



NMETC
National Medical
Education & Training Center

NMETC School Catalog

**35 United Drive, Suite 101
West Bridgewater, MA 02379
(508) 510-3666**

Revised September 1, 2024

This catalog is true and correct in content and policy.

NMETC Institutional Information

Mission Statement

The mission of National Medical Education & Training Center is to prepare students to be competent, caring, and honorable individuals to serve in entry-level positions as members of interdisciplinary teams in paramedic and emergency technician settings.

Philosophy

National Medical Education & Training Center operates according to the belief that each person is unique, with the ability to think and to do. The Institute provides an atmosphere of mutual respect, student support, a learning environment, and faculty and staff to assist and encourage students to develop to their maximum potential—intellectually, socially, physically, and emotionally. While emphasizing academic achievement and professional competence, National Medical Education & Training Center prepares students to be committed to lifelong learning and selfless service.

Objectives

In the accomplishment of its primary mission, National Medical Education & Training Center actively directs its resources to achieve the following objectives:

- **Quality:** Sets standards of quality and plans to accomplish them in teaching and learning in academic programs, including core and general education course content, student services, all social functions, facility appearance, and workmanship.
- **Respect:** Attracts a diverse student population; makes professional and career training opportunities available to minorities, international, and adult students; and provides an environment of mutual respect for ethnic, religious, economic, and social backgrounds practiced by welcoming and valuing all without regard to race, color, or gender.
- **Academic Scholarship:** Strives for high standards in teaching, research, and instructional presentations and in the use of technologies commensurate with the scope and requirements of the programs offered.
- **Service:** Promotes service to our campus and to local and global communities.
- **Integrity:** Consciously integrates ethical values, openness, fairness, and transparency of actions into all courses and activities.
- **Safety:** Creates an atmosphere where all within the academic community feel safe physically, socially, philosophically, and psychologically.
- **Health:** Advocates clean and wholesome body, mind, and spirit.
- **Accountability:** Meticulously implements outcomes-based accountability measures to meet the expectations of the institute's many stakeholders, including accrediting, state, and federal agencies.

Minimum Expectations

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

History

The organization known today as National Medical Education and Training Center was founded by Brad and Kimberly Newbury in 2010. In 2014, JTC Education Inc. acquired National Medical Education & Training Center; however, in January 2016, NMETC was returned to its original owners.

Equipment

In keeping with the high educational standards of the institution, the equipment used in all programs affords students the opportunity to develop a practical, working knowledge of the equipment and materials they likely will be using on the job.

Students will participate in all skills sessions and simulations. Such sessions utilize various manikins, medical and biomedical equipment, audiovisual equipment, and medical supplies. Students must exercise safety, gentleness, and caution when utilizing such equipment. Additionally, students are expected to assist with the movement of equipment to and from various skills labs.

Institutional Facilities

NMETC is located in West Bridgewater, MA. The facility is over 22,000 square feet and includes three (3) lecture classrooms and twenty-two (22) lab rooms, as well as an interactive simulation area for skills training. Appropriate administrative space is available for staff.

Learning Resource Center

The learning resource center serves the study and research needs of the students, faculty, and staff. The collection consists of a combination of hardcopy media types such as books, periodicals, databases, and electronic resources. Students are oriented to the resources available by appropriately trained support personnel. Relevant research assignments may be made throughout each program of study that requires students to utilize the resources to strengthen their research and analytical skills.

Accrediting Agencies, Approvals, and Memberships

The Department of Public Health issues initial EMS training institution accreditation at the Paramedic level.

The Commonwealth of Massachusetts Executive Office of Health & Human Services Department of Public Health
Office of Emergency Medical Services
99 Chauncy Street, 11th Floor
Boston, MA 02111
(617) 753-7300

The National Medical Education & Training Center/Anna Maria College Consortia is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs 25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
www.caahep.org

Program Consortia

Anna Maria College the Sponsor for the Paramedic program Consortia, is accredited by the New England Association of Schools and Colleges Inc.

Administration, Staff, and Faculty

Ownership

National Medical Education & Training Center is owned and operated by Worldwide Health Alliances Inc., a Nevada corporation. WWHA Inc. has principal offices located at 35 United Drive, Suite 101, West Bridgewater, MA 02379

Catalog Certification

This catalog is current at the time of printing. At any time, it may be necessary or desirable for the institution to make changes to this catalog due to requirements and standards of the state, licensing agency, U.S. Department of Education, market conditions, employer needs, or other reasons. The institution reserves the right to make changes to any portion of this catalog, including the amount of tuition and fees, academic programs and courses, program completion and graduation requirements, policies and procedures, faculty and administrative staff, the academic calendar, and other dates, attendance policies, grievance and complaint procedures, and other provisions.

Board of Directors

Bradford Newbury and Kimberly Newbury

Corporate Officers

Bradford Newbury – President/CEO and Treasurer Kimberly Newbury – Vice President and Secretary

Admission Information

Admission Requirements and Conditions

Paramedic Program:

1. **Primary Education:** All applicants must be a high school graduate, possess a General Education Development (GED) certificate, possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state or is a college graduate with at least an associate degree. Evidence of a college degree, high school graduation, or equivalent must be presented prior to the first day of class. Acceptable documentation would include a copy of an original high school diploma, a copy of a high school transcript, which indicates the date of graduation, a GED certificate, or official notification that it has been earned.
2. **EMT/AEMT Education:** All applicants must hold at least one of the following:
 - Current EMT-B/ AEMT NREMT Certification
 - EMT-B/AEMT State Licensure
 - Foreign Equivalent*Please note to complete internship hours in certain states. State licenses may be required prior to entering the clinical portion of the program.*
3. **Photo ID:** Applicants must submit photo identification.
4. **Interview:** All applicants must complete an oral interview with a campus representative.
5. **A&P:** All applicants must meet anatomy and physiology requirements through previous college credit or by completing an online anatomy and physiology course as a co-requisite at the beginning of the program. This course must be completed within the first 90 days from the start of the program. Failure to complete the A&P co-requisite within the first 90 days of the program may result in immediate dismissal from the program.
6. **Background:** All applicants must complete a successful criminal background check. It is the student's responsibility to notify NMETC in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate dismissal from the program.
7. **Application Fee:** All applicants are required to complete an application and pay an application fee.

Emergency Medical Technician Program:

1. **Age:** All applicants must be at least 17 years of age. (Students must be 18 to be eligible for the certification exam)
2. **Photo ID:** Applicants must submit photo identification.
3. **Application Fee:** All applicants are required to complete an application and pay an application fee.

Re-Enrollment

EMT and Paramedic students who have paid in full for a previous program or are actively paying for a previous program will only be charged 50% of tuition plus program fees for re-enrollment. Students must re-enroll 2 years from their withdrawal/dismissal date to receive this discount. Students who re-enroll must complete a new application, pay the application fee, and complete the interview process.

Reinstatement

Paramedic students obtaining a reinstatement due to an extended LOA will be charged a remediation fee based on their remediation plan. Students seeking reinstatement may need to retake certain portions of the program based on the length and/or reason for leave and their remediation evaluation.

Advanced Placement Students

Students who hold an advanced license (RN, PA, MD) and who have applicable verified prior experience may receive advanced placement and, therefore, exemption from certain courses in the program. These situations will be addressed on an individual basis. Students who desire to be considered for this option must apply in writing to the Program Director. The Program Director, along with the Education Department, will consider the application and determine if advanced placement is appropriate in that case.

Outside Credit Transfers

NMETC will not accept credit transfers from any outside programs toward the didactic, clinical, or field portion of the program.

Admission Technical Standards Required

All students must meet and maintain the following technical standards required as they are critical to completing the program with or without reasonable accommodations for any documented disability. Students agree that they meet all the technical standards upon submitting their application and are required to inform NMETC if there is a change to their ability during enrollment.

Sight: Students must be able to

- See from 20 inches to 20 feet and beyond.
- Use depth perception and peripheral vision.
- Distinguish color and color intensity.

Hearing: Students must be able to hear sounds at varying levels (E.g., normal speaking volume, faint voices, faint body sounds, and equipment alarms).

Tactile: Students must have normal tactile ability to be able to assess pulse, temperature, size, and shape.

Smell: Students must be able to detect odors from patients and the environment.

