

West Queens Emergency Medical Training Institute

EMS Certification Course

Policies and Procedures



Revised August 26, 2014

General Information

Revision of Policy and Procedure Manual

The West Queens Emergency Medical Training Institute reserves the right to revise any and, or all content contained within this manual without prior notice to students as the needs of our courses and institution change. Students will be informed of these changes in writing as they occur.

Information Not Contained Within This Manual

Any concerns not addressed within this manual shall be addressed to the class instructor coordinator or the Sponsor's Administrator of WQEMTI.

General Definitions

When contained within this document:

"Applicant" shall refer to an individual who has applied for admission to a program of study offered by The West Queens Emergency Medical Training Institute.

"BEMS" shall refer to the New York State Department of Health Bureau of Emergency medical Services.

"CIC" shall refer to the New York State Certified Instructor Coordinator of record for a particular course.

"DOH" shall refer to the New York State Department of Health.

"Instructor Coordinator" shall refer to the New York State Certified Instructor Coordinator of record for a particular course.

"Student" shall refer to a person enrolled in a program of study provided by The West Queens Emergency Medical Training Institute.

"NYS" shall refer to New York State

"Revise" (or "Revision") shall collectively refer to one or more of the following:

revise, change, add to, addition, and/or remove from (or delete), make corrections to, edit, move, copy, update, and/or modify.

"WQEMTI" shall refer to The West Queens Volunteer Ambulance Association d/b/a The West Queens Emergency Medical Training Institute.

Key Points of Contact

Role	Name	Phone	Email
Course CIC			
Course Sponsor's Administrator	Brenda Morrissey	516-498-7358	administrator@wqemti.org
Medical Director			

Introduction

Welcome to the West Queens Emergency Medical Training Institute!

Course Goals and Objectives

It is the goal of the West Queens Emergency Medical Training Institute (WQEMTI) to educate competent and compassionate pre-hospital providers to serve their communities in career and volunteer positions throughout New York State. Upon successful completion of their course of study, the graduate of the West Queens Emergency Medical Training Institute's emergency medical services educational programs will have demonstrated a minimum competency in all didactic material and practical skills required for their level of certification as specified by the New York State Department of Health and the United States Department of Transportation.

Statement of Non-Discrimination

The West Queens Emergency Medical Training Institute is committed to educating a highly qualified student body that reflects the diversity of New York. All applicants will receive consideration without regard to sex, age, political affiliation, non-disqualifying physical handicap, sexual orientation, race, religion, color, national origin, disability, marriage status, status as a disabled or Vietnam-era veteran or any other non-merit factor.

Admissions Criteria

In order to be considered for admission into one of WQEMTI's programs, students must meet the following requirements:

1. Candidates must be at least eighteen (18) years of age (16 years of age for CFR/EMR) by the last day of the month in which the New York State certifying examination is scheduled.
2. Candidates must be of sound mind and good moral character.
3. Candidates must be able to fulfill the qualifications for the level of certification they are seeking as specified in the NYS DOH Policy Statement 00-10: The Functional Job Description of the EMT-B/AEMT (Appendix A of this manual).
4. Candidate must not hold any criminal convictions which would preclude them from obtaining certification in New York State.
5. Refresher students must have previously held NYS certification at, or above the level of refresher in which they are enrolling.

Criminal Convictions

Previous criminal convictions do not necessarily preclude an individual from obtaining and, or holding emergency medical certification in New York State. Those who are currently being charged with and, or holding previous criminal convictions should refer to NYS DOH policy statement 02-02 (Appendix B of this manual), and follow the procedures contained within to determine their eligibility for New York State Certification.

Course Fees and Payment

Tuition Schedule

Tuition for WQEMTI's courses are specified in the table below.

Certified First Responder (Original)	\$400
Certified First Responder (Refresher)	\$150
Emergency Medical Technician-Basic (Original)	\$800
Emergency Medical Technician-Basic (Refresher)	\$400

Fee Schedule

In addition to the course tuition, the following items will be charged to all students participating in the specified programs:

Item	Required For	Amount
Uniform Shirt	EMT Basic-Original	\$25
CPR Certification Fee	All Students	\$25
Personal Malpractice Insurance	EMT Basic- Original	\$25

State Funding

Whether or not a particular course will be accepting NYS reimbursement vouchers will be stated in that course's announcement. In the event that a student attending a course on NYS voucher fails to successfully complete that course or to obtain NYS certification at the level of the course they completed within one (1) year of course completion, he/she will become personally responsible for remitting to WQEMTI the full tuition (specified above) within 30 days from separation or resignation from the program, or 395 days from their date of course completion if unable to pass the NYS certifying examination.

