by class)
- Patient interaction record for ED clinicals with detailed information on patient complaint, history, assessment findings, vital signs, primary impression, and treatment plan. One (1) form will be completed for every patient encounter. (EMT level)
- FISDAP lab and clinical forms with detailed information on patient complaint, history, assessment findings, vital signs, primary impression, and treatments provided. (Paramedic level)
- Written run report for ambulance clinicals with detailed information on patient complaint, history, assessment findings, vital signs, primary impression, and treatments. One (1) form will be completed for every patient encounter. (All levels)
- Student evaluation of the preceptor

EMT students- clinical paperwork must be submitted to your instructor by the next class session. Failure to return clinical paperwork by the next class session will result in the rotation not counting and require the clinical to be repeated.

Paramedic students- clinical documentation will be submitted electronically no later than seventy-two (72) hours after the clinical rotation. Failure to return clinical paperwork within seventy-two (72) hours of the clinical will result in the rotation not counting and require the clinical to be repeated.

Scheduling Clinical Hours

- Health requirements as explained in the **Student Health & Safety Policy** must be submitted to the course instructor or Clinical Coordinator for placement into the student file. Students who are missing documentation will not be approved for clinical rotations which may result in a failed grade and termination from the program.
- The Clinical Coordinator must approve students before they are able to attend clinical rotations. Any attempt to schedule a clinical rotation without being approved by the Clinical Coordinator will not count towards hours and/or skills requirements and the student may be subject to disciplinary action up to and including termination from the program.
- Poor academic performance may prevent students from starting clinical rotations.
- Students must complete all hospital and ambulance rotation requirements by the deadline to meet course completion requirements.
- Copies of completed student clinical and internship evaluations must be submitted to the course instructor for final audit. It is the responsibility of the student to obtain preceptor signatures on the clinical evaluation sheets and it is the responsibility of the student to submit properly completed clinical evaluation forms to their instructor or Clinical Coordinator in a timely fashion. *An incomplete clinical evaluation form will not be accepted as proof of clinical time. **All students are encouraged to maintain personal copies of all important course documents including completed clinical evaluation forms.***
- Clinical hospital rotations will be offered during department specific hours. Emergency Department rotations for all levels of students typically occur 24 hours per day during two (2) separate shifts: 7am-7pm or 7pm-7am. These times are dependent upon the

specific clinical site and may change without notice. All clinical hospital rotation requests must be submitted at least one (1) week prior to rotation date and approved prior to the date of rotation. A schedule will be provided to each cohort weekly, and the Clinical Coordinator will advise you if you were awarded the rotation.

- Clinical ambulance rotations occur between the hours of 7am and 11pm. There are no night shifts available for EMS rotations due to low volume, crew quarter limitations, and safety concerns. These rotations must be submitted at least one (1) week prior to rotation date and approved prior to the date of rotation. A schedule will be provided to students weekly, and the EMS Scheduler will notify students of awarded shifts.
- Any deviation from these guidelines must be pre-approved by the Program Director or Manager on a case-by-case basis.
- Paramedic students will be required to schedule hospital sequenced clinical rotations via a web-based scheduling platform.
- All preceptors must complete a student evaluation survey after each clinical rotation, or the rotation will not count towards required hours. This survey is attached to the Preceptor Verification form.

Required Clinical Hours

Level	Hospital Hours	Ambulance Hours	Total Hours
EMR	N/A	8	8
EMT	8 hours minimum	12 hours minimum	32 total hours
Paramedic	250 hours minimum*	250 (field internship)	500 total hours

* Paramedic clinicals are both hours and skills based. If a student hasn't achieved the program's minimum skills requirements, the student may need to complete additional clinical hours.

Level	Student Teaching
EMS I/C	30 hours

EMT/EMR students will not begin clinicals until approximately four (4) weeks before the end of the course.

Paramedic rotations in the hospital will begin approximately six (6) weeks after the course start date. Students will need to schedule at least nine (9) clinical hours per week to meet the hours requirements prior to Capstone. Once the Capstone phase starts, students will have to schedule approximately thirty-three (33) hours per week to meet hours objectives.

EMS IC students will begin student teaching after the didactic portion of class is complete

Emergency Medical Technician (EMT) Objectives

“To prepare a competent entry-level Emergency Medical Technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

A student will not perform a skill on a patient unless they have demonstrated validation of the skill in the classroom.

Professional Conduct:

Process evaluation

The student will demonstrate:

1. Arrival at clinical site on time.
2. Checking in with clinical coordinator or preceptor.
3. Dressing appropriately for clinical setting, including watch and stethoscope.
4. A professional attitude.
5. Professional conduct.
6. An ability to follow directions.
7. An application of academic knowledge.
8. Cooperation with staff.

Application

The student will correctly demonstrate:

1. A professional attitude toward tasks.
2. Organization of work.
3. A professional appearance and conduct.

Interaction with Clinical Staff:

Process Evaluation

The student will demonstrate:

1. An ability to introduce self to clinical staff.
2. A willingness to assist staff.
3. An ability to verbally communicate with clinical staff
4. An ability to follow directions.
5. A professional attitude toward staff.
6. A willingness to accept constructive criticism.
7. A positive attitude toward all aspects of the clinical experience.

Application

The student will correctly demonstrate:

1. Appropriate communication and interaction with other clinical staff.
2. A willingness to learn and improve.

Patient Care Data Recording*:

Process Evaluation

The student will demonstrate:

1. Appropriate written communication skills.
2. Knowledge of medical terminology and notation.
3. Completion of all necessary patient records.

4. Following documentation standards of clinical site.
5. The ability to attain clinical/staff signatures as appropriate.
6. An ability to verbally report findings to appropriate staff.

Application

The student will correctly:

1. Complete written records legibly
2. Maintain records in appropriate areas
3. Observe HIPAA Privacy Rule at all times. **Patient names and other identifying information will not be captured on clinical forms.**
4. Maintain timely, current, on-going clinical support documentation via completed clinical evaluation forms and a web-based clinical documentation system after completion of each hospital clinical / ambulance internship rotation.

Infection Control and Universal Precautions:

Process Evaluation

The student will correctly demonstrate:

1. Adequate knowledge of universal precautions.
2. Utilization of properly fitted face mask, safety eye shields and gloves
3. The adherence to infection control policies of clinical site.
4. Proper hand-washing techniques before and after patient contact.
5. Use of appropriate barriers, gloves, respiratory masks, eye protection, and gowns, as necessary.