Gross Motor Skills: Students must be able to maintain balance while:

- Sitting and standing in the educational setting and in an ambulance.
- While working above and below waist height.

Fine Motor Skills: Students must be able to:

- Write and type.
- Pinch, pick up, grasp, and squeeze, as well as other work with fingers.

Physical Endurance: Students must be able to

- Stand, stoop, move quickly, do repetitive movements, walk, climb stairs, back-up stairs with weight (50 pounds), push/pull (up to 100 pounds),
- Lift (up to 100 pounds), and
- Crouch, kneel, bend, and twist for extended periods of time.

Communication: Students must be able to

- Communicate effectively in English both verbally and in writing,
- Recognize, understand, and interpret instructional material required during medical education,
- Use appropriate grammar, spelling, and vocabulary when completing classwork and clinical documentation that is submitted to EMCEE.
- Work cooperatively and professionally with others (i.e., EMS, fire, hospital, patients, family, etc.).

Emotional Stability: Students must be able to:

- Adapt to ever-changing, unpredictable, and stressful situations,
- Monitor and manage their own emotions,
- Perform multiple responsibilities concurrently.
- Handle strong emotions.

Policy of Nondiscrimination:

The institution is committed to the affirmative implementation of equal employment opportunities in education and employment. The institution does not discriminate against individuals on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status in the administration of admissions policies, educational policies, employment policies, or any other programs or activities.

For additional assistance related to civil rights under Title IX, contact: Office for Civil Rights

U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202 1-800-USA-LEARN FAX (202) 401-0689
TDD 1-800-437-0833
E-mail: CustomerService@inet.ed.gov

Unlawful Harassment Policy

It is the policy of the institute that all students shall be provided with an environment free of unlawful harassment (including sexual harassment), discrimination, and intimidation. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including dismissal.

Reporting Offenses as described in the Violence Against Women's Act (VAWA):

This applies in the event of an accusation of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking offense. The proceeding for all reported offenses will:

1. Have a prompt, fair, and objective investigation and resolution.
2. Be conducted by campus officials who receive annual training on the issues related to the offenses.
3. Allow the accuser and the accused the same opportunities to have others present during the disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
4. Inform both the accuser and the accused simultaneously in writing of the outcome.
5. Allow the accused and the victim the right to appeal the results using the General Student Compliant Procedure/Grievance Policy as outlined in the school catalog.
6. Provide notice to all parties once results become final.

All reported offenses will be strictly confidential. The Campus President will maintain any document with the mention of the victim's information in a secure location. If the alleged victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

All students are encouraged to report any act of offenses mentioned above by: Calling the HOTLINE: (866) 307-3527

Student Information and Services

Personal Advising

Students are encouraged to seek assistance from any member of the faculty or staff when problems of a personal nature arise that will have a negative impact on a student's ability to meet his/her educational goals. Information is available on outside agencies that students may contact at their discretion. Neither staff nor faculty members serve as certified or licensed counselors.

Academic Advising

The institute offers academic advising services to all students. The institution encourages students to seek academic advisement at any period throughout their program when questions arise.

Student Professional Responsibilities

Courteous behavior and professional conduct appropriate to a professional environment are to be displayed at all times. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal. Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the institute or which the administration feels would endanger members of the institute community may be subject to disciplinary action, up to and including dismissal.

Student Code of Conduct Policy

Students will be held accountable for any breach of the following code of conduct. All students are expected to abide by the institute-wide honor system, which is based on high standards of academic, personal, and ethical conduct. Such conduct extends to language, behavior, and overall demeanor inside the facilities, on the campus grounds, and in off-campus learning settings, whether professional or academic. Students who are not able to behave in a professional manner may be subject to disciplinary action, up to and including dismissal.

Student Interaction

The majority of the institute's student body is non-traditional and represents a wide range of age groups, cultures, nationalities, and religions. The institution promotes an atmosphere of free and honest inquiry and expression on the part of students in their dealings with each other and faculty and staff.

Personal Appearance

Modesty, cleanliness, and well-kept hair, nails, and general appearance are important values that reflect personal dignity and integrity for students entering into a professional career. Additional requirements may apply for specific programs.

Career Services

Many students who enroll in our program are currently employed in the field. They enroll in our programs to increase their knowledge and skills in the profession in order to advance in their current positions. The institution is dedicated to the success of its students and graduates; therefore, it provides career assistance should it be needed. The goal of career services is to successfully assist graduates in obtaining in-field or related field employment. The team is available to assist students throughout their training programs and continues to offer assistance beyond graduation. It should be understood the career services offered are not a guarantee of employment.

All programs of study require students to complete some type of clinical or field training experience. These activities are an excellent way for students to develop their new skills through hands-on, in-field training experiences and to network with potential employers. In some instances, students who successfully complete off-site training requirements are made offers of employment or are referred by site supervisors to other potential employers. Site assignment is not a guarantee of employment.

Academic Misconduct includes, but is not limited to, the following:

1. Knowingly helping or assisting another person in engaging in academic misconduct.
2. Any form of cheating, including attempted use of unauthorized materials, copying the work of another student, unauthorized access to and use of computer files, or representing as one's own an examination or any other work submitted for a grade taken by another person.
3. Falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical references.
5. Submitting as one's own original work material obtained from an individual or agency without reference to the person or agency as the source of the material.
6. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.
7. Obtaining teacher editions of textbooks, test banks, or other instructional materials that are only intended to be accessed by officials, administrators, or faculty members of the institute.

Non-Academic Misconduct includes, but is not limited to, the following:

1. Disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
2. Mental or physical abuse of any person (including sex offenses) on institute or at institute-sponsored or institute-supervised functions, including verbal or physical actions that threaten or endanger the health or safety of any such persons.
3. Any act, behavior, or clothing that is of a sexually suggestive, harassing, offensive, or intimidating nature.
4. Stalking or behavior that in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment.
5. Intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other institute activities, including public service functions and other duly authorized activities on institute premises or institute-sponsored activity sites.
6. Failure to comply with directions of institute officials and/or failure to identify oneself to these persons when requested to do so.
7. Theft of, misuse of, or harm to institute property, or theft of or damage to property of the institute community or a campus visitor on the institute premises or at an institute function.
8. Participation in or conducting an unauthorized gathering that threatens or causes injury to a person or property or that interferes with free access to institute facilities, or that is harmful, obstructive, or disruptive to the educational process or functions of the institute.
9. Tampering with any fire safety equipment except with reasonable belief in the need for such alarm or equipment. Obstruction of the free flow of pedestrian or vehicular traffic on institute premises.
10. Gambling or holding a raffle or lottery at the institute without approval.
11. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances.
12. Unauthorized use, possession, or storage of any weapon, dangerous chemical, or explosive element.
13. The theft of, misuse of, or harm to institute property. Including the destruction of or harm to equipment, software, or data belonging to the institute.
14. Unless otherwise permitted, the use of electronic devices in classrooms, labs, and other instructional, event, or support facilities.
15. Students are not permitted to bring their children to class. Children cannot be in the student lounge or anywhere in the building where a student attends class.

Intellectual Property Protection and Ownership

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs and federal criminal charges that may result in fines and imprisonment.

Use of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials are also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites intended or used for the distribution of unauthorized copies of copyrighted materials or knowingly opening or forwarding any e-mail, fax, or voicemail messages containing unauthorized copies of copyrighted materials or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file. Therefore, the privacy of messages and computer files cannot be ensured by anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voicemail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

General Student Complaint Procedure/Grievance Policy

The institution encourages students to bring all complaints or grievances to the Administration's attention. Many questions or concerns that students may have can be resolved simply through discussion. A student may present a grievance through the following complaint and dispute resolution procedures. The campus will review all complaints or grievances fully and promptly.

Grievances may include misapplication of the campus's policies, rules, regulations, or procedures. Please follow these steps when filing a grievance:

STEP 1: A student should first bring the grievance to the attention of the appropriate instructor or staff member.

STEP 2: The student should next bring the grievance to the attention of their Campus Management Team member, such as the Chief Operating Officer, Director of Education, Director of Clinical Services, Enrollment Coordinator etc. as applicable.

STEP 3: The student should next submit an appeal in writing to the Grievance Committee if the complaint is unresolved or if steps 1 and 2 are not possible since the complaint is related to an individual listed above.

