Conemaugh Memorial Medical Center - Allied Health

School of **Emergency Medical Services**

2023-2024 Catalog

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Conemaugh Health System and Conemaugh Memorial Medical Center

Conemaugh Memorial Medical Center, the flagship teaching hospital of Conemaugh Health System, is a 485 bed hospital. This for-profit integrated health care system serves families across five counties in southwestern Pennsylvania. The commitment to teaching and learning creates a highly skilled and self-generating work force that drives clinical excellence. Our continuum of care begins at the earliest stages of life with specialized services provided by the region's only perinatologist. It ends with compassion and empathy offered by dedicated palliative care, home health, and hospice professionals. Conemaugh Memorial is a Level I Trauma Center, a Level III Neonatal Intensive Care Unit, a Recognized Stroke Center, and provides air medical transportation services.

Our teaching programs attract diverse professionals who bring skill and an international perspective to patients' served. The Journey to Excellence is the commitment to create a culture dedicated to providing Excellence. Every Patient. Every Time. This journey allows no room for excuses. Conemaugh Memorial's commitment to education is evidenced by our hospital based Conemaugh School of Nursing, Allied Health schools, physician residency programs, a pharmacy residency program, and more than 200 medical school rotations every year. The Medical Skills Lab is one of only 64 national human simulation labs accredited by the American College of Surgeons.

Conemaugh Memorial Medical Center's Main Campus is 26.5 acres and the Lee Campus is 6.6 acres. Included in the Conemaugh Health System are Conemaugh Meyersdale Medical Center, Conemaugh Miners Medical Center, and Nason Hospital. These three medical centers serve as regional tertiary centers. Conemaugh Memorial captures and maintains 60% of the market share. In addition, Conemaugh MedWell Urgent Care Centers are available for those seeking treatment who are not critically ill. The Crichton Rehabilitation Center meets rehabilitation needs and the Transitional Care Unit aids in medical care of patients needing post-acute services.

Since 2006, Conemaugh Health System as adopted the Keystone Alliance for Performance Excellence (KAPE) and the Baldrige National Quality Programs as strategies to become an organization that demonstrates excellence. Performance Excellence is demonstrated with the initiation of the Define-Measure-Analyze-Improve-Control (DMAIC) Model and adopted rapid cycle Lean Team approaches. Our Lean Six Sigma processes are utilized to reduce variation via standardization of flow and systematizing processes.

Conemaugh Memorial has been recognized as achieving quality health care services and positive patient outcomes of comparable medical centers. Conemaugh Memorial has received national recognition for cardiac services, treatment of sepsis, pulmonary care, urology, maternity care, and women's health. Demographically, health care is essential to the community that surrounds Conemaugh Memorial. Nearly 22% of residents are age 65 years or older. This is well above the Pennsylvania average of 17.8%. The unemployment rate in 2019 was 4.3% and median household income was 20% behind state and national averages. With an aging population and alarming regional rates for cardiovascular disease and diabetes, Conemaugh Health System is strategically investing in health and wellness programs in the community served.

Johnstown, PA is located in the Laurel Highlands, nestled in the western slopes of the Allegheny Mountains in western Pennsylvania. The breathtaking scenery and fascinating history offer a unique combination of fun and education. The Johnstown Inclined Plane is the steepest vertical, vehicular incline in the world. The view oversees the downtown city of Johnstown.

The Laurel Highlands region, with its forests, mountains, lakes and rivers, abounds in recreational opportunities during all seasons. Three ski resorts, a dozen hiking trails, including the 70-mile Laurel Highlands Trail, 15 miles of cross-country skiing trails in the Laurel Mountains, boating, fishing, swimming, snowmobiling and additional outdoor activities are available. Johnstown also offers a wealth of cultural and sporting activities, including the All American Amateur Baseball Association (AAABA) championship tournament and the Sunnehanna Amateur Golf Tournament, and was named Kraft Hockeyville USA in 2015.

Entertainment and historical opportunities are abundant in Johnstown and its surrounding area. The Pasquerilla Performing Arts Center on the campus of the University of Pittsburgh at Johnstown, is the home of the Johnstown Symphony Orchestra. Additional entertainment is available from the Johnstown Youth Symphony, the Johnstown Symphony Chorus, the Johnstown Concert Ballet and the big band sound of the Johnstown Jazz Workshop.

Local theaters, with summer stock and local performers, include the Allegheny Highlands Regional Theatre, the Mountain Playhouse, the Penn Wood Players, and St. Vincent College Theater. Johnstown's Community Arts Center caters to painters and craftspeople with specialties such as watercolor, woodcarving, calligraphy, and photography. The Center features an annual fair, Log House Arts Festival, Holly Bazaar, and Festival of Trees.

The work of both local and national artists is highlighted in exhibits at the Southern Alleghenies Museum of Art on the Saint Francis University campus in Loretto, PA, and The Johnstown Art Museum. The Pasquerilla Conference Center near the Cambria County War Memorial Arena hosts numerous conferences, as well as city, state, and national events. In addition, the Point Stadium and Cambria County War Memorial Arena host sporting events and concerts.

The Flight 93 Memorial where 40 passengers and crew lost their lives while stopping an attack on the United States Capitol on September 11, 2001 is within close driving distance.