Application

The student will correctly:

1. Successfully complete a bloodborne/airborne pathogen course and pass the quiz with a minimum score of 80%.
2. Demonstrate proper donning/doffing of N-95 particulate mask and other PPE prior to clinical clearance
3. Arrive at clinical site properly equipped. Students must carry their N-95 mask to all clinical rotations
4. Verbalize the rationale for above procedures
5. Report any infection control situations to clinical preceptor or appropriate staff member and complete a Student Injury & Exposure Form. (**Refer to Appendix E in Student Handbook**)

Patient Assessment:

Process evaluation

The student will:

1. Properly identify the correct patient / introduce self to patient
2. Properly complete a medical history by means of questionnaire/interview technique
4. Properly address patient's chief complaint
5. Properly perform a primary patient survey to rule out life threatening emergencies
6. Properly perform a secondary survey (head to toe physical exam)
7. Properly verbalize report findings to appropriate staff

Application

The student will correctly:

1. Identify reasons for taking a detailed medical history
2. Identify reasons for performing a complete physical exam
3. Identify patients with life threatening emergencies

Vital Signs:

Process evaluation

The student will correctly:

1. Measure a pulse rate
2. Measure a blood pressure by auscultation or palpation
3. Measure respirations
4. Assess pupillary response, capillary refill, and skin condition
5. Record all vital signs legibly and notify staff immediately of readings outside of acceptable level

Application

The student will:

1. Accurately monitor and record patient's vital signs
2. Demonstrate knowledge of normal vital sign parameters

Oxygen Therapy:

Process evaluation

The student will correctly:

1. Confirm the order with staff member
2. Identify the patient
3. Identify the patient's need for supplemental oxygen
4. Identify the appropriate delivery device
5. Attach delivery device to oxygen source
6. Set oxygen flow to prescribed rate
7. Recheck flow rate
8. Remove delivery device from patient before turning off flow rate when discontinuing oxygen therapy

Application

The student will correctly:

1. Identify proper flow rates and oxygen concentrations of all supplemental oxygen delivery devices used
2. Explain rationale for administration of supplemental oxygen

Airway Management:

Process evaluation

The student will correctly:

1. Assess the quality of the patient's airway
2. Position patient appropriately for optimal patent airway with consideration of type of patient (trauma vs. medical)
3. Determine the need for airway adjunct (oral or nasal airway). Assess patient for presence of a gag reflex.
4. Properly measure adjunct device
5. Properly position airway adjunct

6. Recognize the need for suctioning
7. Suction airway using appropriate device and technique
8. Maintain proper mask seal while ventilating patient using a bag valve mask device, demand valve or pocket-mask

Application

The student will demonstrate:

1. Knowledge of airway management skills
2. Proper infection control technique
3. A systematic approach to airway management.
4. Knowledge of procedures used to clear an airway obstruction (conscious and unconscious patient)

Cardiopulmonary Resuscitation:

Process evaluation

The student will correctly:

1. Identify the need to administer CPR
2. Follow ABC sequence in performing the procedure
3. Perform external cardiac compressions at the proper depth and rate
4. Evaluate and monitor the effectiveness of external cardiac compressions (carotid pulse with each compression)
5. Re-evaluate patient status after each minute of CPR

Application

The student will demonstrate:

1. Knowledge of cardiac and respiratory system anatomy and physiology
2. The rationale for performing CPR
3. Knowledge of when to start and stop CPR
4. Knowledge of differences between adult, child, and infant CPR procedures

Lifting and Moving Patients: ** stretcher lifting of "live" patients will not occur during EMS clinical rotations

Process evaluation

The student will correctly:

1. Lift a patient / object or other equipment from the floor, using proper body mechanics and safety techniques
2. Move a patient lying in a bed to a wheelchair safely
3. Move a patient from a wheelchair to a bed safely
4. Move a patient from a bed to an ambulance cot safely
5. Move a patient from an ambulance cot to a bed safely
6. Move a patient up and down a flight of stairs using a stair-chair safely
7. Move a patient from the floor to an ambulance cot safely
8. Load a patient on an ambulance cot into an ambulance safely
9. Unload a patient on an ambulance cot from an ambulance safely

Application

The student will correctly demonstrate:

1. Knowledge of proper lifting techniques used by EMS healthcare personnel
2. Knowledge of equipment used for lifting and moving patients safely

3. Knowledge of ways to prevent personal injury while lifting or moving patients

Bleeding Control/Care of Soft Tissue Injuries:

Process Evaluation

The student will demonstrate:

1. The use of universal precautions as appropriate
2. The ability to apply a dressing with proper technique
3. The ability to secure a dressing with appropriate bandage
4. Evaluation of distal circulation

Application

The student will correctly demonstrate:

1. The indications for use of a tourniquet
2. The procedure for use of a tourniquet
3. The indications for use of an occlusive and/or pressure dressing
4. The procedure for use of an occlusive and/or pressure dressing

Paramedic Objectives (Including all EMT Objectives)

“To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains”, with or without exit points at the Emergency Medical Technician level.

A student will not perform a skill on a patient unless they have demonstrated validation of the skill in the classroom.

Lab and clinical requirements are outlined in **Appendix F** of the Student Handbook. A copy will be provided to the student prior to the approval of clinical rotations. Failure to complete both hours and skills requirements by the end of the course will result in a failed grade.

Advanced Airway Management:

Process Evaluation

The student will demonstrate:

1. The indications, complications, and contraindications of using advanced airways.
2. The procedure according to MDHHS guidelines and facilities protocol as applicable.
3. The ability to properly assess the effectiveness of the advanced airway.
4. The indications, complications, and contraindications of removing an advanced airway.

Application

The student will demonstrate:

1. The ability to verify the order for use of an advanced airway.
2. The ability to perform the procedure of an advanced airway according to MDHHS guidelines and facilities protocol as applicable.
3. The ability to verify the effectiveness of the advanced airway

Cardiology/Electroshock Therapy:

Process Evaluation

The student will demonstrate:

1. An ability to properly assess signs/symptoms of cardiac patients.
2. An ability to provide a treatment plan at the paramedic level for the cardiac patient. (This will vary from pt. to pt. requiring multiple treatment modalities)
3. An ability to recognize and treat life-threatening dysrhythmias.
4. An ability to properly apply and interpret a multi lead EKG.
5. An ability to properly perform defibrillation using paddles.
6. An ability to properly perform defibrillation using hands-free pads.
7. An ability to recognize the need for external cardiac pacing (TCP) and proper use of pacing pads.
8. An ability to perform a “Quick Look” using defibrillator paddles.
9. Recognize the need for Carotid Sinus Massage. (Also the ability to perform-according to protocol only)

Application

The student will demonstrate:

1. Knowledge of current AHA Advanced Cardiac Life Support (ACLS) protocols.
2. Knowledge of AHA ACLS medications (including indications, contraindications and side

effects).

3. Treatments according to the facilities protocols.
4. The ability to evaluate the effectiveness of the medications and interventions being used.

IV Fluid and Medication Administration:

Process Evaluation:

The student will correctly:

1. Identify the need for IV fluid therapy or other medication administration.
2. Follow orders regarding IV fluids and medications as allowed by the facility's policy and/or MDHHS protocol.
3. Perform intramuscular injection, intra-osseous injection / infusion, IV push medications, subcutaneous injection, and IV medication drip preparation.
4. Start, maintain, and discontinue a peripheral IV line and solution / medication.
5. Draw a medication from a vial or ampule.
6. Calculate a medication amount / dose as ordered.
7. Prepare and administer medication in a pre-filled syringe.

Application

The student will demonstrate:

1. Knowledge of possible complications with IV therapy.
2. Knowledge of types of IV fluids used.
3. Knowledge of IV preparation.
4. Knowledge of complications possible with drug therapy.
5. Knowledge of various medications being administered by Paramedics.
6. An ability to monitor the effectiveness of the IV fluid and medication therapy.
7. Proper infection control precautions during all procedures.

Operating Room Mechanical Intubation:

Purpose: To expose the student to mechanical intubation in a controlled setting. To learn techniques that are used by professionals who have perfected this skill. To visualize the anatomical structures seen upon mechanical intubation of a patient (all students have received hands-on training on a simulation manikin).

Goal: To improve the mechanical intubation technique of the paramedic, thus improving the pre-hospital care of patients that require mechanical intubation in the field.