STEP 4: The Grievance Committee will schedule a meeting with the student to hear the student's complaint and will rule within three business days or as soon as possible.

STEP 5: The Grievance Committee will notify the student in writing of their decision.

STEP 6: The student may appeal the decision of the Grievance Committee to NMETC's President/CEO Brad Newbury at bnewbury@nmetc.com. The President will review the appeal and issue a final determination.

Documentation of all complaints and their resolution are maintained in the office of the President.

Student Activities

Student Health Services

The institute does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. Students requiring nonemergency medical care will be given information about medical services and agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Student Housing

The Institution does not have dormitory facilities. It is the student's responsibility to find living accommodations.

Tutoring

Students may request additional recourses in specific subject matter through their instructors or Director of Education if a student is seeking more than clarification or additional recourses, NMETC will provide them with outside tutoring suggestions that may be able to assist them.

Reporting Crimes and Other Emergencies

Any individual who wishes to report a crime or other emergency should contact the Campus President or Program Director at the time of the incident. In addition, individuals may wish to call 911. The institute encourages the prompt and accurate reporting of all crimes and other incidents to the National Medical Education & Training Center staff listed above and to the proper authorities as warranted. The Campus President maintains a log of all reported crimes occurring on campus, which is available for review by interested parties with 48-hour notice. However, information from the log may be withheld if its release would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence.

Timely Warnings

National Medical Education & Training Center will issue a timely warning to all students and associates of any on-campus crimes that are reported to campus staff and/or police and are considered a threat to students and associates by means of postings on bulletin boards, flyers, and announcements in classrooms.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Institutes and Communities Act of 1989, the National Medical Education & Training Center has established the following policy for promoting a drug-free learning environment:

Institute Sanctions

Sanctions will be imposed on a student in violation of the policy regarding the use, possession, or being under the influence of a controlled substance. For a first infraction, the student and Campus President will have an advising session that will be documented and become a part of the student's permanent record. Students will be directed to professional drug counseling. Any student found to be using or under the influence will be required to re-test within 30 days of the first infraction. Should the re-test result in a positive result the student will be administratively withdrawn from the Institution with no opportunity for appeal. Negative results will result in the student being allowed to continue in the program, but he/she will be subject to random drug testing at any point during the remainder of the program. Positive results from a random drug test will result in the student being administratively withdrawn from the Institution with no opportunity for appeal. Sanctions will be imposed on a student in violation of the policy regarding the selling or trafficking of controlled substances. Upon the first infraction, the Institution will immediately administratively terminate students and will refer the matter to the appropriate authorities for prosecution. The institution reserves the right, to immediately dismiss any student in violation of this policy, the above-outlined procedure notwithstanding. The institution further reserves the right to refer students to the proper legal authorities for prosecution.

Voluntary Treatment, Counseling, or Rehabilitation

The institution encourages any student who feels that he or she may have a problem with drugs or alcohol to seek treatment, counseling, or rehabilitation. Students are encouraged to meet with the Campus President, in the strictest confidence, for assistance in locating appropriate sources of help. The institution will make every effort to work with any individual who voluntarily seeks treatment.

Educational Programming

The institution is committed to a drug- and alcohol-free environment, and periodically offers an educational program on substance abuse for the entire student body. Students, staff, and instructors are strongly encouraged to attend.

Directory of Information Public Notice

Directory Information may be disclosed without the specific authorization of the eligible student. Directory Information is defined as a student's name, address, telephone number, e-mail, date, and place of birth, photographs/videos taken at events, honors and awards, and dates of attendance. The campus must notify students annually about their FERPA rights and the definition of Directory Information. This may be done by e-mail, by mail, or in the catalog.

Personal Property

The institution is not responsible for loss or damage to the property of students.

Family Educational Rights and Privacy Act:

Student records are maintained for a minimum of seven years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records, including:

1. The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the Program Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution or financial records (including any information those records contain) of their parents or guardians.
2. The right to request the amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the Program Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.
4. One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office U.S. Department of Education
6. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

On-Campus Dress Code

Students will be training for positions in which they will interact with the public; therefore, it is important that good grooming and dress habits be followed. Students must be clean and well-groomed at all times. Inappropriate clothing is listed below. Students not following the dress code could be asked to leave classes for the day.

1. No torn shorts or shirts are allowed.
2. No T-shirts, which could be deemed offensive.
3. No shirts or pants that would be deemed too revealing.
4. No short shorts or miniskirts.
5. No tank tops or sleeveless shirts.
6. No open-toe shoes or sandals.

Inclement Weather

In the event of inclement weather, students will be notified of any changes via email. Delays and closing will also be posted on our social media pages.

Academic Information

NMETC Accommodation Policy

Information pertaining to an applicant's disability is voluntary and confidential. NMETC is committed to providing reasonable accommodations to students with disabilities. In order for the NMETC to assist students with disabilities under the provisions of the Americans with Disabilities Act (ADA), students who request accommodations must do so by submitting NMETC's Accommodations Request Form with attached documentation supporting their request.

Documentation requirements are listed below.

- Documentation must be completed by a doctor, psychiatrist, psychologist, or other professionals whose credentials substantiate ability to provide documentation regarding disability.
- Documentation must be signed and dated by the certified professional who provided the diagnosis and/or recommendations for accommodation.
- The date of diagnosis may not exceed five years prior to the class start date.
- Once a student submission is completed and reviewed the student will be provided with their authorized accommodations.

Based on the critical nature of the tasks needed in emergency situations, there are some accommodation requests that are not allowed for the EMT, AEMT, and Paramedic Programs.

1. **Students are not allowed additional time for skills with specific time frames.** As there are skills where patients would suffer due to life-threatening conditions in emergency situations if treatment were delayed, extra time on timeframe skills is not considered a reasonable request.
2. **Students are not allowed unlimited time to complete a written exam.** This request is not considered reasonable as, a candidate should be able to complete a test within a finite amount of time. Students will be allowed a maximum of time and one-half to complete written exams and quizzes if approved for accommodations.
3. **Students are not allowed to have written exams given by an oral reader.** It is an essential function of the EMS profession to be able to independently read and comprehend information as it is presented. Our written exams, and quizzes, in part, measure this ability.
4. **Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.** Additional descriptions of test questions are not considered to be a reasonable accommodation. As reading and understanding written English is an essential part of EMS communication. Students must be able to understand and converse in medical terms appropriate to the profession.

Lab Skill Testing Policy

Paramedic: Students have three attempts to test each lab skill station. Students who fail both their first and second attempts on a single skill station will be offered one hour of optional remediation, depending on the skill. Students may refuse remediation before their third attempt by signing our remediation waiver form. Students who do not pass the skill station on their third attempt will be dismissed from the program.

EMT: Students have three attempts to test each lab skill station. Students who fail both their first and second attempts on a single skill station will be offered one hour of optional remediation depending on the skill. Students may refuse remediation before their third attempt by signing our remediation waiver form. Students who do not pass the skill station on their third attempt will be dismissed from the program.

NMETC Paramedic Portfolio Completion Policy

Paramedic students must complete a Paramedic Portfolio consisting of the required scenarios and topics noted in the student catalog within the given lab timeframe. Failure to progress with the class on your portfolio completion will result in a written warning. If a student continues to not make progress towards the completion of their portfolio after their written warning the student may be dismissed from the Paramedic Program. If a student does not complete the required scenarios within the lab timeframe, they may be dismissed from the Paramedic Program.

HESI Retest Policy

Paramedic: Paramedic students must pass a paramedic HESI exam twice during the program.

Didactic HESI Exam: Passing score is 600 or Higher - This is a proctored exam taken at the end of the didactic and lab portion of the program. The purpose of the HESI exam is to attest to the overall knowledge students have retained throughout the paramedic program. Students will have two attempts to pass this exam. If students are unsuccessful, they will be dismissed from the paramedic program.

Capstone HESI Exam: Passing score is 650 or Higher - This is a proctored exam taken at the end of the capstone field internship portion of the program. The purpose of the HESI exam is to attest to the overall knowledge students have retained and gained throughout the clinical and field portion of the paramedic program. Students will have two attempts to pass this exam. If students are unsuccessful, they will be dismissed from the paramedic program.

If a student does complete the exam with a passing score, they have one attempt to retake the exam. The student has a total of 30 days from the original HESI dates to complete their second attempt. If the student doesn't pass on their second attempt they will be dismissed from the program.