Payment

Recognizing the financial burden that course tuition may place upon a student, WQEMTI offers upfront payment as well as a payment plan option:

Upfront Payment

A student may choose to pay the entirety of the course tuition on or before the first class session

Payment Plan

1. 50% of course tuition is due by the date of the first class session.
2. The remaining 50% is due by the date of the course midterm, payable in installments up until the midterm date.
3. In the event that a student fails to remit the remaining balance due to WQEMTI by the date of the course midterm, that student shall be separated from the program, any and all monies owed shall become immediately due.

Tuition Refund Schedule

If the student withdraws by	Percentage of tuition refunded
Prior to the first class session	100% less \$50.00 administrative fee
From the first class session to the third class session	75% less \$50.00 administrative fee
After the third class session or if dismissed	There will be no refund of tuition

Attendance Policies

Lateness

Lateness is defined as arrival at class more than ten and less than thirty minutes after the scheduled session start time or arriving at any point after a schedule return from a break period. Each lateness will count as ½ a course absence.

Absence

An absence is defined as any student who arrives for class 30 minutes or greater after class is scheduled to begin or who fails to be present for a class session. It is understood that illness and unforeseen circumstances may occur forcing a student to miss class sessions, however, cumulative absences may not total more than 10% of the program. Students exceeding these percentages will be separated from the program. Students failing to sign in or out in the attendance log shall be assessed an absence for that session. In the event of an absence, whether excused or unexcused, the student may be given an assignment by their instructor coordinator to demonstrate competency in the material. It is the student's responsibility to make up all material covered in a missed session, as well as all missed exams. Students should be prepared to take any missed exams their first session returning to the course.

Early Dismissal

Students are required to remain in class until dismissed by their instructor coordinator. In the event that a student needs to leave class early they shall notify their instructor coordinator at the start of the class session or at the earliest possible time. Students leaving less than 30 minutes before the session is scheduled to conclude shall be assessed a program lateness. Students who leave more than 30 minutes before class is scheduled to conclude will be assessed a session absence.

Self-Dismissal

Students having to leave early from class shall follow the above early dismissal procedure. In the event that a student leaves class early without notifying their instructor coordinator or fails to follow the above procedure, this shall constitute a self-dismissal. Two occurrences of self-dismissal will result in dismissal from the program.

Student Withdrawal

Any student who wishes to withdraw from a program must do so in writing with their reason(s) for withdrawal contained within. This document must be submitted to their Instructor Coordinator as soon as possible. The date upon which the instructor coordinator receives this written notice of withdrawal will be considered the official date of student withdrawal from the program and will be used to calculate any tuition refund (specified on page 5).

Emergency Closing

In the event of severe inclement weather or other emergency, classes may need to be canceled. In the event that any classes are canceled, a message stating such shall be left on WQEMTI's web page, www.wqemti.org. In addition, students should check their email for any messages from WQEMTI stating such. Students should be reminded however, that as emergency responders they will be both required and expected to arrive punctually at their place of employment and, or to respond to emergency scenes regardless of weather conditions. WQEMTI will take this into consideration when choosing whether or not to cancel class, however, at no point in time will WQEMTI knowingly jeopardize the safety of our students. When a class session is canceled, a make-up session will be arranged by the Instructor Coordinator.

Refresher Student Requirements

Refresher students will be required to attend the first eight sessions of their refresher program, consisting of National Standards Updates (16 hours), CPR Recertification, and the challenge written and challenge practical exams. Refresher students may be required to attend additional sessions depending on the outcome of the written and practical challenge exams, as presented in their learning contract.

Academic Policies

Testing and Averages

Ongoing evaluation of a student's academic performance is an integral part of all of WQEMTI's educational programs.