Note: LSTI Paramedic courses includes complete A&P of the respiratory system, use of airway adjuncts used in the ER & field, practical instruction and training using simulation manikins, and a performance evaluation utilizing adult and infant intubation simulation manikins.

Labor and Delivery*:

Purpose: To observe the delivery and the care of a newborn

Goal: To have students witness this process within a controlled healthcare environment. It is also the goal of LSTI that Paramedic students will have a better understanding of what to expect when assisting the delivery of a newborn and the immediate care that follows (of both mother and infant). LSTI hopes that this experience will help our paramedics to be more comfortable with this area of practice and to reduce some of the anxiety that they may feel when presented with this situation.

Note: All students that participate in this rotation have completed the didactic curriculum that is required by MDHHS for obstetrics / gynecology. It is the intent of LSTI to have students observe only (unless directed otherwise by staff).

**Unless permission is given by Labor & Delivery staff, only one student is allowed to be present during a delivery.*

Additional Paramedic Hospital Clinical Rotation Areas:

Purpose: To expose the student to specific treatment modalities of certain patient populations in a controlled setting. These patient populations may be found in the following hospital clinical areas including, but not limited to, the Pediatric ER, Critical Care Complex, Geriatric Psychiatry, Respiratory Therapy, and the Cardiac Cath Lab. To learn techniques that are used by professionals who have perfected the skills of patient assessment and treatment. To participate in assessment and treatment of these patient populations under the supervision of licensed health care professionals.

Goal: To have students witness this process within a controlled healthcare environment. It is also the desire of LSTI to enable each paramedic student a better understanding of what to expect when providing care to these diverse patient populations. LSTI hopes that this experience will help our paramedics to be more comfortable with these areas of practice and to reduce some of the anxiety that they may feel when presented with these patient populations.

Note: All Paramedic students that participate in sequenced clinical rotations have completed the didactic curriculum that is required by MDHHS for these patient populations and have been approved to conduct these clinical rotations by their respective instructor coordinators. It is our intent to allow paramedic students to observe while participating in these additional hospital clinical areas unless otherwise directed and supervised by licensed health care professional hospital staff as applicable (i.e., patient assessments, IV starts, medication administration, EKG set-up, etc..).

Capstone Field Internship is a series of activities that occur at the end of the education process to allow Paramedic students to develop and practice high-level decision making by integrating and applying their Paramedic learning in all educational domains.

Purpose: The student is expected to function as a Paramedic, making most or all of the decisions under the guidance of a licensed Paramedic.

Goal: The student will be considered a successful team lead when he/she:

1. Has conducted a comprehensive assessment
2. Has communicated the appropriate field impression
3. Has communicated an appropriate treatment plan
4. Has communicated and directed and/or performed the established plan
5. Determines patient acuity, appropriate facility, disposition, and packing/moving of the patient.
6. Needs minimal to no prompting by the preceptor
7. There was no danger to crew, patient, other responders, or to the public as a result of those decisions

Capstone Team Leads	30 total runs/ 250 clinical hours
ALS Emergency Response Runs	25
ALS/BLS Emergency Response Runs or Refusal of Transport	5

During the Capstone phase, the student must complete **250 hours** of EMS rotations. Available shifts are found in FSDAP. In order to complete the required hours, the student will need to average **31 hours per week**.

If the student does not successfully complete the Capstone phase of the Program, the student will receive a failed grade and be terminated from the Program.

Clinical Sites (Hospital & Ambulance)

Beaumont Hospital – Farmington Hills

28050 Grand River Ave.

Farmington Hills, MI 48336

Students are instructed to park in the parking structure then walk over to the Emergency Department Entrance and sign in with security before proceeding to the Nurses station.

Beaumont Hospital- Royal Oak Campus *Paramedic students only for pediatric rotations***

3601 W. 13 Mile Rd.

Royal Oak, MI 48073

Students are instructed to park in the parking structure and walk over to the Emergency Department and check in with front desk staff.

Superior Air-Ground Ambulance Service – Southfield

25400 West Eight Mile Rd,

Southfield, MI 48033

Students are instructed to park in the east lot

Superior Air-Ground Ambulance Service – Warren

2000 Centerwood Dr.

Warren, MI 48091

Students are instructed to park in the north parking lot and enter through east side entrance

Superior Air-Ground Ambulance Service – Taylor

26150 Northline Rd.

Taylor, MI 48180

Students are instructed to park at the rear of the building and enter through front door.

Superior Air-Ground Ambulance Service – Novi Station 5

25804 Beck

Novi, MI 48347

Parking instructions are subject to change and will be provided.

Superior Air-Ground Ambulance Service – Troy

950 West Maple, Suite C

Troy, MI 48084

Students are instructed to park in the West parking lot and enter through west door. If no answer, go around to back of building and enter through garage..

Superior Air-Ground Ambulance Service – Detroit

1600 E. Grand Blvd.

Detroit, MI 48211

Parking instructions are subject to change and will be provided.

*Additional clinical, hospital, and field internship sites may be available. Please contact your instructor, or the LSTI Business Office for further info at **248-304-6057**.*



STUDENT HANDBOOK

Discipline Policy

Student Code of Conduct

LSTI expects students and staff to behave in an appropriate and professional manner at all times while at LSTI campuses or at clinical sites. LSTI has a zero-tolerance policy for abusive, profane, threatening, confrontational, or aggressive conduct by any student.

Standards Governing Student Code of Conduct

By enrolling in any program at LSTI the student agrees to behave according to the following standards:

- Professional communication in a respectful manner at all times. Rude behavior will not be tolerated.
- Any threatening, demeaning, degrading, humiliating, or other potentially harmful comments directed to any person while involved in any LSTI sponsored program will not be tolerated.
- Any behavior considered as sexual harassment toward any person while involved in any LSTI sponsored program will not be tolerated.
- Any derogatory remarks regarding the race, sex, ethnicity, religious preference, sexual orientation, or disability of any person while involved in any LSTI sponsored program will not be tolerated.
- Any inappropriate actions or rough and boisterous horseplay while on the campus of LSTI or any affiliated site will not be tolerated.
- Unauthorized removal of company property or equipment from LSTI campuses or its affiliates.
- Any intentional damage to company property or equipment belonging to LSTI or its affiliates.
- Inappropriate physical contact toward any person during class.
- Alcohol or drug use or the appearance of being “under the influence” of same while involved in any LSTI sponsored program will not be tolerated.
- Eating or drinking in class may be permitted at the discretion of the instructor on a case-by-case basis and the participant seating area must be cleaned appropriately after consumption.
- Any action or activity that may be perceived as criminal in nature engaged by a student while involved in any LSTI sponsored program will not be tolerated.
- Smoking is only permitted in designated areas while on LSTI campuses.
- Weapons and/or firearms, including concealed weapons are strictly prohibited while involved in any LSTI sponsored program.

- Professional appearance is expected at all times while attending an LSTI course offering.
- Appropriate personal hygiene and grooming must be maintained by all course participants during any LSTI sponsored programs.
- Use of cell phones and/or other electronic devices is strictly prohibited within the classroom during the course unless approved by the instructor. Participants may request permission from the instructor to excuse themselves from the classroom in order to use their cell phone or other electronic devices.
- Any picture taking or video/audio recording within the classroom during the course is strictly prohibited without the expressed permission and consent of the instructor and fellow students.
- Any picture taking or video/audio recording during clinical rotations is strictly prohibited. Students must comply with all HIPPA regulations.
- Visiting social media and websites while using any LSTI computer or tablet is strictly prohibited without the expressed permission and consent of the instructor.