EMT Didactic HESI Exam: Passing score is 600 or Higher – This is the final exam for the EMT program. If you are unsuccessful on your first attempt, you will have 30 days to retest. Students must pass this exam in order to attend bootcamp. If students do not pass your first attempt, they will attend the next available bootcamp. The student has a total of 30 days from the original HESI dates to complete their second attempt. If the student doesn't pass on their second attempt, they will be dismissed from the program.

Online Course Attendance Policy:

All students must submit proof of attendance by the date listed in their course syllabus. Canvas is actively monitored by staff for all students. If students are not actively participating in their assigned Canvas courses or fail to submit proof of attendance by the assigned due date, they may be dismissed from the program.

On-Campus Course Attendance Policy:

Students may be dismissed from the program if absent for more than three (3) scheduled classes. Make-up assignments for missed lectures will be at the discretion of the school. Make-up assignments may include the use of recorded lectures, videos, and written summaries of missed material. All make-up work must be completed within five (5) days of being assigned by the Lead Instructor. Failure to complete make-up work will result in dismissal from the program. Students being tardy for class disrupts the learning process; excessive tardiness could negatively impact a student's success in the program.

Local Lab Attendance Policy:

Students must complete the entire curriculum for their selected programs. The student may be dismissed from the program if absent for more than two (2) lab sessions. Any missed labs must be made up within two weeks of the scheduled missed lab unless an extension is approved. In the event of an absence, the student must notify the Education Department and initiate the make-up process. A fee of \$300 per lab session will be assessed for any make-up lab hours by the student as a result of an absence from a paramedic lab session. EMT students will be assessed a \$200.00 flat rate per makeup lab. Students being tardy for lab is disruptive to the learning process; excessive tardiness could negatively impact a student's success in the program.

Bootcamp Lab Completion Policy:

Bootcamp students must attend all Bootcamp lab dates unless arrangements for religious exemptions have been made prior to the bootcamp dates. If a Bootcamp student leaves Bootcamp due to a documented severe medical incident, they will be given an alternative Bootcamp group to attend. Students who cannot attend the Bootcamp date offered to them may be eligible to transfer to a new program. Students must complete all required days of Bootcamp again regardless of how many days they attend their original Bootcamp. The student must also retest all completed skills evaluations and scenarios to ensure continued competency of the skills. If a student does not provide documentation for their reason for missing Bootcamp lab dates or does not attend the alternative Bootcamp date provided, they may be dismissed from the Paramedic Program.

Internal Paramedic Program Transfers:

- Paramedic students are allowed one program transfer while enrolled in the paramedic program. There is an associated fee with transferring based on the length of time the student was enrolled. Please note students may not transfer more than once.
- Students may request a transfer at any time prior to taking their didactic HESI Exam. Transferred are based on program availability; if a student transfers to a program that has not started, the student will be required to complete the entire didactic portion regardless of what module they transferred from.
- Students who have withdrawn or were dismissed for academic purposes have 14 days from their dismissal or withdrawal date to request their transfer options. If the request exceeds 14 days, students are no longer eligible for a transfer but may still request their re-enrollment options.
- Once transfer options are provided, students have 14 days to accept; once that time frame is exceeded, the transfer options are voided, and the student is no longer eligible for a transfer but may still request their re-enrollment options.
- Once a program starts, students are committed to their assigned lab and boot camp dates and cannot request to attend a different lab camp group. If a student was unable to attend Bootcamp due to a documented serious medical incident the student will be given an alternative Bootcamp group to attend. If the student does not attend the next bootcamp the student will be required to transfer to a new paramedic program. If a student cannot attend bootcamp due to military obligations, the student will need to contact the Students Services Coordinator to request a leave of absence and provide documentation of military orders.
- *Transfer Fees:*
 - Transferring Before the Start of Course 3: \$2,000.00
 - Transferring After the Start of Course 3: \$2,500.00
 - Transferring After the Start of Course 5: \$3,000.00

If the students transfer to a program that has not started, they must stay in compliance with any financial obligations they have to NMETC. The transfer fee is due one month prior to the transfer program start date. Failure to pay the fee or enter a financial agreement by the due date may result in termination of the transfer.

Overall Course Grade:

Students must maintain an overall grade point average of 75% throughout the program. If a student's average falls below 75% by the end of a course, they will be dismissed from their program.

Course Quizzes

The passing grade for quizzes is 75% or higher. Quiz retests are not allowed. If a student fails a quiz, their program status does not change. However, students must maintain a minimum average grade of 75%. If students score poorly on quizzes, their overall grade may drop below the minimum passing requirement. Students will be able to review their quizzes after submission.

Course Exams:

The passing grade for exams for course exams is 75% or higher. There are nine (9) paramedic course exams and 5 EMT course exams during the program. Students must score 75% or above on all exams.

Course Exams Retest:

Students must retest a course exam if they score below 75%. Students must retest the exam within three (3) days of the exam due date. Students are only allowed to retest two (2) course exams. If a student fails a third-course exam or fails a course exam retest, they will be dismissed from the paramedic program. The maximum grade you can receive on a retest is 75%.

Grade Rounding Policy

Grades on course assignments and examinations which are determined by percentages involving decimals should be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is equal or less than 0.4 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

Due Dates:

Due dates for all coursework are listed on the program syllabus. All deadlines are set in Eastern Time, so please make sure you plan accordingly. If a student is going to miss a deadline, they need to communicate with their lead instructor before the deadline. Extensions are not given frequently and can be denied. Students should make it a priority to complete work by the deadline. Assignments not completed by the deadline will be graded as a zero.

Capstone Completion Policy:

Students have four (4) months from the final day of their field rotation to complete the capstone process. Students have 60 days from their last date in the field to schedule their capstone HESI exam. If the student fails the exam, they will have an additional 45 days to schedule their second attempt. If the student does not take their HESI exam by the given deadline, they will be dismissed from the program. A final student capstone presentation is required after the completion of the capstone HESI.

Program Withdrawal

To withdraw from a program, the student must submit a written notice of withdrawal by completing our NMETC Withdrawal Request Form or by contacting the Enrollment Coordinator or Student Services Coordinator.

Program Dismissal

Student dismissals from the Program are considered by a committee comprised of the Program Director, the Program Medical Director, and the Director of Education. Any member may choose to abstain from the meeting for personal or professional reasons. If a student is dismissed, there will be no tuition refund.

Criteria for Consideration of Dismissal includes but is not limited to:

1. Failure to comply with any of the course, program, clinical site, or NMETC policies.
2. Failure to demonstrate competency in any of the didactic or lab instructions.
3. Failure to satisfactorily complete all clinical and skill requirements.
4. Failure to work harmoniously with classmates, instructors, preceptors, or others associated with the program.
5. Failure to act in a professional manner befitting EMS personnel while representing this program.
6. Evidence of cheating, plagiarism, or falsifying records.
7. Evidence of breach of confidentiality regarding classmates, patients, preceptors, hospital staff, physicians, or any other persons associated with this course.
8. Conviction of felonious activity while undertaking this course.

Appeals Procedure:

Students who wish to appeal administrative actions such as attendance, dismissal, grading, or disciplinary actions should follow these steps.

Step 1: Students should submit a letter of appeal to the President of the campus within three (3) days of notification of administrative action.

Step 2: The President will gather the facts and convene the Review Committee within seven (14) days of receipt of the appeal.

Step 3: The student will be invited to present his/her case to the Review Committee if necessary.

Step 4: The President will notify the student of its decision within 3 days before the Review Committee meeting.

Graduation Requirements

To become a graduate of the institution, students must meet the following requirements:

1. Meet all academic requirements set forth in this catalog.
2. Complete the required benchmarks in the clinical, field, and capstone experience successfully.
3. Complete all coursework within the maximum program length.
4. Satisfy all financial obligations to the institution.

Students who satisfy all other requirements for graduation but do not satisfy all financial obligations to the institute will be granted a completer status.

Transcripts

Current or former students may request one free copy of their official transcript by submitting our transcript request form, which is located on our website, nmetc.com. A fee will be charged for additional copies, and must be paid in advance before they are processed. Official transcripts will not be released for students who have a past-due account with the institution.

Transfer of Credit to Another Institution

National Medical Education & Training Center's programs are career focused and are not specifically designed for transfer to other institutions. However, many institutions with programs similar to National Medical Education & Training Center may allow credit through examination in specific courses.