1. Testing will consist of quizzes and several section examinations consisting of division finals, a course midterm and a course final exam.
2. The passing grade on all quizzes and examinations (except AHA, specialty programs, and take-home quizzes) is 75%. Each student must maintain a cumulative average of 75%. AHA and specialty programs are not calculated into a student's average. Homework assignments may qualify as a quiz when calculated into a student's average.
3. Students must make up missed exams at the first session after the exam missed.
4. Students may re-take one major exam for improved score at the discretion of the course certified instructor coordinator. There will be no re-takes on midterm and final examinations.
5. Additional work (i.e. group work, presentations, etc.) and student participation may be included in the grade by the course certified instructor coordinator, provided a rubric for how these will be included in the average is given to all students.

Required Self-Study

All students in WQEMTI programs will be required to complete and provide proof of completion of the following self-study courses. These courses are available online:

- ICS 100
- ICS 200
- ICS 700
- Introduction to Hazardous Materials (IS5)
- Weapons of Mass Destruction Awareness

Practical Skills Performance and Evaluation

Skill sessions provide the student with the opportunity to develop the psychomotor skills of a pre-hospital practitioner. Through practical skills sessions, the student is able to integrate the didactic material and psychomotor skills that have been learned into a simulated patient care situation.

Throughout the duration of the programs, practical skills will be evaluated through formal practical skills examinations. If a student chooses, and with permission of the instructor coordinator and, or practical skills coordinator, they may test out of the practical station earlier in the division. A student who tests out of any practical station must still attend all practical skill sessions. Students who fail any practical station will be allowed to re-take that station. A maximum of two practical stations can be re-taken. Failure of a third station or failure of a re-take may result in separation from the program.

Physical and Learning Disabilities

For our faculty to address any student physical and/or learning disabilities, the student must notify their course certified instructor coordinator at the beginning of the program of any special needs that they may have. Student will be required to provide recent supporting documentation of the disability so that the individual student's needs can be best addressed and provided for by the program. All disclosures will be kept strictly confidential.

Student Learning Contract-Original and Refresher Students

Student progress will be tracked and evaluated throughout the course. Quiz and exam results, as well as evaluation of practical skills will be used to monitor student progress, and determine areas of study where the student may be required to improve. Those areas will be defined to the student by the Instructor Coordinator, along with suggested reading and possible written assignments, which must be completed. In the area of practical skills, the Program Skills Coordinator will suggest appropriate remediation. All suggested remediation will be presented in written form as a Student Learning Contract signed by the student, the instructor coordinator, and the practical skills coordinator. All mandated remediation requirements must be fulfilled as a requisite to completing the program. Any violation of a learning contract will result in a course failure. A copy of the Student Learning Contract will be maintained in the student file

Academic Integrity and Student Conduct

Academic Integrity

The Academic Integrity and Ethical Standards of The West Queens Emergency Medical Training Institute are to be upheld by all participants. Any student suspected of academic dishonesty or assisting another student in such will be reported to the instructor coordinator and the Sponsor's Administrator of WQEMTI. A meeting will be arranged consisting of the accused, Sponsor's Administrator of WQEMTI, the Instructor Coordinator of the program, any of the proctor(s) of the exam, and any other witnesses. The evidence of cheating will be presented to those in attendance by the exam proctor. The student will be allowed an opportunity to rebut any allegation of cheating. If the allegation is substantiated, the individual(s) may be separated from the program. If a student is to be separated from the program, the Medical Director will be consulted. Academic dishonesty may also be reported to the New York State Department of Health Bureau of EMS depending on the nature of the occurrence.

Student Conduct

Pre-hospital practitioners are governed by the highest standards of professional conduct and ethics. Furthermore, the manner in which a student conducts themselves is a direct reflection upon themselves, their classmates and WQEMTI.

Students shall conduct themselves in a manner consistent with these high standards, whether in class, at a rotation site, or at any other time while enrolled in a program offered by WQEMTI.

Students shall:

1. Arrive to class on time, in acceptable attire, with all required books and equipment for the session
2. Be attentive and participate in the course. Students may not use class time for reading outside materials, personal conversations, or personal use of cell phones or other media devices.
3. Maintain the cleanliness of facilities used for the course as directed by WQEMTI Staff.
4. Respect host agency requirements for students (i.e. parking, entry/exit doors, etc.)