Violation of any part of the Student Code of Conduct may result in disciplinary action up to and including expulsion from any current or future LSTI programs.

Violations and Penalties

Any violation of the Student Code of Conduct may result in disciplinary action. Further, any violations of rules or policies are defined as Major or Minor Violations. These include:

Major Violations

- Threats, Intimidation, Harassment or Bigotry
- Cheating, Plagiarism (including falsifying clinical documents)
- Unauthorized removal of property (Theft)
- Vandalism or malicious destruction of property
- FERPA / HIPPA privacy rights violation
- Minor Violations that become habitual or repetitive
- Inappropriate behavior involving profanity or physical contact with any person
- Use of alcohol or any illegal or controlled substance
- Bringing a weapon and/or firearm on campus or to any clinical site
- Any conduct deemed hazardous to health, safety, and welfare

Minor Violations

Progressive corrective action, as outlined below, applies to any violation of a LSTI policy, procedure or standard that does not have a specific corrective action as part of its policy.

- Failure to follow standards of student code of conduct
- Failure to follow any policy or procedure
- Failure to avoid unjustifiable risk or harm

Progressive Corrective Action

- Step 1 (one) – Counseling Form, with written record to be placed in the student's file.
- Step 2 (two) – Written Warning, for a period of time as determined based on the offense with written record placed in the student's file.

- Step 3 (three) – Final Warning, with written record to be placed in the student's file.
- Step 4 (four) – Expulsion with written withdrawal letter provided to the student outlining their expulsion from LSTI via certified mail.

Investigation of Allegations

The Program Director, in conjunction with administrative staff, will conduct investigations of violations involving academic or administrative standards. Suspected criminal activity will be immediately referred to the police for investigation and may result in immediate expulsion from any current or future LSTI programs. Any student who is the subject of an investigation will be permitted to submit a written statement detailing their version of the events surrounding the allegation.

LSTI reserves the right to immediately suspend any student pending investigation until the investigation is concluded.

The investigation will result in one of the following outcomes:

1. No standard was violated.
2. A Minor Violation was determined.
3. A Major Violation was determined.



STUDENT HANDBOOK

Complaints and Appeals Policy

Students have the right to appeal any decision involving discipline including dismissal up to seven (7) business days after receiving corrective action. Students may grieve the application of a policy/procedure, not the policy/procedure itself. If the student has been terminated from the program, they will remain suspended from all class and clinical rotations pending the outcome of the appeal. LSTI maintains a transparent policy of appeals and determinations are delivered generally 7-10 business days after examination of all surrounding facts. If more time is required to arrive at a determination fairly, or if more information is required, a meeting may be scheduled. In the event of a communication failure a decision will be made expediently based on available facts.

When a dispute arises, an attempt should be made to resolve the matter informally, through discussion and possible compromise. If no resolution or compromise occurs within the informal setting the student and LSTI administrative staff must follow the defined process, including all time frames, unless otherwise mutually agreed upon, or the appeal will automatically proceed to the next step.

Appeals process is not available for major violations.

Step 1 – Program Director

A student must initiate the formal appeal procedure within seven (7) business days of receiving formal corrective action. The student must submit the appeal in writing, including all pertinent information to be considered, signed and dated, the appeal may be sent via electronic, or carrier mail directed to the attention of the Program Director. Verbal complaints will never be accepted under any circumstances. If you call to register a complaint, you will be instructed to submit your complaint in writing.

The Program Director has seven (7) business days to consider the appeal and respond to the student in writing.

Step 2 – Executive Review Committee

If this decision does not satisfy the student, a written appeal request for a meeting before the Executive Review Committee may be submitted in writing within seven (7) days of the Program Director's decision. A meeting of the Executive Review Committee will be scheduled within seven (7) days of the receipt of the student's appeal letter. The student will be required to appear before the Executive Review Committee, including the Program Director, Program Sponsor, Program Manager, Medical Director, and a member of the Executive Board or their designee. The involved student will be present and afforded an opportunity to present his/her position. Involved Instructor(s) will have the opportunity to be present and speak. Observers, uninvolved persons,

and/or legal representatives will not be allowed to be present. Members of the Committee will have an opportunity to ask questions and to seek clarification of the facts.

The Program Director will return the Executive Review Committee's decision in writing to the student within seven (7) business days of the Committee meeting. All involved parties will receive a copy of the final decision. The written reply will be delivered to the student by certified, receipt requested U.S. mail to the address the student has on file.

Step 3 – MDHHS BETP

Students who are not satisfied with the outcome of an appeal may contact the Michigan Department of Health and Human Services Bureau of EMS, Trauma and Preparedness for resolution at <https://www.michigan.gov/mdhhs>; Complaints & Disciplinary Action.



STUDENT HANDBOOK

Student Health and Safety Policy

Students enrolled in an EMS training program are routinely exposed to occupational and health hazards. LSTI is required to meet all requirements of all relevant regulatory agencies and as such, these requirements are subject to change without advanced notice. All students are expected to perform with personal safety being paramount. Students are required to practice universal precautions in the classroom and clinical setting. Students who are ill should not attend class or visit a clinical site if there is any danger of transmission of the illness to others. If you are exposed to a communicable disease or are injured during class or a clinical rotation, please contact your instructor immediately.

Any student exhibiting behaviours that place themselves or others at risk of injury will face immediate disciplinary action up to and including expulsion from the course.

Student Health Issues

It is the student's responsibility to inform the instructor and Program Director of any illness, injury, surgery, or medical condition that might compromise the safety of the student, classmates, or patients (i.e., lifting limitations, contagious disease, seizure disorder, diabetes, cardiac or respiratory conditions, anaphylactic reactions, etc.). If a student has a condition that may endanger other in the classroom, lab, or clinical setting, a written letter from their health care provider stating good health will be required.

While in the program, any missed time due to illness/injury will count as an absence. If a student expects to be absent more than the allotted time, please speak to the Program Director about options.

If at any point there are concerns regarding a health problem or disability, LSTI reserves the right to require a medical release or physical examination. Students are responsible for contacting the Program Director regarding risk concerns related to their own health care needs.

Immunization & Testing Requirements

Prior to assignment at clinical rotations sites, students will need to provide written documentation showing:

- (a) Immunity to mumps, rubeola (measles), rubella, (known collectively as MMR), and varicella zoster; and
- (b) Evidence of Tdap vaccination within ten (10) years, or in the alternative, written evidence of declination of the vaccine due to medical reasons; and

- (c) Proof that the students are free from active pulmonary tuberculosis, which shall require a negative PPD (Tb) test taken at or near the start of the course, or if positive, active tuberculosis is excluded via physical examination by a licensed physician and a chest x-ray was given within one (1) year of the start date; and
- (d) Evidence of Hepatitis B vaccination, or in the alternative, written evidence that the students have been offered the Hepatitis B vaccination and have declined; and
- (e) A complete health physical by a physician verifying student is in good health and capable of completing required physical activity
- (f) Evidence of current season flu vaccination or, in the alternative, declination of the flu vaccination for approved medical or religious reason; and
- (g) Evidence that students successfully passed a 10-panel drug screen; and
- (h) N-95 fit testing (student must carry their assigned mask to clinical rotations); and

LSTI will maintain these records for each student for seven (7) years. LSTI reserves the right to modify the requirements outlined in this policy as it deems appropriate in its discretion. Students must comply with all other infectious disease, health and sickness policies at any school location and at all clinical sites.