Education Philosophy and Goals

Education plays a vital role in an individual's growth and development. All education at Conemaugh Memorial Medical Center is grounded in the purpose, values, philosophy and vision of the organization. Continuous improvement principles also serve as a foundation for all educational programs. The philosophy of lifelong and continual learning creates a culture at Conemaugh Memorial Medical Center, conducive to personal growth and successful adaptation to a rapidly changing world and health care environment. The level of education for employees, students and patients is geared to the appropriate developmental level to promote the opportunity for learners to master the content. Principles of adult learning theory are utilized throughout the process of education program design, development and implementation where it is appropriate. The adult learner is self-directed, knowledgeable and experienced. The climate for learning is open, collaborative and interactive, capitalizing on the concept that the learner is the most valuable resource to the learning process and to the organization. Learning goals and objectives are matched with appropriate teaching strategies to offer an enriching educational program to all learners. Teaching strategies may include role-play, group activities, games, simulations or self-directed learning activities. The assumption for adult learners is that they assume responsibility for their own learning and are motivated to seek experiences to develop skills and competencies to meet their learning needs. The goals of all education programs at Conemaugh Memorial Medical Center are to provide readily applicable instruction resulting in learning, which is defined as a change in behavior. Learning is evidenced through increased knowledge, skills and attitudes that enable employees and students to continuously improve their work processes and competencies. Clearly identified learning needs are a necessary component of educational programming. The effectiveness of educational programs is measured utilizing outcome based criteria specific to the identified learning need. Ultimately the goal of education at Conemaugh Memorial Medical Center is to improve patient outcomes and support Memorial's mission and commitment to quality.

History

Education in the field of Emergency Medical Services began in the Greater Johnstown Area in the mid-1970s with the EMT-Basic. In late 1976, education at the EMT-P level began at Portage Area High School. The program at that time was administratively operated by the then Cambria-Somerset Emergency Medical Services Council. To be more centrally located for both counties, the program was moved to the Greater Johnstown Career and Technology Center. With changes occurring in the Emergency Medical Services system statewide, the Cambria Somerset Council became part of the Southern Alleghenies Emergency Medical Services Council. As the Paramedic Program grew, it was moved to Conemaugh Memorial Medical Center in 1995 where a Paramedic Advisory Committee was formed to provide input on the paramedic program. Since then, it has become part of Conemaugh's successful Allied Health Schools. The program has undergone numerous changes since its inception to assure its students, as well as the citizens of the Commonwealth quality education.

School of Emergency Medical Services Philosophy

Emergency Medical Services is a professional discipline that requires a commitment to humanity. The profession requires independent and collaborative relationships with many other disciplines in healthcare. The role of an EMS provider is based on scientific knowledge, technical competencies, critical thinking skills and caring behaviors. Emergency Medical Service education instills a sense of self-worth and bringsforth patterns of lifelong learning. As education progresses the learner changes behavior through increased knowledge, skills, and competencies. The learner is an active participant in the interchange of knowledge, attitude, and ideas between teacher and student. Through concurrent theory and practical exercise, the program graduate is able to function as a caring, compassionate, competent, and knowledgeable Paramedic or EMT.

Program Goals

Conemaugh School of Emergency Medical Services

1. Provides a structured educational process in the field of emergency medical services.

2. Emphasizes scientific knowledge, clinical and field experience and compassion in the training ofpre-hospital providers.
3. Fosters critical thinking skills through student teacher interaction.

4. Enhances commitment to meeting community needs.

Program Objectives

The graduate of Conemaugh School of Emergency Medical Services

1. Assumes the role as a caring and competent Paramedic or EMT.

2. Utilizes critical thinking strategies and decision-making strategies in caring for their patients.

3. Demonstrates responsibility for self-direction in lifelong learning.

4. Provides care in a responsible, legal, and ethical manner.
5. Demonstrates concern for the healthcare needs of our community

Administrative Policies

The Conemaugh School of Emergency Medical Services reserves the right to select only those candidates who give evidence that they will be able to fully meet requirements and standards of the EMS program. Preference for selection is given to those applicants who best demonstrate aptitude for Emergency Medical Services. The School reserves the right toterminate the enrollment of the student who does not meet academic standards, financial obligations or professional behaviors. The School complies with the Family Educational Rights and Privacy

Act of 1974 as amended in 1976 (Public Law 93-380). Student records are subject for review by approving accrediting and financial reviewing bodies. The School reserves the right to make changes in any information within this catalog without notice, however, when possible, advance notice will be given. The School is committed to equal opportunity and does not discriminate against qualified persons on the basis of race, color, religion, sex, age, nationalorigin, ancestry, veteran status or disability.

Curriculum

The School of Emergency Medical Services follows the 2021 Emergency Medical Services Education Standards. The didactic portion of the Paramedic program consists of 405 hours of classroom instruction, which includes 100 hours of skill laboratory time. The skill laboratory experience includes practice on mannequins, simulated scenarios, and innovative teaching/learning strategies to fine tune skill competency. The clinical/field portion of the program is 630 hours. This includes rotations through several hospital departments as well as ambulance services. The total Paramedic program length is 1,035 hours. Upon successful completion of the program, the graduate is eligible to test for the National Registry EMT-P Exam. This exam also serves as the PA State Paramedic Exam.

Paramedic class begins the first Monday of the last week in August and finishes in the third week of August the following year. An academic calendar is provided. Classes are held on Mondays and Thursdays from 6:00 PM to 10:00 PM. There is a minimum of 2 weekends that will be utilized for additional educational course work as part of the program hours.

The EMT program length is 200 hours of classroom and lab instruction, 12 hours of emergency room clinical and 10 EMS calls.

EMT basic is offered three times a year: Spring, Summer, and Fall. Fall classes begin in late August and finish in January the following year. Spring classes start in late February and end in late June. The classes are held Monday and Wednesday from 6:00 PMto 10:00 PM. The Summer program is an accelerated course that starts in late June and finishes in August. Classes are held on Tuesday, Wednesday and Friday from 8:00 AM to 5:00 PM.