Any breach of these standards will not be tolerated. A violation may result in the immediate separation from a program and possible notification to the Department of Health, law enforcement, and, or any other appropriate agency. Violations include, but are not limited to:

1. Plagiarism, cheating, unauthorized copying of exam materials, fraud or falsification of records
2. Property destruction, vandalism or theft
3. Altercations (verbal or physical), disrespectful behavior, harassment or sexual harassment
4. Drug or Alcohol Use, sale, or possession at class sites, rotation sites, or during class activities
5. Trespassing
6. Poor attitude, destructive behavior, slander, libel, hate speech, or intentional attempts to harm the reputation of students, staff or WQEMTI
7. Violation(s) of patient confidentiality.
8. Student fraternization between Instructor staff, Hospital staff, or Preceptors.
9. Any other breach of conduct not otherwise specified, which in the opinion of the faculty, warrants disciplinary action.

Any allegation of breach of conduct must be submitted in writing and signed by the person who witnessed the infraction. Upon receipt of the charges, the instructor coordinator and Sponsor's Administrator of WQEMTI will investigate the case including an interview with the accused student. The instructor coordinator and Sponsor's Administrator will then determine what, if any, action is warranted against that student.

Sexual Harassment

The West Queens Emergency Medical Training Institute is committed to educating a highly qualified student body that reflects the diversity of New York. All students have the right to be treated in a non-discriminatory manner without regard to sex, age, political affiliation, non-disqualifying physical handicap, sexual orientation, race, religion, color, national origin, disability, marriage status, status as a disabled or Vietnam-era veteran or any other non-merit factor. In pursuit of these goals, WQEMTI will not tolerate acts of sexual harassment or related retaliation against or by any employee or student. Our complete policy can be found in Appendix C of this manual and (1) provides a general definition of sexual harassment and related retaliation; (2) prohibits sexual harassment and related retaliation; and (3) sets out procedures to follow when a member of our student body believes a violation of the Policy has occurred. It is also a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint.

Smoking Policy

All sites of West Queens Emergency Medical Training Institute programs are smoke-free facilities. There will be no smoking within 50 feet of any of WQEMTI's sites. This includes all rotation sites including ambulances. In addition, students may not smoke while wearing any uniforms, or any other item of apparel bearing WQEMTI's name or reference to such. Students are also expected to adhere to any additional requirements of classroom or rotation sites with regard to smoking.

Dress Code

Proper attire must be worn at all times while at any of WQEMTI's sites or on rotations. All students are required to wear clothing that conforms to professional standards, and covers the body completely from the shoulders to the feet. Students may be sent home if found to be wearing inappropriate or unsafe clothing in the classroom or on a rotation, and a session absence will be incurred.

Classroom

Proper attire for the classroom shall consist of the following:

1. Golf/polo shirt or button down shirt
2. Slacks or uniform-style work pants
3. Work shoes or boots
4. Headgear which interferes with performance of skills may not be worn.
5. Clothing with offensive images or messages may not be worn.

Clinical Rotations (EMT Original Courses Only)

Proper attire for clinical rotations shall consist of the following and must be clean and appropriate for a clinical setting:

1. A button-down shirt, slacks and work shoes for the male student.
2. A blouse with slacks and work shoes for the female student.
3. Headgear, except items worn for medical or religious purposes may not be worn.

Ambulance Rotations (EMT Original Courses Only)

Proper attire for ambulance rotations shall consist of:

1. WQEMTI-issued uniform polo shirt
2. White crew neck undershirt (tank tops are not acceptable) or navy blue or black turtleneck
3. Black or navy blue pants (jeans are not permitted)
4. Black boots /Work Shoes
5. Black socks
6. Black belt
7. Navy blue or black jacket
8. Navy blue or black cap or wool hat may be worn for inclement weather as authorized by the EMS agency

Personal Grooming Standards

A neat and clean appearance, including good personal hygiene must be maintained at all times. Hair shall be tapered to the general shape of the head. Hair that extends below the collar shall be tied up or arranged in a manner that conforms to the shape of the head and keeps hair above the collar. Hairpins and combs must be unobtrusive and non-ornamental. Dangling jewelry, bracelets or necklaces are not allowed. Any make-up worn is not to be excessive.

Personal Equipment

Students are required to purchase, and have on their person at all times while in class or on a rotation, the following items, unless otherwise specified by the course certified instructor coordinator. Failure to have these items may result in being sent home for the session, incurring an absence. Repeated failure to have these items may result in dismissal:

1. Dual Head Stethoscope
2. Pen light
3. Adult Blood Pressure cuff
4. Oxygen tank key
5. Pocket face mask
6. Course Textbook and Workbook

These items must be obtained within one week of the first class session.