Certification, State Board, and National Board Exams:

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified or licensed in any way upon program completion, and even if a student obtains certification, the Institution does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the Institution cannot guarantee students will pass these exams. The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies in their state or country about current licensing or reciprocity requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

Requirements for Certification

- Successful completion of requirements for graduation, including summative written and practical exams.
- Apply for NREMT Certification - Students must make any request for accommodations for the exam directly to the NREMT.
- Meet the NREMT's minimum entrance requirements.
- **Paramedic:** Pass the NREMT's Written examination within the allotted time frame.
- **EMT:** Pass both the NREMT's Written examination and MA Paramedic Practical within the allotted time frame.

How to apply for Massachusetts EMS Certification:

You can apply for Massachusetts on the website link below:

Financial Information

NMETC Refund Policy

Payment for our programs is due in full by the first day of class. We accept cash, checks, credit and debit cards. NMETC does offer an in-house loan so students can pay off the total cost of the program over time with a one-time 8% fee added to the total cost of the agreement. You are still responsible for all scheduled payments even if you do not complete the program. Please note your withdrawal date is based on the date you informed the school you wish to withdraw. Please send an email to the Enrollment Coordinator as soon as you have made your decision.

Refunds More Than Four Weeks Before Class Starts:

If a refund request or a program delay request is made any time prior to 29 days before their class begins, the student will receive a 100% refund of tuition and fees with the exception of the nonrefundable application fee.

Refunds Four Weeks Before Class Starts until The First Day Class (Paramedic Students Only):

Once a class is 28 days away from starting, \$500.00 of the student's seat deposit becomes nonrefundable and will be held as a seat fee. If a student withdraws their application in between the 28-day period prior to the class start date, the student will be refunded for any payments made with the exception of a \$500.00 seat fee and the nonrefundable application fee. If a student delays to a future program, a \$500.00 seat fee will be invoiced to their account.

Level One Refund - Enrolled Student:

If a student withdraws within 7 days from the first day of class, the student is only responsible for 50% of tuition plus fees. If the student is paid in full, a 50% refund of tuition will be issued; if the student is in a loan agreement with the school, the agreement will be adjusted to reflect the adjusted amount, and you will receive documentation with your new monthly payment amount.

Level Two Refund - Enrolled Student:

If a student withdraws after 7 days but within 21 days from the first day of class, the student is only responsible for 75% of tuition plus fees. If the student is paid in full, a 25% refund of tuition will be issued; if the student is in a loan agreement with the school, the agreement will be adjusted to reflect the adjusted amount, and you will receive documentation with your new monthly payment amount.

No Refund Available:

If a student withdraws after 21 days from the start of class there will be no refunds issued. If a student is enrolled in a loan agreement with the school, they are obligated to complete all the loan agreement payments even if they stop attending classes or withdraw. If a student is dismissed, there will be no tuition refund. The program application fee, cost of textbooks, one-month seat fee, and other non-tuition fees are not refundable.

Course Completion:

Please note all tuition and fees must be paid in full prior to taking the Capstone HESI Exam, the issuing of a final completion certificate, or approval to take any state licensure or NREMT or certification exams.

Refund Timeline Example: Example Start Date: September 1

- **Eligible Full Refund:** Until August 3rd
- **Eligible Full Refund Except For Seat Deposit Fee of \$500:** Between August 4th and September 1st
- **Eligible For Level One Refund:** Until September 2nd to September 8th
- **Eligible For Level Two Refund:** Until September 9th to September 22nd
- **No Refund Available:** September 23rd and After

Tuition and Fees

A complete list of NMETC attendance costs can be found as a supplement to this catalog.

Financial Clearance

Before the first day of class, all students must obtain financial clearance. Financial clearance is defined as:

1. Payment in full for the enrolled program
2. Signed financial agreement on file with outline payment plan.
3. All required forms are on file as requested by NMETC Finance Team.

Students with approved payment plans must maintain the payment schedule listed on their financial plan. If the student misses a payment, the student's entire balance becomes due immediately.

The obligation to pay tuition, books, and other fees is the sole responsibility of the student.

The institute, as a courtesy to the student, provides information and access to available third-party alternatives to help the student meet and satisfy financial obligations to the institute. Students are expected to approach their financial obligation to the institute in a proactive and responsible manner and fulfill payment obligations in a timely manner. Students who fail to meet their financial and payment obligations are subject to the disciplinary process as outlined in the Student Discipline policy. Students who are sixty (60) or more days late on financial obligations are subject to dismissal.

Students are encouraged to consider all available options for paying for their education. The following are sources that students have utilized to accomplish their educational goals:

1. Savings
2. Employer reimbursement
3. Scholarships
4. Relatives who will help them succeed
5. Credit cards (MasterCard, American Express, Visa, Discover accepted)
6. Cash down payment and interest-free monthly payments
7. Personal loans

Emergency Medical Technician Program

168 Clock Hours

Description, Goals, and Objectives

The program will “prepare competent entry-level EMT in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

The Emergency Medical Technician (EMT) course is designed to prepare individuals to provide basic pre hospital care to emergency patients. The program will teach the knowledge, psychomotor skills, attitudes, and personal behaviors necessary to function in the role of entry-level EMT. The goal of the program is to prepare students to be competent EMTs in the local EMS system and prepare for the National Registry of EMT’s Written and Practical Examinations. The primary function of NMETC is to offer a program of study designed to prepare students for careers in pre-hospital emergency care. At a minimum, NMETC prepares students following the *National EMS Core Content and Education Standards*.

- Exhibit competency in handling emergencies utilizing all basic life support equipment and skills.
- Evaluate the nature and seriousness of the patient’s condition or extent of injuries to assess requirements for emergency medical treatment and transportation to appropriate care.
- Demonstrate the ability to perform safely and effectively the expectations of an entry-level EMT. Provide a service in an environment requiring special skills and knowledge in such areas as communications, transportation, and keeping records.
- Display the ability to serve as liaisons with other emergency services.
- Initiate transportation of patients by safely lifting, moving, positioning and otherwise handling the patient to minimize discomfort and prevent further injury.
- Perform assessment and serve as a team leader and patient advocate.
- Gather, interpret, and report information verbally and in writing.
- Understand organ systems and have a basic understanding of pathophysiology pertaining to these systems.
- Utilize effective communication skills when working with patients, family, colleagues, and other healthcare professionals.
- Apply legal and ethical principles to professional behaviors.

Total Program Hours 168

Module Number	Module	Lecture Hours	Lab Hours
Module 1	Foundations	20	4
Module 2	Airway & Patient Assessment	22	8
Module 3	Medical Emergencies	22	12
Module 4	Trauma	22	12
Module 5	Special Populations & EMS Operations	22	24
Total Clock Hours		108	60

EMT Academic Performance

The didactic portion of the EMT program consists of five (5) modules. Each module may include assignments, quizzes, exams, and lecture lessons. Students must maintain an overall average of 75% at the end of each module to continue.

In addition to meeting all the requirements listed in the Academic Information section of this catalog. Students must successfully complete the AHA Basic Life Support course and any additional requirements listed in their course syllabus and must take the MA Skills Exam in Massachusetts to gain licensure.

Grading Rubric- EMT Program
Quizzes: 40%
Module Exams: 60%
Final Exam: HESI Pass with a Score of 600 +

Paramedic Program

1,168 Clock Hours

Description, Goals, and Objectives

The paramedic certificate program is a professional course designed to prepare individuals to provide advanced pre-hospital care to emergency patients. The program will teach the knowledge, psychomotor skills, attitudes, and personal behaviors necessary to function in the role of entry-level paramedic. The goal of the program is to prepare students to be competent paramedics in the local EMS system and prepare for the National Registry of EMT's Paramedic Written and Practical Examinations. The primary function of the National Medical Education and Training Center (NMETC) is to offer a program of study designed to prepare students for careers in pre-hospital emergency care. At a minimum, NMETC prepares students to meet the following objectives as dictated by the National EMS Core Content and Education Standards.