Health

Each applicant is required to have a pre-entrance physical health examination that will be done at the Employee Health Office. Students should provide an updated immunization record at the time of their physical that should show documentation of 2 MMR, 2 Varicella, and Tdap vaccines. All students are required to have blood titers drawn in order to determine immunity for Hepatitis B – Hepatitis B Surface Antibody. If an immunization record is not available or up to date, blood titers will be drawn also for rubella IGG, rubeola IGG, and varicella IGG. Any vaccinations that a student will require as per the Employee Health Immunization Policy and as per titer results may be administered to the student and provided by the school. A ten-panel urine drug testing is required with a negative test result and testing is conducted by the Student Health Nurse. A required one or two-step PPD – tuberculin skin test – will be done at the start of the program. A chest x-ray may be required if there is a history of a positive tuberculin skin test or if clinically indicated. All health status examinations must be submitted prior to enrollment in the Conemaugh School of Emergency Medicine. The flu vaccine is **MANDATORY**. It will be available through the Student Health Nurse from October – December. If a student has received the vaccine at a location other than the school, documentation must be submitted to the Student Health Nurse. Anyone not receiving and/or providing documentation of the flu vaccine will not be permitted to participate in clinical experiences.
Documentation of a Covid-19 vaccination and booster shot is also required. N95 Respirator Fit Testing may be done annually for students who are required to wear a N95 during clinical rotations.

Admission Policy

All students applying to the School of Emergency Medical Services must meet the following requirements prior to the first day of the respective class:

- Complete the School of Emergency Medical Services application form with reference information.
- Possess the physical and cognitive ability described in the Functional Job Analysis.
- Possess a Social Security Number
- Pass a Pennsylvania State Police criminal clearance
- Pass a criminal background check in accordance with Pennsylvania Dept. of Human Services FBI (fingerprinting).
- Pass a Child Abuse History Clearance
- Pass Act 73 Clearance

To enter the EMT Program at Conemaugh's School of Emergency Medical Services, each applicant must meet the following requirements:

- Be at least 16 years of age prior to the conclusion of the program.

To enter the Paramedic Program at Conemaugh's School of Emergency Medical Services, each applicant also must meet the following requirements:

- Be at least 18 years of age prior to the start of the program.
- Possess a High School diploma or equivalent.
- Have current EMT certification in the Commonwealth of Pennsylvania.
- Successful completion of a post-secondary Anatomy and Physiology course. It is preferredto be college or university level Anatomy & Physiology I and II however other courses that meet the curriculum requirements may be utilized if approved by the School of EmergencyMedical Services.
- Possess current certification in CPR in accordance with National Guidelines for Health Care Professions.

Any individual convicted of one of the prohibitive offenses will not be eligible for program enrollment or if enrolled, will be terminated from the program. Additionally, if a student comes to our facility and they have not been a resident of Pennsylvania for the past two consecutive years, they must go through the Dept. of Aging for an additional clearance. This is required by Law: The Older Adult Protective Services Law. Qualified applicants are considered for acceptance into the program when all application requirements are completed. The Admissions Committee renders a decision after reviewing all applicable material. A personal interview with an applicant may be conducted. Provisional admission status may be granted under circumstances as deemed by the admissions committee. The School of Emergency Medical Services reserves the right to require such additional information, examinations, or reassurance as prescribed by the Admissions Committee.

Acceptance for admission is based on the individual's potential to complete the curriculum and availability of class openings. The admissions committee selects the best candidate who demonstrates a commitment to the educational process and aptitude for paramedic emergency medical service. Candidates are notified in writing of the decision of the admissions committee. One class is admitted per year.

Readmission

Students previously enrolled in a Conemaugh School of Emergency Medical Services, p ~~P~~program may be readmitted on an individual basis. If a student withdrew voluntarily, the student must meet all admission requirements. The student will indicatein writing the reason for voluntary withdrawal from the program previously and indicate the reasons why he/she desires readmission to the program. If a student withdrew from the programafter successfully completing a semester, the successful completed course work will be honoredfor a two year period and he/she will be permitted to enter the program where they exited after demonstrating competence in didactic and clinical skills to that point. After two years, the student course work will not be honored. If you have been involuntarily withdrawn from any Conemaugh School or Program due to violation of hospital policy, you are not permitted to applyor reapply to the program.

Academic Standing/Credits for Experience

There is no advanced standing for Registered Nurses in the Paramedic Program. Students or applicants, who do not meet the transfer or readmission policy, will not receive credit for other experiential learning he/she may have received.

Transfer

Students who wish to transfer from another Pennsylvania Emergency Medical Services Training Institute into the Conemaugh School of Emergency Medical Services Paramedic Program must meet all the entrance requirements. Transfer into the School of Emergency Medical Services can only occur at the beginning of a semester. Those who wish to transfer must have a recommendation letter from the former school indicating satisfactory progress in didactic and clinical experience. In addition to the letter, the transferring student must successfully complete a written and practical exam for proper placement in the curriculum of the Conemaugh School of Emergency Medical Services.

A student, who wishes to transfer from theConemaugh School of Emergency Medical Services to another Paramedic Training Institute, must submit in writing to the coordinator a request for program withdrawal and transfer. This request shall include the reason for said transfer, the name, address, phone number and contact person for the institute they wish to transfer to. It is the student's responsibility to present the School of Emergency Medical Services Coordinator with the required information the receiving institute requires.

Paramedic Curriculum Design

To prepare competent entry-level Paramedics in the cognitive (knowledge) psychomotor (skills) and affective (behavior) learning domains.