Probation, Dismissal, Appeals and Grievance Process

Probation

WQEMTI will maintain two types of “probation” for students, academic and administrative. These are defined as follows:

1. Academic Probation: Any student who has a cumulative average of less than 75% after two exams or quizzes. A student will remain on Academic probation until their next major evaluation (midterm or final), at which a cumulative average less than 75% will result in dismissal.
2. Administrative Probation: Any student in violation of the attendance policies or who has violated a conduct policy that did not warrant dismissal will remain on Administrative Probation. Repeated attendance issues or violations of conduct will result in dismissal.

Dismissal

A student may be dismissed from a WQEMTI program for:

1. Failure to maintain a cumulative average of 75%
2. Failure to pass skills examinations
3. Violations of conduct
4. Violations of the attendance policies.
5. Repeated violations of any policies, or of any combination of policies set forth in this document.

Appeals:

Students wishing to appeal any probation or dismissal must submit their request in writing to the Sponsor’s Administrator of WQEMTI within forty-eight (48) hours of being notified. Once the Sponsor’s Administrator receives a written appeal, the student may continue to attend class at the discretion of the Sponsor’s Administrator.

1. The Sponsor’s Administrator shall form an appeals committee consisting of:
 - a. Him/Herself
 - b. The CIC Representative of the Board of Managers
 - c. An additional instructor
 - d. The student’s instructor coordinator, who may not vote.
 - e. If the Sponsor’s Administrator or CIC Representative is also the Course CIC, alternate members will be appointed.
2. Items and issues not brought to the attention of the appeals committee shall not be considered.
3. The Appeals Committee may either grant or deny the appeal.
4. Should this committee grant the appeal, they may choose to impose other action(s) upon that student. Examples of those actions may include, but are not limited to:
 - a. Academic or administrative probation
 - b. Student suspension
 - c. Remedial assignments
 - d. Warning and admonishment
5. Whenever possible, the decision of the appeals committee shall be rendered within a week. The student shall be notified in writing of their decision.
6. If a student is to be separated from the program, the Medical Director will be consulted.

Grievance

Students wishing to file a complaint against a WQEMTI Staff member or other student must submit their request in writing to the Sponsor’s Administrator of WQEMTI within forty-eight (48) hours of the alleged incident. The Sponsor’s Administrator may temporarily suspend students or staff to investigate the matter.

- i. The Administrator will review the complaint, and develop a recommended action plan, which may include dismissal of the complaint, investigation toward further action, or admonishment for review and final approval by the Board Chair and another Board member not involved in the complaint.
- ii. If the incident requires further investigation, all parties will be interviewed and a final action plan will be developed by the Administrator.
- iii. If the incident does not require further action, is dismissed or the accused staff or student is admonished, the Administrator will notify all parties of the outcome.
- iv. If the grievance involves the Administrator, it will be referred to the Board Chair for action.
- v. The Administrator will advise the Board within 7 days of any disciplinary action take.
- vi. Any staff member disciplined may appeal to the Board within 3 days of notification of the outcome. A 2/3 majority of the Board is required to enact an alternative action plan, which will be final.
- vii. Any student will follow the appeals process as outlined above if they choose to appeal.

APPENDICES

Appendix A: Functional Job Description of the EMT-B/AEMT

Bureau of EMS Policy Statement

Policy Statement # 00-10

Date 09/25/00

Subject Re: EMT-B/AEMT

Supersedes/Updates 92-04

Functional Position Description

Emergency Medical Technician - Basic (EMT-B)

Advanced Emergency Medical Technician (AEMT)

Purpose:

Provide a guide for those who are interested in understanding what qualifications, competencies and tasks are expected of the EMT-B and/or the AEMT.

Qualifications:

- Complete the Application for Emergency Medical Services Certification (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State EMT-B or AEMT course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 18 years of age by the end of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgment and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

Competency Areas:

The EMT-Basic: Must demonstrate competency in assessment of a patient, handling emergencies using Basic Life Support equipment and techniques. Must be able to perform CPR, control bleeding, provide non-invasive treatment of hypoperfusion, stabilize / immobilize injured bones and the spine, manage environmental emergencies and emergency childbirth. Must be able to use a semi-automatic defibrillator. Must be able to assist patients with self-administration or administer emergency medications as described in state and local protocol.