N95 Respirator Fit Testing

An N95 Respirator is a generally used term for a half mask negative pressure air-purifying respirator with NIOSHH-approved N95 filters or filter material (i.e., includes N95 filtering facepiece respirator or equivalent protection).

Before a student is required to use any respirator with a tight-fitting facepiece (anything except a PAPR with loose-fitting facepiece, hood, or helmet that does not rely upon a tight-fitting facepiece-to-face seal), she/he will be fit tested by trained LSTI staff with the same make, model, style, and size of respirator to be used.

Students who use tight-fitting respirators are not permitted to have facial hair that interferes with the facepiece seal or valve function. Students who have religious or personal reasons for not wanting to remove facial hair will be required to purchase an approved PAPR device at their own expense.

All students who must wear respiratory protection shall receive medical clearance before fit testing is performed or the respirator is worn (*see Appendix C – N-95 Fit Testing Questionnaire*).

Each student will complete the N95 Fit Testing Questionnaire (“medical evaluation”) during orientation. The medical evaluation will be sent to the LSTI Medical Director for physician review and approval prior to the fit test. The fit test must be completed prior to clinical rotations. Student will not be able to attend clinical rotations without completing the medical evaluation and fit test. Additional fit tests will be provided whenever the student experiences or LSTI staff observes physical changes that could affect respirator fit. These changes include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

LSTI will provide each student with the proper size N95 mask to be used during clinical rotations. Students will be offered an alternative model and size of respirators if the one selected by LSTI is unacceptable due to latex allergy or inability to fit appropriately.

A qualitative fit test may be used for all wearers of half mask APRs, including filtering facepiece respirators with N95 or P100 filters and elastomeric APRs. The qualitative test will follow the

protocol for saccharine or Bitrex® solutions found in [Appendix A of the OSHA Respiratory Protection standard](#) (29 CFR 1910.134).

Exposure Policy

Due to the nature of this program, students participating in this program are at risk for injuries and/or exposure to pathogens (bloodborne/airborne). It is expected that all students, instructors, preceptors, guest instructors, and any other program participant takes careful action and recognizes risks when performing procedures that may expose themselves or someone else. Any student who receives an injury/exposure at any time during the program studies must complete the steps below:

1. Take proper steps to wash affected areas immediately after exposure
2. Notify instructor, preceptor, or Clinical Coordinator that an injury/exposure has occurred
3. If the incident occurs within the clinical setting, the student will be instructed to follow the clinical site's process. Note: the clinical site is not financially responsible for any expenses occurred if injured/exposed.
4. Complete the Student Injury & Exposure Form (**Appendix E**) within 24 hours of injury/exposure
5. If a student is injured, a physician written release showing no restrictions is required

Communicable Disease Policy

This policy is to protect students from transmission of pathogens by considering all patients to be infectious and adhere to infection control precautions which minimize the risk of exposure to blood and bodily fluids.

1. All students in the clinical/lab setting shall use barrier protection to prevent skin and mucous membrane exposure when contact with blood or bodily fluids is anticipated. Any broken skin should be adequately covered with a bandage.
2. Gloves shall be worn any time a student is in contact with a patient, is handling blood or body fluids, during venipuncture or other procedures. Gloves must be changed after each patient contact.
3. Masks, protective eyewear, gloves, and a face shield should be worn during procedures that are likely to generate droplets (airborne/bloodborne) or expose a student to other bodily fluids.
4. Hands and other exposed skin surfaces should be washed immediately with very warm water and soap for at least one (1) minute after each patient encounter when gloves are taken off or when exposed to blood or other body fluids.
5. Engineering controls are in place to protect students from needlestick injuries. Those engineering controls include retractable needles which should be utilized during intravenous procedures and sharps containers which must be used for any sharps. Needles will never be stuck in mattresses or other surfaces including but not limited to patient beds, stretcher mattresses, ambulance seats, carpet, etc. This constitutes an OSHA/MIOSHA violation and students will be responsible for replacement of the item(s).
6. Students will never ventilate a patient without an appropriate barrier device

Body Contact

This program requires students to practice assessment techniques and other procedures on each other. Students should expect to touch and be touched by other students/instructor in a professional manner. Touching shall be limited to certain body parts (i.e., arms, legs, head, neck, ears, upper chest, stomach, etc.) and will never involve genital areas.

Health Insurance

It is expected that students possess a medical insurance policy in the event they become ill or injured while taking part in this program. LSTI and all programs and clinical sites affiliated with LSTI, will not provide medical insurance for students in the program. Likewise, LSTI and all programs and clinical sites affiliated with LSTI are not responsible for any costs associated with treatments for exposures or injuries while participating in the program. Students who do not have a medical insurance policy are strongly encouraged to obtain one. The LSTI Business Office can assist students with information and resources upon request.

Special Procedures

During declarations of pandemic and/or other community health emergency, LSTI will follow all local, state or federal regulations provided by governmental entities. LSTI will monitor updates to rules, laws, and regulations and adjust internal policy, procedure, standard or rule as information is subject to change. Students will be notified of current requirements via formal internal communications. Remote learning may be utilized (*see Appendix D – Distance Learning*).



STUDENT HANDBOOK

Continuing Education Policy

General Guidelines

LSTI is committed to providing quality education in accordance with administrative rules and procedures on this subject. While enrolled in a LSTI CE program, the student is expected to be an active participant in class, attend the minimum required hour(s) to receive continuing education, and complete the required survey(s) in order to receive a “chit” sheet.

Policy

1. It is both Administrative Rule and Department policy to award CE based on one (1) continuing education credit per one (1) contact hour. Classes must meet for the scheduled time for credits to be awarded. Fractions of credits are given in $\frac{1}{2}$ credit increments. One (1) credit is defined as 50-60 minutes of education. One half (1/2) credit is defined as 25-30 minutes of education in order to allow time for questions and discussion. **BETP-EMS Continuing Education Guidelines Update 6/2021**
2. Attendance rosters must include the following:
 - a. Student name
 - b. Student signature
 - c. Specific location
 - d. Date/Time(s)
 - e. Credit category, specific topic name
 - f. Credits awarded and licensure level
 - g. Approval number
 - h. Signature of instructor coordinator

Note: *if the class is held virtually, an attendee’s signature is not required on the roster*
3. LSTI requires a licensed instructor to be present for all classes
4. One (1) survey per one (1) credit hour or one half (1/2) credit hour is required for each student. Failure to complete a survey will result in no chit sheet being issued. Surveys must be completed with the following:
 - a. Instructor Name
 - b. CE topic (must match specific topic name)
 - c. Date
 - d. Scores (1-5) for each category. Comments are optional and are not required

Example- CE Day 1 has eight (8) topics each worth one (1) instructional hour. The student will complete eight (8) separate surveys.

5. LSTI will keep CE records for the approval period, plus five (5) years

Sample CE Agenda (8 hour day)

0900-0950- Topic 1

0950-0955- Topic 1 Survey

0955-1045- Topic 2

1045-1050- Topic 2 Survey

1050-1055- Break 1

1055-1145- Topic 3

1145-1150- Topic 3 Survey

1150-1220- Lunch

1220-1310- Topic 4

1310-1315- Topic 4 Survey

1315-1405- Topic 5

1405-1410- Topic 5 Survey

1410-1415- Break 2

1415-1505- Topic 6

1505-1510- Topic 6 Survey

1510-1600- Topic 7

1600-1605- Topic 7 Survey

1605-1655- Topic 8

1655-1700- Topic 8 Survey



STUDENT HANDBOOK

References

NREMT ADA Policy

<https://www.nremt.org/rwd/public/document/policy-accommodations>

LSTI and the National Registry comply with the Americans with Disabilities Act (ADA) regarding requests for examination accommodations consistent with its mission and public protection.