Semester I - August to December (16 weeks)		
Didactic Topics		Clinical Rotations
Emergency Medical Services Systems	Patient Assessment	
Workforce Safety and Wellness	Critical Thinking	OB/Labor
Public Health	Obstetrics	Psychiatric
Medical Legal	Gynecological Emergencies	Respiratory Care
Ethics	Neonate Care	Patient Assessment
Communications	Psychiatric Emergencies	IV Therapy
Documentation	Medication Administration	Field Team Member
Pathophysiology	Principles of Pharmacology	
Life Span Development		

Semester II - December to April (16 weeks)	
Didactic Topics	Clinical Rotations
Emergency Medications Airway Management Respiratory Emergencies Cardiovascular Emergencies Neurological Emergencies Eye, Ears, Nose and Throat Abdominal and Gastrointestinal Emergencies Genitourinary and Renal Emergencies Endocrine Emergencies Cardiac Arrest Management Hematologic Emergencies	Field Team member Emergency Department Critical Care / Cardiac Catheterization Lab Operating Room

Semester III - April to June (8 weeks)	
Didactic Topics	Clinical Rotations
Infectious Disease Toxicology Trauma Pediatric Geriatrics Patients with Special Needs	Field Team Member Emergency Department Clinical Enrichment

Semester IV - June to August (10 weeks)	
Didactic Topics	Clinical Rotations
Emergency Medical Services Operations ACLS, PALS, AMLS, PHTLS, EPC Enrichment	Field Internship (Team Leader)

Paramedic Curriculum Description

Preparatory – 44 hours
The preparatory section of the course covers the following topics. Emergency Medical Services Systems, Workforce Safety and Wellness, Public Health, Medical Legal, Ethics, Communications, Documentation, Medical Terminology, Reading Research

Airway Management & Ventilation – 16 hours
This section covers airway management from manual airway through advanced airway management.

Patient Assessment – 36 hours
This module covers the following topics: History taking, Physical Exam Techniques, Patient Assessment, Critical Thinking and Clinical Decision Making, Pathophysiology, Life Span.

Trauma – 32 hours
This module covers the following topics: Trauma Systems and Mechanism of Injury, Bleeding, Soft tissue trauma, Burns, Face and Neck Trauma, Head and Spine Trauma, Chest Trauma, Abdominal and Genitourinary trauma, Orthopedic Trauma, and Environmental Emergencies.

Medical – 191 hours
This module covers the following topics: Respiratory, Cardiovascular, 12 Lead EKG Neurologic Emergencies, Disease of the Eyes, Ears, Nose and Throat, Abdominal, Gastrointestinal, Genitourinary, Renal, Gynecologic, Obstetric, Endocrine, Hematologic, Immunologic, infectious, Toxicology and Psychiatric Emergencies.

Special Patient Populations – 40 hours
This module covers the following topics: neonatal Care, Pediatric, Geriatric and Patients with Special Challenges.

Shock and Resuscitation – 12 hours
This module covers the following: Assessment based management approach, Management of Cardiac Arrests, Management and Resuscitation of the Critical Patient.

Operations – 34 hours
Covers the following topics: Transport Operations, Incident Management, Mass Casualty Incidents, Vehicle Extrication and Special Rescue, Hazardous Materials, Terrorism, Disaster Response, and Crime Scene Awareness.

Pre-Hospital Trauma Life Support – Included with Trauma
This course is designed to provide prehospital care provider with a specific body of knowledge related to prehospital assessment and care of the adult and pediatric trauma patient.

Pediatric Advanced Life Support and Emergency Pediatric Care – Included with Special Populations
These courses give the prehospital provided the educations, skills and confidence needed to effectively treat pediatric patients.

Advanced Cardiac Life Support – Included with Medical
This course will prepare the student to manage a cardiac emergency and manage a cardiac arrest.

Clinical – 405 hours
The clinical rotation allows the student to go into the hospital and other healthcare environmentsto see what happens after patient care is transferred from Emergency Medical Services.

This allows the student to utilize their skills while in a more controlled environment. Clinical areas include Emergency Department, Trauma, Intensive Care Unit, Telemetry, Psychiatric, OR, NICU, Ambulance Services, Cardiac Catheterization Lab and Respiratory Care. The Enrichment area is where students participate in any of the sections to complete all their goals.

Field Internship – 220 hours
At the completion of the third semester, successful students are assigned a particular ambulance service and are evaluated as a probationary paramedic. Although the student is not an actual paramedic, they are with at least one experienced paramedic preceptor and the student is in charge of the call and the preceptor evaluates the student's performance to identify and weakness that may require remediation.

EMT Curriculum Description

Preparatory – 38hrs
This section covers the following topics. Emergency Medical Services Systems, Workforce Safety and Wellness, Medical Legal, Ethics, Communications, Documentation, Lifting and Moving, the Human Body and Life Span Development.

Patient Assessment – 22hrs
This section covers the aspects of Patient Assessment including scene size up, triage, obtaining vital signs, and patient histories.

Airway and breathing – 18hrs
This section covers the basic of Airway Management, and Respiratory Emergencies.

Cardiovascular – 28hrs
This section covers the following topics: Principles of Pharmacology, Basic Life Support resuscitation and management. Pit Crew CPR, and Cardiovascular Emergencies.

Medical – 38hrs
This section covers the following topics: Shock, Neurological Emergencies, Gastrointestinal and Urologic Emergencies, Endocrine and Hematologic Emergencies, Immunologic Emergencies, Toxicology, Psychiatric Emergencies and Environmental Emergencies

Trauma – 24hrs
This section covers the following topics: Mechanism of Injury, Bleeding, Soft-Tissue Injuries, Face and neck Injuries, Head and Spine Injuries, Chest Injuries, Abdominal and Genitourinary Injuries, and Orthopedic Injuries.

Special Populations – 16hrs
This section covers the following topics: Gynecological Emergencies, Obstetrics and Neonatal Care, Pediatric Emergencies, Geriatric Emergencies, Patients with Special Challenges.

EMS Operations – 16hrs
This section covers the following topics: Transport Operations, Vehicle Extrication and Special Rescue, Incident Management, Hazardous Materials Awareness Level, Terrorism Response and Disaster Management.

EMT Readiness (optional) – 24hrs
The section provides the EMT student with an option to obtain additional education that may be required for employment. Courses include: ACLS for the EMT, and Emergency Vehicle Operators Course.