The AEMT-Intermediate: Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using intravenous therapy, defibrillator and advanced airway adjuncts to control the airway in cases of respiratory and cardiac arrest.

The AEMT-Critical Care: Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using the AEMT-Intermediate skills and equipment. Must be able to administer appropriate medications.

The EMT-Paramedic: Must be capable of utilizing all EMT-B and AEMT-intermediate skills and equipment. Must be able to perform under Advanced cardiac Life Support (ACLS) and Basic Trauma Life Support (BTLS) standards. Must be knowledgeable and competent in the use of a cardiac monitor/defibrillator and intravenous drugs and fluids. The EMT-Paramedic has reached the highest level of pre-hospital care certification.

Description of Tasks:

- Responds to calls when dispatched. Reads maps, may drive ambulance to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.
- Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Extricates patient from entrapment. Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury.
- Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assesses and monitors vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders.
- Assists with lifting, carrying and properly loading patient into the ambulance. Avoids mishandling patient and undue haste. Determines appropriate medical facility to which patient will be transported. Transports patient to medical facility providing ongoing medical care as necessary enroute. Reports nature of injury or illness to receiving facility. Asks for medical direction from medical control physician and carries out medical control orders as appropriate. Assists in moving patient from ambulance into medical facility. Reports verbally and in writing observations of the patient's emergency and care provided (including written report(s) and care provided by Certified First Responders prior to EMT-B/AEMT arrival on scene) to emergency department staff and assists staff as required. Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene.
- Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains ambulance in operable condition.
- Ensures cleanliness and organization of ambulance, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluid, fuel and air pressure levels. Maintains familiarity with all specialized equipment.

Issued and Authorized by:
Edward G. Wronski, Director
Bureau of Emergency Medical Services

Appendix B: Certification for Individuals with Criminal Convictions

Bureau of EMS Policy Statement

Policy Statement # 02-02

Date 05/01/02

Subject Re: Certification for
Individuals with
Criminal Convictions

Supersedes/Updates 00-12

Purpose

This policy describes the process for the review of criminal convictions for candidates seeking EMS certification. In addition, it describes the responsibilities for the candidate, the certified instructor coordinator (CIC) and the Department.

Applications for Original Certification or Recertification

In accordance with the provisions of the State Emergency Medical Services (EMS) Code - Part 800; candidates for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The Department of Health (DOH) will review all criminal convictions from any federal, military or state jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or represent a potential risk or danger to patients or the public at large. The regulation does not prevent a candidate with a criminal conviction from attending and completing all of the requirements of an EMS course. However, it may prevent the candidates from becoming certified in New York State until DOH has reviewed the circumstances of the conviction(s) and made a determination that the candidate does not demonstrate a risk or danger to patients. If DOH makes such a determination, the candidate will be eligible to take the NYS practical and written certification examinations, if otherwise qualified. All candidates should be fully informed of these requirements by the CIC at the beginning of the course. Candidates will not be permitted to take the NYS practical or written certification examination until the background review and investigation is completed and a determination is made.

The Certification Application

All candidates applying for NYS EMS certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65). The application contains an affirmation that the candidate must sign. Under no circumstances should a candidate sign this application if he or she has a criminal conviction of any type. The CIC must identify all unsigned applications and send them with the course memorandum and all other applications to DOH immediately after the second class session. The CIC should include a memo or note identifying each unsigned application to DOH. The candidate(s) will be listed on the class list but will not be issued an examination ticket until cleared in writing by DOH. In an effort to permit a timely review and determination, the candidate must provide the DOH with all the required documentation within 30 days of the initial DOH contact. There is no need for the applicant to contact the Bureau of EMS (BEMS) directly. Upon the Bureaus' receipt and processing of the unsigned application, the candidate will be sent a package of information outlining the investigative process and the required information to be supplied.

DOH will discuss issues related to criminal convictions ONLY with the candidate or their legal representative. There is no requirement or need for the candidate to divulge or discuss the circumstances of any conviction(s) with the CIC.