Candidates requesting examination accommodations should share this information with individuals responsible for rendering a diagnosis of the specific disability so that appropriate documentation can be assembled to support the request for accommodations.

US Department of Education

Family Educational Rights and Privacy Act (FERPA) Regulations *34 CFR Part 99*:

<https://www2.ed.gov/policy/gen/reg/ferpa/index.html>

<https://studentprivacy.ed.gov/node/548/>

FERPA (Notice of the Family Educational Rights and Privacy Act) The Family Educational Rights and Privacy Act (FERPA) of 1974 was established to protect the privacy of student educational records. Only certain employees of Life Support Training Institute, acting individually or collectively in the educational interest of the student, are allowed access to educational records. When the collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students other than those officials, and this personally identifiable data shall be destroyed when no longer needed. Except as allowed and required by law, no personally identifiable information from a students' educational record will be disclosed to a third party (which includes parents, spouse, or other students) by an official or employee of the college without prior written consent of the students.

Safety Data Sheets (SDS) Website

Superior eBinder Link:

<https://chemmanagement.ehs.com/9/32a0c728-bf73-4956-985e-d16aee6ceb27/ebinder>



STUDENT HANDBOOK

Appendix A – Tuition & Fees Rate Sheet

LSTI Rate Sheet- Effective 4/1/2021	
EMS Initial Education	Cost
Paramedic Course	\$9,995.00
EMT Course	\$2,500.00
EMS Instructor Coordinator	\$1,600.00
Tutoring (per hour)	\$40.00
Continuing Education	Cost
EMR CE's	\$125.00
EMT CE's	\$200.00
Advanced EMT CE's	\$235.00
Paramedic CE's	\$275.00
CE Day (Ala Carte/per day)	\$75.00
NREMT Refresher Course	\$350.00
Instructor Coordinator CE's (series)	\$300.00
Instructor CE- (Ala Carte/per credit hour)	\$10.00
Reciprocity Training	\$200.00
AHA Classes	Cost
Heartsaver First Aid CPR & AED	\$50.00
ACLS Initial Training	\$175.00
ACLS Renewal Training	\$125.00
ACLS Skills Check	\$50.00
ACLS Instructor Course	\$400.00
BLS for Healthcare Provider	\$50.00
BLS Skills Check	\$40.00
BLS Instructor Course	\$400.00
PALS Initial Education	\$175.00
PALS Renewal Training	\$150.00
PALS Skills Check	\$50.00
PALS Instructor Course	\$400.00

AHA Card Prices	Cost
BLS Card	\$5.50
ACLS Card	\$6.00
PALS Card	\$6.00
PEARS Card	\$6.00
Heartsaver for K-12 Schools	\$5.00
Heartsaver CPR AED Card	\$17.50
Heartsaver First Aid	\$17.50
Heartsaver First Aid CPR AED Card	\$17.50
Heartsaver Pediatric First Aid CPR AED Card	\$17.50
Miscellaneous	
LSTI Student Polo (Current EMS Initial Ed students only)	\$25.00
EMS Tactical Pants	\$55.00
Stethoscope/BP cuff/Trauma shears/Penlight kit	\$25.00



STUDENT HANDBOOK

Appendix B – EMS Program Tuition & Fees Refund Schedule

Reason	Refund	Procedure
Program Cancelled by LSTI	100% of all tuition and fees paid	Nothing. Refund check will be mailed within 30 days of planned start date.
Program Rescheduled by LSTI	100% of all tuition/fees paid will be applied to rescheduled course. You may request a refund of your tuition and fees paid if the reschedule date is not satisfactory to you.	<p>If attending the rescheduled course, you do not need to do anything. Your paid tuition and fees will be automatically applied to that course.</p> <p>If you are not attending the rescheduled course, submit a completed course withdrawal form to LSTI Office before the end of the registration period for the rescheduled class.</p>
Withdrawing within ten (10) calendar days of program registration	100% of tuition and fees paid <u>minus</u> twenty-five dollar \$25.00 processing fee.	Submit a completed course withdrawal form to LSTI Office. Completed form must be received <u>no later than</u> the tenth (10 th) calendar day after your registration date.
Withdrawing <u>BEFORE</u> or on first class day	100% of tuition and fees paid <u>minus</u> one hundred dollar (\$100.00) processing fee.	Submit a completed course withdrawal form to LSTI Office <u>before</u> start of next class meeting.

Reason	Refund	Procedure
Withdrawing <u>AFTER</u> first class day and during first 10% of program	90% of tuition and fees <u>minus</u> two hundred dollar (\$200.00) processing fee.	Submit a completed course withdrawal form to LSTI Office <u>before</u> the end of first 10% of the program.
Withdrawing <u>AFTER</u> first 10% of program but <u>BEFORE</u> the end of the first 25% of the program	50% of tuition <u>minus</u> two hundred dollar (\$200.00) processing fee.	Submit a completed course withdrawal form to LSTI Office <u>before</u> end of first 25% of program.
Withdrawing <u>AFTER</u> first 25% of program but <u>BEFORE</u> the end of the first 50% of the program	25% of tuition <u>minus</u> two hundred dollar (\$200.00) processing fee	Submit a completed course withdrawal form to LSTI Office <u>before</u> end of first 50% of program.
Withdrawing <u>AFTER</u> first 50% of program	Zero (0) refund of tuition or fees	N/A

**** This does not apply to contract agreements. Please refer to your contract for specifics.**



STUDENT HANDBOOK

Appendix C – N95 Fit Testing Medical Evaluation Questionnaire

OSHA Respirator Medical Evaluation Questionnaire
Appendix C to Section 1910.134
Modified Form for use with the N-95 Respirator only

To the student: Once you have completed the medical evaluation, place it into the sealed envelope. These will be reviewed by the LSTI Medical Director, Diane Paratore D.O. Once reviewed, the signed forms will be placed into your student record. You be notified by the Clinical Coordinator when you are approved to take the N-95 test. If you would like to contact Dr. Paratore regarding your results, please contact the LSTI business office at 248-304-6057 and we will make arrangements.

Part A – Section 1 (Mandatory): The following information must be provided by every student who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name (please print legibly): _____
3. Your age: _____
4. Sex: Male _____ Female _____
5. Your height: _____ ft _____ in
6. Your weight: _____ lbs
7. Phone number: _____
8. Best time to call the above number: _____
9. Have you been told how to contact the healthcare professional who will review this questionnaire?
(if the answer is no, please read the first paragraph again) **Yes or No**
10. Have you worn a respirator? **Yes or No**
 - If yes, what type(s): _____
11. Check the type of respirator you will use (you can check more than 1 category)
 - a) N, R, or P disposable respirator (filter-mask, non-cartridge type only)
 - b) _____ Other type (for example, half or full-face piece type, powered or air purifying, supplied air, self-contained breathing apparatus).

Part A – Section 2 (Mandatory): Questions 1 through 9 below must be answered by everyone who has been selected to wear a respirator.