Clinical Rotation – 12hrs
Students will rotate through the hospital emergency room to assess a minimum of 10 patients.

Field Rotation – 32hrs
Students will rotate through a Pennsylvania Licensed BLS/ALS EMS Service to serve as an involved team member for 10 calls.

ADA Accommodations

Conemaugh School of Emergency Medical Services does not deny a disabled applicant admission without considering requests for measures to accommodate that prospective student's disability. Reasonable considerations of the educational and safety needs of the student and safety needs of patients are assessed. The process of providing accommodations to disabled students will include, but not limit to, medical determination of the disability. The individual will be required to submit a written statement from their personal physician describing the disability and outlining the abilities and limitations expected in relation to the performance of Emergency Medical Services functions and the educational requirements. The student may be referred for additional professional evaluation. Information in the type of necessary accommodations could be gathered from the individual, medical experts and educational/vocational experts. Final determination of the feasibility of the accommodation will be based on patient safety features and level of undue burden and maintenance of the fundamental nature of the educational service provided by the School. The following is in accordance with the American Disabilities Act.

Disability - a) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; b) record of such an impairment; or c) being regarded as having such an impairment.

Impairment – includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the major body systems, or any mental or psychological disorder, such as mental illness or retardation, or learning disabilities.

Major Life Activities - include functions as caring for oneself, walking, seeing, hearing, breathing, speaking, and working.

Eligibility for Clinical Privileges

If you are not eligible for hire or rehire in the Conemaugh Health System, you are ineligible to complete clinical practicum experiences in our organization. This prevents acceptance into the program. Inability to engage in clinical experiences to meet course outcomes will result in involuntary program withdrawal of those currently enrolled. For non-Conemaugh Health System sites, students must meet the requirements of all partnership agreements of planned clinical learning experiences to meet courses outcomes.
Any student, or instructor enrolled or teaching in any must disclose any criminal charges to the administration of the school within 7 days of the charges being filed.

Clinical Rotation

The clinical rotation provides students with an opportunity to reinforcement skills taughtin the didactic and clinical lab components through practice in clinical areas of approved health care facilities and Emergency Medical Services. All clinical experiences will be under the supervision of a designated preceptor. Each student is responsible for using the software tool FISDAP for scheduling rotations. The School of Emergency Medical Services has agreements with hospitals in Bedford, Blair, Cambria, Huntington, Fulton, Clearfield, Centre and Somerset counties. Additional facility requests may be initiated for clinical learning experiences. Students may request a specific Emergency Medical Service, however, approval of that service is determined by the School of Emergency Medical Services Coordinator and Medical Director.

Academic Policies and Promotion

Students advance through the program by meeting standards of academic achievement, attendance, professional behavior, financial obligations and program requirements. Progression in the curriculum does not occur until all course requirements are fulfilled in the time frame established by the faculty. Promotion is based on:

1. Achieving a final minimum theory grade and clinical grade as described in each programs Student Handbook.
2. Complying with all rules and regulations outlined in the Allied Health Policy Manual, Memorial Medical Center and or other facility policy manuals, Emergency Medical Services Student handbook, PA Dept. of Health Personnel Manual, NHTSA EMS Educational Standards, and eligibility requirements for testing at the State and National Registry Examination.
3. Satisfactory completion of all clinical requirements set forth in each clinical rotation.

4. Maintaining satisfactory performance in previously learned clinical competencies.

5. Paramedic Students must maintain PA State EMT and CPR Certification as outlined in Title 28 Health and Safety Rules and Regulation during enrollment in the program.

6. EMT Students must possess a valid CPR certification prior to clinical and field rotations.

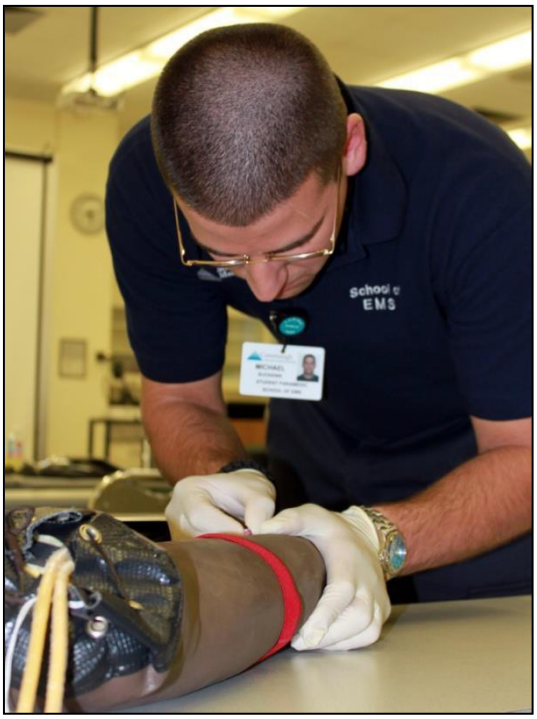
Grading System

Conemaugh School of Emergency Medical Services utilizes the following grading criteria:

Percentage	Letter Grade	Status
90 - 100	A	Excellent
80 - 89	B	Above Average
	P	Pass
	W	Withdrawal
	I	Incomplete
	S	Satisfactory
	U	Unsatisfactory

Withdrawal

Withdrawal refers to the non-completion of the program. Upon withdrawal, students must return hospital ID, library materials, parking permit, and any other School/ Hospital owned property. Arrangements must be made to meet financial obligations.



Voluntary Withdrawal (Resignation)

A student who plans to withdraw from the program must make an appointment to discuss his/her intentions with the Program Director or Program Coordinator. After this meeting, the student has one week to submit a letter verifying the voluntary withdrawal and reason. The documented withdrawal date is identified as the last day of attendance on the academic transcript.