The Review Process

All candidates entered in the review process will need to provide the following written documentation concerning all convictions. This information will be sent directly to the DOH investigator:

1. A notarized sworn affidavit stating that the candidate has not had any conviction (s) for a crime or crimes other than the one(s) identified.
2. If the candidate is recertifying and has signed previous certification applications, he/she must provide an explanation as to why they signed these applications.
3. A signed and dated statement describing why they are seeking EMS certification.
4. A signed and dated narrative description of the circumstances leading to each conviction.
5. An original or certified copy of the plea and sentence minutes, certificate of disposition and the pre-sentencing report (if available) from the court (The Certificate of Relief from Disabilities does not fulfill this documentation requirement).
 - a. If any of these items are not available, an original letter from the court must be supplied attesting to this.
6. A letter from the candidate's probation/parole officer (if applicable) documenting compliance with their probation/parole. A copy of the final probation/parole report should also be included.
7. If the candidate's conviction was related to alcohol, drugs, or sexual abuse, a letter or report from the organization or individual who provided any psychological counseling and/or therapy is required. The letter or report should indicate if therapy is ongoing or if it has been completed and whether or not it was successful.
8. The candidate is required to submit letters from the administration of each EMS agency they are affiliated with. These letters must be on official letterhead and presented to the DOH EMS investigator in a sealed and signed envelope. These letters must describe any involvement in EMS or other health care settings and an awareness of the conviction(s).
9. The candidate may submit other letters of recommendation from current employers, health care professionals, or other community leaders who know the candidate and can attest to their current behavior. These letters must also be presented to the DOH EMS investigator in a sealed and signed envelope.

Each candidate will have a personal interview with an EMS investigator from the regional office only after all the documentation requirements have been met. Upon completion of the investigation and review, the candidate will be notified in writing of the DOH's decision. While the investigation is ongoing, a candidate may attend all classes. The applicant will be prevented from taking the final practical and final written certification examination until all course requirements are completed and a determination is made in writing by DOH about their specific conviction(s). Candidates possessing current NYS EMS certification will be afforded a hearing in accordance with the provisions of Section 12-a of the Public Health Law if the Department seeks suspension, revocation or any other action.

Issued and Authorized by:
Edward G. Wronski, Director
Bureau of Emergency Medical Services

Appendix C: Sexual Harassment Policy

SEXUAL-HARASSMENT POLICY

The West Queens Emergency Medical Training Institute is committed to educating a highly qualified student body that reflects the diversity of New York. All students have the right to be treated in a non-discriminatory manner without regard to sex, age, political affiliation, non-disqualifying physical handicap, sexual orientation, race, religion, color, national origin, disability, marriage status, status as a disabled or Vietnam-era veteran or any other non-merit factor. In pursuit of these goals, WQEMTI will not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

DEFINITIONS OF SEXUAL HARASSMENT

Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic treatment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or study performance or creating an intimidating, hostile or offensive working or learning environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation on the campus of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

INDIVIDUALS AND COVERED CONDUCT

This policy applies to all applicants, employees, contractors, and students, and prohibits sexual harassment and retaliation with respect to employment, programs or activities at WQEMTI whether engaged in by fellow employees, supervisors or managers, faculty members or students or by someone not directly connected to the WQEMTI (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace/classroom and in any WQEMTI-related setting outside the workplace/classroom, such as business meetings and WQEMTI-related social events.

RETALIATION IS PROHIBITED

Retaliation is prohibited. WQEMTI prohibits retaliation against any individual who reports acts of discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be the subject of disciplinary action.

COMPLAINT PROCEDURE

Reporting an Incident of Harassment, Discrimination or Retaliation

WQEMTI strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to WQEMTI's policy or who have concerns about such matters should file their complaints with WQEMTI's Affirmative Action Officer: The Sponsor's Administrator, A Director of WQEMTI, or any member of supervision or faculty the individual feels comfortable with who is then obligated to report the complaint to the Affirmative Action Officer/Title IX Coordinator or a Director of WQEMTI. Individuals should not feel obligated to file their complaints with their immediate supervisor—or a member of supervision—before bringing the matter to the attention of one of the other of WQEMTI's designated representatives above. Individuals who have experienced conduct they believe is contrary to this policy have a legal obligation to take advantage of this complaint procedure. An individual's failure to fulfill this obligation could affect his or her right to pursue legal action. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination or retaliation. WQEMTI strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Individuals who have questions or concerns about these policies should talk with WQEMTI's Affirmative Action Officer/Title IX Coordinator. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business, academic or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of WQEMTI prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment/ education. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.