- | | | |
|--|-----|----|
| 1. Do you currently smoke tobacco or have you smoked tobacco in the last month? | Yes | No |
| 2. Have you ever had any of the following conditions? | | |
| a. Seizures | Yes | No |
| b. Diabetes | Yes | No |
| c. Allergic reactions that interfere with breathing | Yes | No |
| d. Claustrophobia (fear or closed-in places) | Yes | No |
| e. Trouble smelling odors | Yes | No |
| 3. Have you ever had any of the following pulmonary or lung problems? | | |
| a. Asbestosis | Yes | No |
| b. Asthma | Yes | No |
| c. Chronic Bronchitis | Yes | No |
| d. Emphysema | Yes | No |
| e. Pneumonia | Yes | No |
| f. Tuberculosis | Yes | No |
| g. Silicosis | Yes | No |
| h. Pneumothorax | Yes | No |
| i. Lung Cancer | Yes | No |
| j. Broken ribs | Yes | No |
| k. Any chest injuries or surgeries | Yes | No |
| l. Any lung problem that you have been told about | Yes | No |
| 4. Do you currently have any of the following symptoms of pulmonary or lung illness? | | |
| a. Shortness of breath | Yes | No |
| b. Shortness of breath when walking fast on level ground or a slight up hill | Yes | No |
| c. Shortness of breath when walking with other people at a ordinary pace | Yes | No |
| d. Have to stop for breath when at your own pace on level ground | Yes | No |
| e. Shortness of breath when washing dressing yourself | Yes | No |
| f. Shortness of breath that interferes with your job | Yes | No |
| g. Coughing that produces phlegm | Yes | No |
| h. Coughing that wakes you early in the morning | Yes | No |
| i. Coughing that occurs mostly when you are lying down | Yes | No |
| j. Coughing up blood in the last month | Yes | No |
| k. Wheezing | Yes | No |
| l. Wheezing that interferes with your job | Yes | No |
| m. Chest pain when you breathe deeply | Yes | No |
| n. Any other symptoms that you think may be related to lung problems | Yes | No |
| 5. Have you ever had any of the following cardiovascular or heart problems? | | |
| a. Heart attack | Yes | No |
| b. Stroke | Yes | No |
| c. Angina | Yes | No |
| d. Heart failure | Yes | No |
| e. Swelling in your legs or feet (not caused by walking) | Yes | No |

- | | | |
|--|-----|----|
| f. Heart arrhythmia | Yes | No |
| g. High blood pressure | Yes | No |
| h. Any other heart problem that you have been told about | Yes | No |
6. Have you ever had any of the following cardiovascular or heart symptoms?
- | | | |
|---|-----|----|
| a. Frequent pain or tightness in your chest | Yes | No |
| b. Pain or tightness in your chest during physical activity | Yes | No |
| c. Pain or tightness in your chest that interferes with your job | Yes | No |
| d. In the past two years, have you noticed your hear skipping or missing a beat | Yes | No |
| e. Heartburn or indigestion that is not related to eating | Yes | No |
| f. Any other symptom you think may be related to heart or circulation problems | Yes | No |
7. Do you currently take medication for any of the following problems?
- | | | |
|-------------------------------|-----|----|
| a. Breathing or lung problems | Yes | No |
| b. Heart trouble | Yes | No |
| c. Blood pressure | Yes | No |
| d. Seizures | Yes | No |
8. If you have used a respirator, have you ever had any of the following problems?
 (If you have never used a respirator, check here _____ and go on to question 9)
- | | | |
|--|-----|----|
| a. Eye irritation | Yes | No |
| b. Skin allergies or rashes | Yes | No |
| c. Anxiety | Yes | No |
| d. General weakness or fatigue | Yes | No |
| e. Any other problem that interferes with your use of a respirator | Yes | No |
9. Would you like to talk to the healthcare professional who will review this questionnaire about your answers to this questionnaire Yes / No

Student Signature: _____ **Date:** _____

<i>Medical Director Use Only</i>		
_____ Approved	_____ Approved with restrictions	_____ Denied
Remarks:		

_____	_____	
Physician Signature	Date	



STUDENT HANDBOOK

Appendix D – Distance Learning

Distance learning occurs when an instructor is in a different location than the students. Distance learning courses can offer a flexible and challenging alternative to the traditional face –to-face class. This education may be live or in recorded format. This has become a vital replacement for in person didactic learning especially with barriers such as the Coronavirus outbreak. If, however, you cannot set and maintain a schedule that allows you to keep up with your classwork and assignments, it is likely you will not be successful in your distance learning course. Some classes require scheduled classroom sessions. Check your class schedule for details on your specific class.

Distance learning will meet the initial education requirements for content and time as set by the State of Michigan and NREMT. LSTI distance learning does not allow the student to forward through the content. The student is required to remain engaged in the learning process for the full duration of each class. A student is required to have a computer with a working camera. If the computer does not have a camera, the student must check in with the instructor every hour (at the times set by the instructor). Your success in an online class requires basic computer knowledge and access to common computer applications such as high-speed internet. Most web browsers (Chrome, Firefox, and Edge) support LSTI Online system. Make sure you have the most updated version. Your instructor may require other software applications that are specific to your course such as Zoom or WebEx or GoToMeeting.

A broken computer is NOT an acceptable excuse for a missed deadline. There are many options available. Most online instructors will not accept the excuse that a computer was broken. A motivated and committed student can always find a computer to turn in assignments on time and be in class. LSTI and public library are both locations where a computer is generally available. Upfront planning and critical thinking is required in an online class, and that extends to making sure you have access to a working computer and Internet connection when it's time to complete your assignments or be in attendance. If you do not have a reliable way to access your course, please speak with LSTI administration for possible assistance.

Netiquette is a combination of Internet/Network etiquette. Netiquette guidelines are recommended guidelines for personal conduct that apply to all online communications. Good online manners are vital to a productive and supportive online learning environment. It is important that we all communicate clearly and carefully in order to avoid online misunderstandings. Be polite and respectful at all times. Be tolerant of views expressed by others. Keep in mind that you probably have something to gain from exposure to views and backgrounds different than your own. Address the idea, not the person. If reacting to someone else's message: Address the idea, not the person. Remember to be polite and respectful. Be careful when using sarcasm and humor. Obscenities will not be tolerated.

At the end of each course, an evaluation must be completed by students at the end of each distance learning course to provide feedback and assessment of the program.

All distance learning courses are reviewed by the department for content prior to approval according to pre-established approval processes, which are available at www.michigan.gov/ems.

STUDENT INJURY & EXPOSURE FORM

Any LSTI student who is injured or has been exposed to a blood borne/airborne pathogen is required to complete and submit this form to the Program Director within 24 hours of the incident.

Name _____		Age _____	Class Identifier _____
<small>Last name First name</small>			
Instructor _____		_____	_____
<small>Instructors Name</small>		<small>Student Home Address</small>	<small>Student Phone Number</small>
Date of Accident/Injury _____	Time of Injury _____		
Accident Occurred During: <input type="checkbox"/> Class Time <input type="checkbox"/> Clinical Time	Location _____		
	<small>(List location such as LSTI Southfield or specific clinical location)</small>		
Type of Injury _____	Body Part(s) Injured _____		
<small>(example: needle stick, cut, scrape, bite)</small>	<small>(example: right arm, low back, forehead)</small>		
Narrative: _____			

Witness or on duty crew at the time of the accident? _____			
First Aid given? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, by whom? _____			
What first aid measures were given?			