- Exhibit competency in handling emergencies utilizing all basic and advanced life support equipment and skills.
- Evaluate the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical treatment and transportation to appropriate care.
- Demonstrate the ability to perform safely and effectively the expectations of an entry-level paramedic. Provide a service in an environment requiring special skills and knowledge in such areas as communications, transportation, and keeping records.
- Display the ability to serve as liaisons with other emergency services.
- Initiate transportation of patients by safely lifting, moving, positioning and otherwise handling the patient to minimize discomfort and prevent further injury.
- Perform advanced patient assessment and serve as a team leader and patient advocate.
- Gather, interpret, and report information verbally and in writing.
- Understand organ systems and pathophysiology pertaining to these systems.
- Utilize effective communication skills when working with patients, family, colleagues, and other healthcare professionals.
- Apply legal and ethical principles to professional behaviors.

Total Program Hours 1,168

Course Number	Course Name	Clock Hours
Course 0	Anatomy & Physiology for Paramedic Practice	64
Course 1	Paramedic Foundations	62
Course 2	Airway Management and Pharmacology	94
Course 3	Cardiology	150
Course 4	Medical Emergencies	94
Course 5	Trauma Management	94
Course 6	Special Populations and EMS Operations	94
Course 7	Clinical Experience – Hospital Internship	200
Course 8	Capstone Field – Field Internship	300
Course 9	Paramedic Capstone	16
Total Clock Hours		1,168

The didactic portion of the Paramedic program consists of six (6) courses. Each course may include assignments, quizzes, exams, and lecture lessons. Students must maintain an overall average of 75% at the end of each module to continue.

In addition to meeting all the requirements listed in the Academic Information section of this catalog. Students must successfully complete the AHA Advanced Cardiac Life Support Course and AHA Pediatric Advanced Life Support.

Grading Rubric- Paramedic Program
Quizzes: 40%
Module Exams: 60%
Didactic HESI: Pass with a Score of 600 +

Paramedic Program Course Descriptions

Course 0: Anatomy & Physiology for Paramedic Practice – 64 Clock Hours – Prerequisite None

This course is a study of the structure and function of the human body; emphasis will be given to the study of cells and tissues and anatomical and physiological interrelationships of the skeletal, muscular, nervous, and endocrine systems. This course is designed primarily for Paramedic students.

Course 1: Paramedic Foundations – 62 Clock Hours – Corequisite Course 0

This course is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. At the completion of this course, the student will be required to understand the roles and responsibilities of a paramedic within the EMS system and apply the basic concepts of development and pathophysiology to the assessment and management of emergency patients. The student will be required to take a proper history and perform a comprehensive physical exam on any patient, develop a patient care plan, and communicate with others.

Course 2: Airway Management and Pharmacology – 94 Clock Hours – Prerequisite Course 1

This course is comprehensive, covering both the knowledge and skills required to reach competence in airway management and all aspects of the utilization of medications in treating emergencies. The student will be required to display a command of general pharmacological terminology, general drug mechanisms, administration routes and administration procedures, and drug dose calculations. Students will be required to demonstrate an understanding of the pharmacodynamics, pharmacokinetics, indications, contraindications, possible side effects, and common drug interactions of a variety of medications used in out-of-hospital medical care, along with establishing and/or maintaining a patent airway, oxygenate, and ventilate a patient.

Course 3: Cardiology – 150 Clock Hours – Prerequisite Course 2

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. At the completion of this course, the student will be required to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the cardiac patient.

Course 4: Medical Emergencies – 94 Clock Hours – Prerequisite Course 3

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. At the completion of this module, students will be required to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the medical patient.

Course 5: Trauma Management – 94 Clock Hours – Prerequisite Course 4

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries and to safely manage the scene of an emergency. At the completion of this module, the student will be required to integrate the pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.

Course 6: Special Populations and EMS Operations – 94 Clock Hours – Prerequisite Course 5

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. This course also provides students the knowledge of operational roles and responsibilities to ensure patient, public, and personnel safety.

Course 7: Clinical Experience – Hospital Internship – 200 Clock Hours – Prerequisite Course 6

This course is a method of instruction providing detailed education, training, and work-based experience and direct patient/client care at a clinical site.

Course 8: Capstone Field Internship – 300 Clock Hours – Prerequisite Course 7

This course is a method of instruction providing detailed education, training, and work-based experience and direct patient/client care at a field site.

Course 9 Paramedic Capstone - 16 clock hours – Prerequisite Course 8

This is a summative evaluation process to ensure the student is not only well prepared for the NREMT exam but also is well prepared to work independently in the field as a paramedic.

National Medical Education & Training Center Paramedic Program

Paramedic Program Completion Requirements:

Students must successfully complete the following requirements:

1. Students must pass each didactic course with a grade of 75% or higher.
2. Students must score 600 or higher on their Didactic HESI Exam
3. Students must score 650 or higher on their Capstone HESI Exam
4. Students must successfully complete the Advanced Cardiac Life Support Course
5. Students must successfully complete the Pediatric Advanced Life Support
6. Students must successfully pass all skill station testing
7. Students must complete verification of all basic skills competencies
8. Students must complete verification of advanced skills competencies
9. Students must successfully complete all NMETC Scenario Topics required within the given lab timeframe.
10. All objectives, benchmarks, and hour requirements from Courses 7, 8, and 9
11. Affective/Professional behavior competencies must be met.

Minimum Terminal Competencies

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

NMETC Paramedic Program – Terminal Competencies:

In order to be recommended for certification to the National Registry of Emergency Medical Technicians, a graduate of the NMETC Paramedic program must meet these **Terminal Competencies**.

The EMT-P provides pre-hospital emergency care under medical command authority to acutely ill and/or injured patients and/or transports patients by ambulance or another appropriate emergency vehicle. The Paramedic shall demonstrate 100 percent competency: An awareness of abilities and limitations, the ability to relate to people, and the capacity to make rational patient-care decisions under stress.

To fulfill the role of the Paramedic, you must be able to demonstrate full competency in your abilities to:

1. Recognize a medical emergency; assess the situation; manage emergency care and, if needed, extricate; coordinate efforts with those of other agencies that may be involved in the care and transportation of the patient; and establish rapport with the patient and significant others to decrease their state of anxiety.
2. Assign priorities to emergency treatment data for the designated medical command.
3. Authority or assign priorities for emergency treatment.
4. Record and communicate pertinent data to the designated medical command authority.
5. Initiate and continue emergency medical care under medical control, including the recognition of presenting conditions and initiation of appropriate treatments, including traumatic and medical emergencies, airway and ventilation problems, cardiac dysrhythmias, cardiac standstill, and psychological crises, and assess the response of the patient to that treatment, modifying medical therapy as directed.
6. Exercise personal judgment and provide such emergency care as has been specifically authorized in advance in cases where medical direction is interrupted by communication failure or in cases of immediate life-threatening condition.
7. Direct and coordinate the transport of the patient by selecting the best available method(s) in conjunction with medical command authority.
8. Record, in writing or dictation, the details related to the patient's emergency care and the incident.
9. Direct the maintenance and preparation of emergency care equipment and supplies.

"Description of the Profession" from the Committee on Accreditation of Educational Programs for EMS Professions 1989 Standards, SEP, Specific Paramedic Performance (Terminal) Competencies per NSC-99, ACLS/PALS 2020, and the 2020 National EMS Education Standards."