Involuntary Withdrawal (Dismissal)

If the faculty deem that a student does not meet the standards necessary for successful performance as a paramedic or EMT, involuntary termination may be required. Tuition is not refunded.Reasons for withdrawal are:

1. Unsatisfactory performance in theory or clinical practicum.
2. Failure to meet course and program requirements.
3. Abusive treatment of patients.
4. Conduct and appearance which is considered improper or inappropriate as a representative of the School.
5. Uncivil behavior to others.
6. Use of alcoholic beverages on hospital property or reporting to school, clinical or field rotation under the influence.
7. Possession, sale or use of a controlled substance other than a prescribed medication by a physician.
8. Unauthorized release of confidential information.
9. Theft from hospital employees, patients or anyone on hospital property.
10. Falsifying program applications.
11. Abuse of hospital equipment, including careless or intentional damage to hospital property.
12. Any gross negligent, careless or willful act that may result in personal injury, patient injury or damage to hospital property.
13. Violation of academic integrity.
14. Willful disregard of policies including CDC and OSHA guidelines regarding blood borne pathogens and universal/standard precautions.
15. Violation of hospital rules, standards, and regulations.
16. Non-fulfillment of financial obligations.
17. Non-attendance.

Repeating Courses

A student who repeats a course will have both grades identified on the academic transcript of the program. The last grade earned will be the grade used in computing their grade point average. The faculty can recommend or require that a student repeat a course if there is evidence of knowledge or performance deficiency in previous course content. Since courses are composedof theory and clinical practicum, both components must be repeated. Current tuition and fees are charged for repeating a course.

Probation

The intent of probationary status is to assist the student toward improved performance. Students are encouraged to take advantage of tutorial sessions, additional learning opportunities, and computer resources toward improving performance.

Students may be placed on probation if he/she:

1. Is tardy by 10 minutes or more and without notifying the clinical site and coordinator for more than three scheduled shifts.

2. Fails to report off for a scheduled shift less than one hour prior to the start of that shift.

3. Fails to schedule make up shifts for days he / she has missed.

4. Receives an “Unsatisfactory” score, in a clinical rotation, of less than 3 at the midway point through a particular rotation.

Students who are on clinical probation will remain on clinical probation until the end of the following clinical rotation. At the end of the following rotation, if the student has failed to achieve the learning objectives of each of the two clinical rotations or has violated one of the previous four rules, the student is involuntarily withdrawn from the program. If a student completes the following rotation by meeting all the learning objectives and has not violated any rules, the student will be removed from probation. If a student is placed on probation 3 times during the year, the student will be dismissed from the program. Students may be placed on academic probation if they fail to maintain the grade average identified in respective Student Guide at the end of each semester. If a student who is on probation fails to improve their grade to the grade identified in the respective Student Guide, the student will be dismissed from the program and receive a failing grade. A student is removed from academic probation if in the following quarter their theory grade average identified in respective Student Guide. Probationary status may also apply to absenteeism, conduct and unprofessional behavior.

Placement Assistance

Every effort is made to help place students/graduates in the job market. The recruiter in the School of Nursing provides individual guidance regarding cover letter, resume, writing and interviewing skills. As the School becomes aware of job opportunities, the student/graduates are informed. References addressing job opportunities are available via the Internet in the Health Sciences Library.

Advisory Committee

The School of Emergency Medical Services Advisory Committee consists of individuals who representative our communities of interest including, but not limited to: Students, graduates, physicians, employers, governmental officials, fire service, the public, hospital/clinical representatives, faculty, medical director, program director, sponsor administration and regional EMS council. The committee meets yearly to discuss the expectations of the program and its graduates. When improvements are identified that affect clinical or academic skills, the committee makes recommendations for action. The committee also serves as the admissions committee for the paramedic program

Grievance

A grievance must be initiated within 5 school days. A copy of the policy is available in the Allied Health Policy Handbook. The handbook is given to the student the first day of class by the program coordinator. The decision rendered concerning the grievance is final.

Didactic Attendance

Students are expected to attend and be punctual for all classes. Absenteeism may affect grades and could result in academic failure. In the event of unavoidable absence, the student is responsible for information presented in class. Appointments should not be made during scheduled course activities, school functions or class meetings. If an unavoidable absence is required, prior arrangements should be made with the program coordinator. Makeup work for an excused absence must be completed within the time frame established by the program coordinator. Students who miss more than 10% of didactic/classroom will be removed from the program. Reporting absence for classroom theory is mandatory.

Quality Assurance/Improvement

Quality Assurance and Quality Improvement for the School of Emergency Medical Services is done by complying with the Conemaugh Memorial Medical Center Quality Assurance Policy. The School of Emergency Medical Services actively participates as a member of the Education Council of Memorial Medical Center. The Education Council is a team of representatives from the Allied Health Schools and the Director of Education Programs. The Education Council reviews all policies, procedures, and curriculum related to the Allied Health Schools and School Of Nursing. The Council makes quality improvements in each program to assure the student receives a quality education and the public will receive competent Health Professionals. The Education Council meets on a monthly basis. All the representatives share ideas and develop ways to improve the quality of the schools.

Clinical Attendance

Assigned time for clinical experience is necessary for students to demonstrate application of classroom and lab theory, to develop skills and judgment, and to give instructors the opportunity to evaluate achievement in accomplishing course objectives. Twenty percent (20%) or more of clinical hours missed per course is reasonfor dismissal. In the event of a labor dispute in the clinical setting, it may be required that lost clinical time be made up. Reporting absence or tardiness for all scheduled clinical practicum is required. The procedure is to notify the contact person of the clinical area a minimum of one (1) hour prior to the scheduled clinical experience. Students must also notify the School of absences. Failure to notify in a timely manner will result in forfeiture of clinical experiences. It is the student's responsibility to contact the program coordinator the day that they return from their absence. Funeral time is allotted in the case of death of the immediate family (spouse, parent, sister, brother, children, parent-in-law, son or daughter-in-law, stepmother, stepfather, stepchild, stepsister, stepbrother or any relative living with the student).Also included is aunt, uncle, first cousin, niece, nephew, brother or sister-in-law, grandparent, grandchild, step-grand-parent, step-grandchild, or ex-in-law. Makeup time will be planned for clinical absence. The Program Coordinator will assist in make-up schedules for those times a student contacts the school in a timely manner. If the student fails to report off, it is now the student's responsibility to schedule make up time. Make up time is not available for a VA sponsored student.