Was there blood exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, by whom? <input type="checkbox"/> Staff <input type="checkbox"/> Student			
Name(s): _____ <small>(if staff, did they report the incident)</small> _____			
Did the student remain at site? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, where taken: _____ By whom? _____			
<u>For Office use only</u>			
Follow-up notes:			

Report completed by:		Date of report:	
Reviewed by:		Date sent to Insurance Services:	

LSTI Clinical Requirements	
Required Competencies, Skills, Ages, Differential Diagnoses, and Complaints on Patients in Clinical, Field Experience, or Field Internship	Program Required Minimum Numbers
Trauma	30 Total
Trauma-Pediatric	6
Trauma-Adult	6
Trauma-Geriatric	6
Pediatrics	18 Total
Newborn	2
Infant	2
Toddler	2
Preschool	2
School-aged	2
Adolescent	2
Medical	60 Total
Medical-Pediatric	12
Medical-Geriatric	12
Stroke and/or TIA	2
Acute Coronary Syndrome	6
Cardiac Dysrhythmia	6
Respiratory Distress &/or Failure	6
Hypoglycemia or DKA or HHS	6
Sepsis	6
Shock	2
Toxicological Event and/or OD	2
Psychiatric	6
Altered Mental Status	6
Abdominal Pain	6
Chest Pain	6

LSTI Clinical Requirements	
Required Competencies, Skills, Ages, Differential Diagnoses, and Complaints on Patients in Clinical, Field Experience, or Field Internship	Program Required Minimum Numbers
Skills	
Obtain a history from an alert patient	10
Comprehensive Physical Assessment - Peds	5
** Orotracheal Intubation-Adult	12
* Orotracheal Intubation-Peds	12
* Trauma Intubation-Adult	2
* Supraglottic Airway Device-Adult	12
* Needle Cricothyrotomy	2
CPAP & PEEP	2
* Pleural Decompression	2
*Synchronized Cardioversion	10
12 Lead ECG Placement	4
* Defibrillation	10
* Transcutaneous Pacing	10
* OB Normal Delivery with Newborn Care	4
* OB Abnormal Delivery with Newborn Care	4
Newborn Care	4
Intravenous Therapy	30
* Intraosseous Infusion	2
IV Medication Administration	30
IM or SQ Injection	2
Inhaled Medication (MDI, Nebulizer)	2
Capstone Team Leads	30

Skills marked with an (*) should be obtained in the clinical setting, if unable to obtain they may be completed in the lab setting

Orotracheal intubation marked with an (**) must have two (2) completed in the clinical setting, for the rest the student should try to obtain in the clinical setting but may be completed in the lab

Required Clinical Hours

All Clinical Hours Must Be Complete Before the Start of Capstone

Location	Hours	Start and Completion Dates	Student Hours
Emergency Room	166	Students may start After Mod 1 Exam & successful skills test. Must have 92 hours done by Midterm	(92hrs)
Respiratory	12	Students may start After successful Airway Skills test and Must be done by Midterm	
OR	8		
Cardiac Cath Lab	16	Students may start After Midterm & must be done by Mod 3 Exam Students Must also Complete at least 36 more hours in the ER by Mod 3 Exam	
Psychiatric	8	Students may start After Subject is covered in class and Must be done by Mod 3 Exam	
ICU	8	Students may start After Mod 3 Exam & MUST be done by Mod 4 Exam. Students Must also complete an additional 25 hours in the ER	
OB	8		
Pediatrics	24	Students may start After Subject is covered in class & Must finish ER hours be done With all Clinical Rotation by Class # 78	
TOTAL	250		

LSTI LAB Requirements

Individual Student Competency Evaluated in the Laboratory (*must have 1 instructor eval before performing the skill in scenario)	Program Required <u>Peer Eval</u> Minimum Numbers	Program Required <u>Instructor Eval</u> Minimum Numbers	During A Scenario Minimum Numbers
Basic Skill Competencies			
Spinal Immobilization-Adult (Supine)	1	2	
Spinal Immobilization-Adult (Seated)	1	2	
Joint Splinting	1	2	
Long Bone Splinting	1	2	
Traction Splinting	1	2	
Hemorrhage Control	1	2	
Intranasal Medication Administration	2	2	
Inhaled Medication Administration	2	2	
Glucometer	2		
12 Lead Placement	2	2	
CPR Competencies			
1 & 2 Rescuer CPR-Adults	1	2	
1 & 2 Rescuer CPR-Children	1	2	
1 & 2 Rescuer CPR-Infants	1	2	
BVM Technique & Rescue Breathing-Adult	1	1	
BVM Technique & Rescue Breathing-Children	1	1	
AED	1		
Relief of Choking in Infants	1	1	
Relief of Choking in Patients >1 years old	1	1	
IV/Med Skills			
Intravenous Therapy	10	2	10
Intraosseous Infusion	5	1	4
IV Medication Administration	4	1	2
IM or SQ Injection	2	1	2
Intravenous Piggyback Infusion	4	1	2
Airway Skills			
Orotracheal Intubation-Adult	8	2	2
Orotracheal Intubation-Peds	8	2	2
Nasotracheal Intubation	1	1	
Supraglottic Airway Device-Adult	6	2	6
Needle Cricothyrotomy	4	2	4
CPAP & PEEP	5	1	2
Assessment			
Obtain a history from an alert patient	8	2	5
Comprehensive Normal Physical Assess-Adult	4	1	
Comprehensive Normal Physical Assess-Peds	8	2	2
Medical Including Cardiac Physical Assess	8	2	2
OB Normal Delivery with Newborn Care	2	1	2
OB Abnormal Delivery with Newborn Care	2	1	2
* Neonatal Resuscitation Beyond Routine Newborn Care	2	1	2
Cardiac			
Synchronized Cardioversion	4	1	4
Defibrillation	4	1	4
Transcutaneous Pacing	4	1	4
Trauma			
Needle Cricothyrotomy	2	1	4
Trauma Physical Assessment	8	2	2
Pleural Decompression	3	2	2
Trauma Intubation-Adult	4	1	2
Total			
	6142	63	73

All Required Scenarios **MUST** be Completed Using Scenarios Approved by Medical Director

Lead/ Team Member scenario to be completed by each student	Team Lead			Team Member		
	Pediatric	Adult	Geriatric	Pediatric	Adult	Geriatric
<u>Program</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Respiratory Distress/Failure	1			1		
Chest Pain		1			1	
Cardiac Dysrhythmia		1			1	
Stroke			1			1
Overdose		1			1	
Abdominal Pain		1			1	
Allergic Reaction/Anaphylaxis	1			1		
Hypoglycemia or DKA/HHNS			1			1
Psychiatric		1			1	
Seizure	1			1		
OB/GYN		1			1	
Delivery with Neonatal Resuscitation	1			1		
Trauma	1	1		1	1	
Shock		1			1	
Sepsis			1			1
Totals	5	0	0	0	0	0



Student Handbook and Syllabus Acknowledgement Form

I, _____ (print name) have received a copy of the LSTI course syllabus and have been instructed where to locate the electronic version of the LSTI Student Handbook in its entirety. I also understand that I can find a hard copy of the student handbook in each classroom and the LSTI Business Office.

I am expected to read the contents of both the syllabus and handbook. I understand that if I have questions regarding the contents, I can contact my instructor or the Program Director for clarification. I further understand that failure to abide by the rules and requirements as presented in the syllabus and handbook may result in dismissal from the program.

Student Signature

LSTI Representative/Title

Date: _____

Date: _____

LSTI Student Handbook (electronic version)

Lifesupporttraining.org>Courses>EMS Education>EMS Student Orientation Information>LSTI Student Handbook