Paramedic Program Minimum Competency:

In order to receive an endorsement/recommendation to test and certify at the conclusion of the didactic, lab, clinical, and field internship portions of the paramedic program *AT A MINIMUM*, a basic entry-level student will be expected to demonstrate 100% competency (without assistance) the ability to:

1. Perform basic life support according to the standards established by the American Heart Association maneuvers as necessitated by the situation.
2. Administer basic emergency skills including, but not limited to, splinting, bandaging, hemorrhage control, and cold application;
3. Establish a therapeutic patient relationship;
4. Communicate verbally and in writing, using fundamental medical terminology;
5. Obtain a history from a communicative patient, including chief complaint, pertinent history of the present illness, past medical history, and mechanism of injury;
6. Conduct a comprehensive physical assessment (initial and detailed) on a minimum of:
 - a. At Minimum A Total of 15 Pediatric Patients (specific age groups)
 - b. At Minimum, A Total of 30 Adult Patients
 - c. At Minimum, A Total of 15 Geriatric Patients

Must also include the following pathologies and complaints:

7. At Minimum, A Total of 20 Trauma Patients
8. At Minimum, A Total of 6 Psychiatric/ Behavioral Patients
9. At Minimum, A Total of 10 Cardiac Pathologies or Complaints Patients
10. At Minimum, A Total of 10 Cardiac Dysrhythmias Patients
11. At Minimum, A Total of 20 Medical Pathologies or Complaints Patients
12. At Minimum, A Total of 10 Respiratory Pathologies or Complaints Patients
13. At Minimum, A Total of 10 Neurologic Conditions or Complaints Patients
14. Properly record and report findings, including pertinent negatives.
15. Competently initiate IV infusions on a minimum of 25 patients
16. Correctly administer 28 IV bolus medications, including at least 2 IM medications
17. Following Medical Control consultation, apply/inflate MAST while evaluating the patient's response to the procedure.
18. Calculate the volume of medication to be administered given an ordered dosage
19. Read drug container labels and identify components (i.e., name, concentration, expiration date, etc.)
20. Withdraw solutions from ampoules and vials with an appropriate-size syringe
21. Assemble a preloaded syringe (e.g., Bristoject, Abbojet, preload cartridges, etc.)
22. Calculate, mix, and administer IV medication infusion using micro drip tubing;
23. Maintain the patient's airway and/or provide ventilations using the following:
 - Oropharyngeal airway
 - Nasopharyngeal airway
 - Pocket mask
 - Positive pressure ventilator
 - Endotracheal tube
 - Bag-valve-mask
24. The student must demonstrate the ability to safely perform endotracheal intubation. The student should safely, and while performing all steps of each procedure, successfully intubate a minimum of three successful intubations in the clinical, field, or lab setting during an NMETC-hosted cadaver lab.
25. Perform the suctioning technique in all three situations: Oropharyngeal, Nasopharyngeal, and Endotracheal
26. Obtain an EKG:
 - EKG electrode application site
 - Standard limb leads
 - Standard 12 lead placement
 - Quick-look

27. State the area of myocardial infarct or ischemia based on a 12-lead EKG tracing
28. Select and administer the appropriate drug for an identified dysrhythmia according to local and national protocol and evaluate the patient's response to the therapy;
29. Recognize and provide proper treatment for the following dysrhythmias:
 - Normal Sinus Rhythm
 - 2nd degree, Type 1 (Wenckebach)
 - Second-degree, Type 2
 - Sinus bradycardia
 - Sinus tachycardia
 - Ventricular fibrillation
 - PAC's
 - PJC's
 - PVC's
 - SVT/PSVT
 - First-degree block
 - Third-degree block
 - Ventricular tachycardia and TDP
 - Asystole
 - Pulseless electrical activity (PEA)
 - Pacemaker rhythm
30. Instruct the patient to accomplish the Valsalva maneuver;
31. Safely establish transcutaneous pacing, defibrillate, or synchronized cardiovert as indicated;
32. Accomplish venipuncture using vacuum collection tubes;
33. Determine blood sugar using a glucometer or equivalent chemical testing device
34. Employ safety precautions while controlling and restraining a violent patient;
35. Intervene in a situation using fundamental crisis intervention techniques;
36. Objectively observe and report nonverbal behaviors;
37. Assign a neurological score utilizing the Glasgow coma scale;
38. Estimate the percentage of burns using the Rule of Nines;
39. Monitor the patient in labor and decide when birth is imminent;
40. Attend an uncomplicated delivery, including resuscitation of the neonate;
41. Assess and assign an APGAR score for the neonate;
42. Apply primary injury prevention techniques at opportune moments;
43. Recognize basic terms utilized in EMS research
44. State techniques that will preserve a crime scene
45. State the basic functions of incident command
46. State the considerations and PPE needed for both HAZMAT and terrorism events
47. Upon speaking to the lay public, be able to communicate basic concepts of wellness to include, nutrition, stress, alcohol, smoking, and illegal drugs
48. Demonstrate the ability to team lead in a variety of prehospital situations on a minimum of 50 patients in various emergency responses
49. Possess the ability to perform patient transfer techniques commonly practiced pre and intra hospital
50. Maintain the ability to perform all skills of the EMT-Basic.

Requirements for Certification

- Successful completion of requirements for graduation, including summative written and practical exams.
- Apply for NREMT Certification - Students must make any request for accommodations for the exam directly to the NREMT.
- Meet the NREMT's minimum entrance requirements.
- Paramedic: Pass the NREMT's Written examination within the allotted time frame.

Paramedic Program Clinical Experience Goals Objectives:

Goals: It is the goal of the Clinical Internship to assist the paramedic student to put into practice all the combined knowledge of both the didactic and psychomotor skills that he/she has obtained during this program while under the supervision of a clinical preceptor; so as to aid him/her in becoming a competent ALS provider.

Objectives: NMETC will evaluate students in the clinical setting contacting clinical preceptors and discuss students' performance as well as review student evaluations. The student evaluations will evaluate student's skill competency and proficiency, knowledge base and affective domain.

Clinical Experience Medical Clearance:

Immunizations: Provide proof of immunization requirements, including but not limited to all titers and required proof of immunity by including lab results from the facility. Student must also meet any additional immunization or screening requirements by their internship site. All health form deadlines are subject to change given special circumstances due to hospital requirements.

Drug Testing: A proper chain of custody must be followed, and results from the testing company must be sent directly to NMETC with proof of successful testing (negative results) on a 12-panel drug screen. If a student has a prescription medication that may alter the results, they must provide documentation from their physician prior to taking the drug test. All documentation of immunizations, background checks, physical forms, and drug testing **MUST** be on hand at NMETC prior to any clinical placement being made for a student.

Mandatory Vaccinations and Tests for the Paramedic Program:

Documentation of health examinations, pathology tests, and immunizations will be required for certain programs. AEMT and Paramedic students will be required to complete a health examination, pathology tests, and immunizations.

- Hepatitis B
- MMR
- Varicella
- TdaP
- TB Test

Flu and COVID-19 Vaccinations:

Enrollment: NMETC students are not required to present documentation that they have received a COVID-19 or Flu shot vaccine to enroll or attend any on-campus activity in any NMETC programs.

Vaccination Status: Paramedic students will be required to provide the school with their Flu and COVID-19 vaccination status during the didactic portion of their program. Students who have received a COVID-19 and/or Flu vaccine will be required to provide the school documentation. Documentation will be placed in their student file for internship and onboarding purposes.

Internship Requirements: All students must comply with their assigned clinical or field site vaccination requirements. If a student is placed at a clinical or field site that requires proof that they have received a COVID-19 vaccine, the student will need to comply with the site requirements. Internship sites may change their vaccination requirements at any time. Students will be notified of any changes and must stay in compliance.

Non-Vaccinated Students: If a student refuses to obtain a COVID-19 or Flu vaccination or is seeking a COVID-19 or Flu vaccine exemption, and as a result, the internship site refuses the student placement based on their COVID-19 vaccination status, the student must then find their own alternative clinical or field site location that does not require proof a COVID-19 vaccination or allows for patient contact with a religious or medical exemption if the student qualifies for either exemption. Internship sites may change their vaccination requirements at any time. Students will be notified of any changes and must stay in compliance.

Program Delays: NMETC strongly recommends that all paramedic students obtain a COVID-19 and Flu vaccination to

prevent any delays in the internship phase of their program. Please note that students will not receive any extended time to complete their clinical or field internship due to delays caused by vaccination status. Students who submit false or inaccurate vaccine information will be dismissed from their program. Students traveling to our campus must comply with all travel vaccination requirements; travel delays caused by COVID-19 vaccination status will also not result in any program extensions. NMETC's COVID-19 vaccine policy is subject to change, and students will be notified if any changes are made in a timely manner.

Clinical Experience Entrance Requirements:

Prior to beginning the Clinical Experience, students must meet the following requirements.

Didactic: Complete all didactic requirements of the paramedic program.

EMT or AEMT License: Students must maintain their EMT or AEMT license in all program portions. Failure to renew your state license or national certificate will result in dismissal from the paramedic program. If the student is completing their internship outside of MA, they must maintain any state license required for that state.

Finance: Students must be up to date with any NMETC loan agreements to be cleared to start clinical. Students may be subject to additional clinical site fees. Any and all additional fees charged by a clinical site for participation in a Hospital or Field intern rotation shall be the student's responsibility and are not part of the tuition or any fees of NMETC. This fee will be paid to NMETC and not the clinical site; NMETC will pay the clinical site directly for the student's participation, and the student will not be cleared for testing or licensure until the debt is satisfied.