Counseling

Counseling is defined as the confidential and mutual exchange of ideas, opinions and advice resulting from discussion, deliberation and the formation of a helping relationship. Academic and professional counseling is the responsibility of the program coordinator. Counseling will be conducted in accord with student needs and or instructor\ observations. Counseling may also be directed to the Director, School of Nursing. Referrals and consultations are made to the Student Health Nurse as necessary and the Student Health Nurse may make referrals to local agencies to assist the student. Time management, study skills, test taking skills and resume writing are provided by the School of Nursing recruiter.

Educational Facility

Conemaugh School of Emergency Medical Services is located in Conemaugh Memorial Medical Center's Education Building. The Education Building is home to Conemaugh School of Nursing and Conemaugh Allied Health Schools including the School of Emergency Medical Services. It is also the place where Health Professionals gather to gain knowledge through continuing education classes such as Advanced Cardiac Life Support, Pre-Hospital Trauma Life Support, Neonatal Resuscitation, CPR, and Pediatric Education for Prehospital Professionals and Quarterly Emergency Medical Services Skill Lab. The Education Building offers classroom facilities to accommodate a class as small as 15 to as large as 70. The facility also houses the Heath Sciences Library. The library archives Medical Journals and Books that relate to almost all aspects of the Medical Field.

Male and female locker rooms allow privacy for changing clothes. Lockers are provided for each student. Students provide their own locks and are responsible for personal possessions. Secure student mailboxes are utilized for school correspondence

Dress and Attire

- Students are to be groomed neatly and demonstrate proper hygiene at all times.
- In the clinical field and classroom setting, students will wear dark blue dress slacks and a Conemaugh School of Emergency Medical Services polo shirt.
- Shoes are expected to be clean and professional.
- Students are provided with photo IDs that are to be worn while functioning as a paramedic or EMT student. These IDs are not to be cluttered or mutilated in any way. The photo identificationbadge is worn with the picture side visible near the neckline on the outermost layer of clothing.
- Hair is to be clean and neatly groomed, appropriately styled and colored. Long hair is to be pinned neatly or held secure down the back. Hair should not fall forward when providing patient care.
- Men must be clean-shaven, mustaches and beards are to be neatly trimmed.
- Make–up and jewelry is to be conservative. Due to an infection control hazard, no nail polish, acrylic nails or glue on nails or nail ornamentation may be worn.
- At the discretion of the instructor/assigned staff, extremes in appearance or in attire will result in student dismissal from the learning activity.
- The School of Emergency Medical Services expects all students to dress and act professional at all time.
- During all clinical and field rotations Standard Precautions are to be used.

Books and Meals

Once a student has been accepted into the program, he/she will receive a list of books that are required for the program. The list will include various ways of receiving the books. Meals are the responsibility of the student. Students have access to the same facilities as employees in the hospital (i.e., Crossroads Café and vending machines). There are several restaurants located in the area around the hospital.

Health and Well-Being

Conemaugh promotes health and wellbeing and adheres to the provision of a drug-free, smoke-free environment. It is Conemaugh's policy that students be physically and mentally fit. All students should possess health insurance. Physical and mental health services are available. When there is a charge for such services, the student's health insurance carrier is billed. If the student does not have health insurance, the student is billed. In compliance with the requirements of the Drug-Free Schools and Communities Act Amendment of 1989, Conemaugh prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. This Substance Abuse Policy is in effect throughout Conemaugh and this policy is distributed yearly to all students. Annual educational sessions on substance abuse are presented. If substance abuse is suspected or documented, Conemaugh's substance Abuse Policy is implemented and a drug and alcohol screening/testing is completed as deemed appropriate. Confidentiality is maintained. Legal sanctions, under the Controlled Substance, Drug, Device and Cosmetic Act or comparative legislation may include probation, fines or imprisonment. Memorial Medical Center is a tobacco-free campus. Periodic dental care and exam, eye care, orthopedic appliances and care related to pregnancy are the responsibility of the student or the student's family. In the event of illness, the student is to secure care from a physician of choice at personal expense. Certification of care by the physician should be submitted to the Student Health Nurse.

Health Insurance

It is strongly recommended that each student purchase a health insurance policy. Expense of medical care and hospitalization is the student's responsibility

Graduation

A certificate of completion is awarded to each student who successfully fulfills all academic and clinical requirements of the program. An exit interview is held with the program coordinator at program completion. A graduation ceremony is held and the student is expected to attend. Professional image standards are upheld for the graduation ceremony. All outstanding debts must be paid and all hospital property, library materials and ID badge are to be returned before the certificate of completion is granted. Conemaugh School of Emergency Medical Services graduates are encouraged to be active in regional and national professional associations.

Certification

Upon successful completion, the graduate will be eligible to take the respective National Registry Computer Adaptive and Practical Exam, the current evaluation mechanism for the PA Department of Health. Testing eligibility and process is done in accordance with the National Registry and the PA Department of Health.

Employment Potential

It has been our experience that graduates who actively sought employment as an EMT or an EMT-Paramedic were able to procure it. EMT and EMT-P shortages exist in many areas of Pennsylvania and the United States. School of Emergency Medical Services posts and distributes employment information to aid in securement of employment. The median salary in the United States for an EMT Paramedic is $49,500 (19,710-51,370), US Bureau of Labor Statistics, March 2023. https://www.bls.gov/oes/current/oes292043.htm

Tuition and Fees

Information regarding current tuition and fees is available on the school website (www.conemaugh.org/education) and at the Student Financial Services Office. Tuition, fees, and expenses are published each academic year on an estimated basis and are subject to change.

All students will be charged per credit for tuition and comprehensive fees each semester. The comprehensive fees will be charged to all students enrolling in credit courses. This fee supports the services provided to students and covers expenses related to health, testing, skills/sim lab, activities, etc.

Payment of Tuition and Fees

Students become responsible for tuition and fees at the time of registration. All financial arrangements for tuition and fees must be made on or before the tuition due date for each semester or registration may be cancelled. Students are billed by semester for all enrolled courses. Payment is due two weeks prior to the first day of each semester.

Students must have one of the following payment methods in place by the tuition due date each semester:

Payment of Balance in Full

The school accepts cash, check, money orders, and credit/debit payments. Payments may be mailed to the school or at the Student Financial Services Office during regular business hours. Payments are not accepted over the phone.

Payment Plan

Successful enrollment in a payment plan requires a completed agreement, payment of a $25.00 enrollment fee, and payment of the first month's payment. Additional information regarding the payment plan may be obtained through the Student Financial Services Office.

Third Party Payments

The Paramedic / EMT program is not eligible for financial aid. However, students may be funded through a third party. Students whose tuition and fees are funded through a third party, such asa business or agency, must have written documentation from the third party submitted to the Student Financial Services Office upon registration or by the tuition due date.

Student Financial Obligations

Students are responsible for payment of tuition and fees for the courses that they are enrolled in each semester. Failure to satisfactorily attend or complete courses does not absolve a student from his or her financial obligations for those courses.

A $25 late fee is assessed to an account not paid by the due date. Additional late fees are charged in 30 day increments if balances remain unpaid. The late fees process also applies to students on a payment plan who are not meeting the payment schedule.

Students with outstanding financial obligations will have a hold on their account and may not be permitted to advance in the program, receive official transcripts or grades, or participate in graduation until the hold is cleared. At the discretion of School Administration, students may also be prevented from attending class and clinical.

The Student Financial Services Office makes every attempt to contact each student to arrange satisfactory payment of the outstanding amount. If all efforts have been exhausted and the debt is still outstanding, the unpaid account is referred to a private collection agency based on the outstanding balance and the delinquency is attached to his or her credit report.

CMMC INSTITUTIONAL REFUND POLICY

Students who withdraw from a Conemaugh program may be entitled to a tuition and fee refund. Tuition and fee refunds for courses taken at Conemaugh are subject to a scale based on period of attendance. The last date of attendance is determined according to the federal regulations by the Program Director of the student's program.

If a student withdraws from a modular semester (terms within a semester) and does not begin attendance in a course in the second term, then the tuition charges for that course will be removed from the account.

The institutional refund calculation applies to both the tuition and fees charged for the semester. Fees that are not attendance related, such as payment plan, late, application, and registration fees are non-refundable and the institutional refund calculation does not apply to these types of fees.

The refund schedule is based on weeks of attendance. For refund purposes, a week begins on the Monday at the start of the semester's first scheduled classes.

Withdrawal within first week	100% refund
Withdrawal within second week	80% refund
Withdrawal within third week	60% refund
Withdrawal within fourth week	40% refund
Withdrawal within fifth week	no refund

The institutional refund policy is applicable to Conemaugh courses that are billed by Conemaugh. General education courses through another institution s will be subject to that institution's refund policy.

Student Financial Services Office Contact Information

The Student Financial Services Office handles all financial aid for applicable programs, bursar/billing functions, enrollment verification, and student account services. The office is located in the education building (F building) and the administrators can be reached at 814-534-9890 or 814-534-3402.

Accreditation

Conemaugh School of Emergency Medical Services is accredited by the Pennsylvania Department of Health and Division of Emergency Medical Services. As an Advanced Life Support Training Institute and Continuing Education Sponsor site, Conemaugh School of Emergency Medical Services is accredited by the Commission on Accreditation of Allied Health Education Programs. Upon the recommendation of the committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Accredited by:

State Accredited by the:
Commonwealth of Pennsylvania, Bureau of EMS, 625 Forester St. Harrisburg, PA 17120 Phone: 717-787-8740 Fax: 717-772-0910
http://www.portal.state.pa.us/portal/server.pt/community/emergency_medical_services/14138

Upon the recommendation of the:
Southern Alleghenies EMS Council, 3013 Beale Ave. Suite B101. Altoona, PA 16601 Phone 814-201-2265 Fax: 814-201-2429
www.saems.com

Nationally Accredited By:
Commission on Accreditation of Allied Health Education Programs, 9355 – 113th St. N, #7709 Seminole, FL 33775; Phone: 727-210-2350 Fax: 727-210-2354
www.caahep.org

Upon the recommendation of the:
Commission on Accreditation of EMS Education Programs. 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 Fax 214-703-8992 www.coaemsp.org

Conemaugh Health System is required by U.S. Department of Education regulations

to provideits students and prospective students with contact information for any relevant state official or agency that would appropriately handle a student's complaint about Conemaugh's education programs. Students are encouraged to utilize Conemaugh's internal complaint policies and procedures prior to filing a complaint with the Commonwealth of Pennsylvania. If a concern cannot be addressed through internal processes, students or prospective students may file a complaint with the Pennsylvania Attorney General's Bureau of Consumer Protection (16th Floor, Strawberry Square, Harrisburg, PA 17120).

Information about the Bureau of Consumer Protection's process for submitting consumercomplaints can be found at www.attorneygeneral.gov or by calling 800-441-2555.