Cleared To Start: Students cannot start their clinical internship until they have been cleared in writing to do so by the NMETC clinical team at the school. Any student who begins a clinical internship and has not been cleared by will be dismissed from the Paramedic Program.

Purchased Uniforms: Students must always wear their NMETC Uniform Shirt, Blue EMS pants, and appropriate black shoes or boots with a plain black belt. & NMETC Badge to identify you as a Student Intern. You **MUST** also wear any badge the hospital provides you. Make sure you are clean and presentable. No hats can be worn.

Health Insurance: NMETC requires all students to *maintain health insurance* once they enter the clinical portion of the program as a condition of enrollment. It is the student's responsibility to maintain their health insurance plan. NMETC encourages students to choose an insurance *plan* that best meets *their needs*. Students are responsible for all related medical expenses, including accidental exposure to communicable diseases and/or injury, while participating in any program at NMETC or attending any clinical rotation or field internship.

Student Health: Students must be in good physical and mental health while attending their internships. If not, they must contact the school for LOA options or withdrawal options. Good physical and mental health is necessary for students to meet physical performance standards and possess the clarity of mind necessary for healthcare duties. They should also have the ability to think using sympathetic, congenial, cordial, versatile, and ambitious reasoning critically. Students must also be dependable, responsible, and reliable. Students must be able to meet all technical standards required of the program and be found to be in good physical condition by a physician, and be able to perform the duties of a paramedic intern within 12 months of their clinical start date.

Out-of-state Students: If a contract is not in place, students must work with the clinical team to get a signed contract from a secured clinical and field site 4 months prior to completion of the didactic component. NMETC will work diligently to aid the students in securing a clinical and field internship site near them; however, if we are not able to accomplish this, the students will have to travel to Massachusetts to complete their clinical and field rotations. State and regions change their policies frequently. NMETC cannot guarantee that a state won't change its requirements or policies while you are enrolled. NMETC will always reach out to students with options if changes occur. If you relocate during the program, we cannot guarantee clinical or field placement.

Clinical Experience Policies:

Overall Total Minimum Clinical Hours: 200 Hours

Should a student fail to obtain the required number of skills during the clinical rotation, they will be required to complete additional hours.

Weekly Total Minimum Clinical Hours

Each student must participate in 24 hours of clinical per week. Failure to do so can result in removal of the program. Clinical Rotations **MUST** be completed within six (6) months of beginning the clinical rotation.

Timeline: Students have one year from the completion of didactic to complete their clinical and field internship.

Affective Behavior

While at the clinical site, students are expected to behave as a professional. Conduct and appearance at a clinical site represent both the training program and the student's professionalism. Inappropriate conduct will result in expulsion from the clinical site, which in turn could jeopardize the affiliation with that site. Expulsion from a clinical site for unprofessional conduct will result in dismissal from this training program. It is expected that as part of being a professional, students arrive at the clinical site on time and prepared. Keep in mind that NMETC faculty will be making unannounced inspections at the start and finish times of the clinical facility. Students are required to wear the NMETC uniform shirt with Blue EMS pants and appropriate black shoes or boots with a plain black belt. (Exception to this policy is only made where a clinical site requires specialty clothing, i.e., OR scrubs) Any student who attends a clinical rotation out of uniform will be asked to leave the site and may be suspended from that particular site. Further infractions of the uniform policy will result in dismissal from the program. It is a contracted requirement with clinical and field sites that NMETC students be in uniform.

Clinical Site Issues

In the event that students encounter problems at a clinical site, notify the Director of Clinical Services as soon as possible. If the problem warrants leaving the clinical site, notify the Director of Clinical Services immediately. Never be confrontational.

Liability Insurance

NMETC will cover each student during the didactic, clinical, and field rotations in the sum of \$2,000,000/\$5,000,000. Coverage will begin on the day training begins and remain in effect until the student has completed all aspects of the training program. Health Care Providers Insurance Organization HPSO provides coverage.

Scope of Practice

Performing a paramedic skill without preceptor approval will result in dismissal from the program and will be reported to any appropriate agencies needed. Performance of ALS skills and invasive therapies must be completed by students while under the supervision of a qualified clinical preceptor. Under NO circumstance is a student to take credit for a skill they did not perform that is grounds for immediate dismissal from the training program

Required Personal Equipment

It is expected that each student arrives at the clinical site prepared to participate in patient care. To accomplish this, students are expected to arrive on time with credentials and personal equipment. This shall include, but not be limited to, a stethoscope, penlight, pen, EMT, and CPR/ACLS/PALS cards, notebook, and clinical internship paperwork/book. Please place your name at the top of each documentation sheet, along with your state EMT number. Each student must adhere to the NMETC uniform policy at any clinical or field internship.

Physical Documentation

An individual shift form needs to be completed by the end of each shift. This form needs to be signed by your preceptor at the end of each shift. Getting a preceptor to sign a bank form is grounds for dismissal.

Signed Paperwork: When directed to mail paperwork to the school, All paperwork mailed to NMETC should be sent Priority Mail, Return Receipt Requested directly. Original forms should be sent, and the students should keep copies. Copies of the clinical documentation are not acceptable. If any documentation is lost, the student must get the appropriate paperwork signed again, or must repeat all the skills and time.

EMCE Documentation

You must create your event shift in EMCE at least one week prior to attending. You have four days from the start of your clinical event shift to enter your isolated skills, patient information, and narrative soap notes.

HIPAA

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronically protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety. Patient confidentiality must be maintained, and it is expected that students will respect this confidence. Any breach of HIPAA laws will result in expulsion from the program and be reported to OEMS. During orientation, all students will sign, agree, and comply with the Clinical Site's HIPAA policy. Please note, while documenting EMCE reports or obtaining clinical reports, no patient-identifying information is to be recorded or kept in a student's possession.

Infectious Control

It is the policy of this program that universal precautions will be followed on ALL patients. In addition to this policy, each clinical site may have additional policies in force, which students will be expected to adhere to while at the clinical site. It is also the policy of this program that students have standard vaccinations prior to the clinical component. It is strongly recommended, but not required, that you also receive the Hepatitis A/B and Influenza vaccine as well as an HIV baseline. Please be advised some clinical sites mandate influenza vaccination.

Exposures/Needle Sticks

In the event of accidental unprotected exposure to communicable diseases or hazardous materials, students must notify the preceptor and seek treatment in the ER immediately. Then, contact the Director of Clinical Services to report exposure. (508) 510-3666

Expulsion from a Clinical Site

In the event that a student has been expelled from a clinical site, the Director of Clinical Services must be notified immediately. Fact-finding will be done to find the cause of the expulsion. The student must complete an incident report. The Director of Clinical Services will contact the site and ask for staff documentation of the incident. Due process will be given to the student. The Program Director, Medical Director, and COO will evaluate the information and determine if any disciplinary action will be taken. This can include possible removal from the program and may be reported to State OEMS at the discretion of NMETC administration.

Problems at a Clinical Site

In the event that students encounter problems at a clinical site, notify the Director of Clinical Services as soon as possible. If the problem warrants leaving the clinical site, notify the Director of Clinical Services or Program Director immediately. Never be confrontational.

Loss of a Clinical Site Affiliation

In the event that an affiliation with a clinical site is lost, it is expected that each student will be able to successfully complete the clinical component with NMETC's remaining clinical sites. The loss of a clinical site, although problematic, does not jeopardize the integrity of the clinical component. In the event that this occurs, all reasonable attempts at securing additional clinical sites will be made.

Clinical Rotation

The clinical internship is divided into several parts as shown below. During this time the student is a representative of this training organization and must act accordingly. The student must have documentation of each skill and time log signed by an approved hospital preceptor. It is the responsibility of the student to maintain these records throughout the training program. Each signature line must be filled out individually. A line through several skills representing duplicate signatures from the same staff member will not count.

Clinical, Practicum, or Externship

Students must have health care insurance to attend paramedic clinical/field experiences. Students are responsible for their health care bills associated with accidental exposure to communicable diseases and/or injury while participating in any program at NMETC or attending any clinical rotation or field internship.

Internship Leave of Absence Request Process

If a student who is able to be placed is out of their clinical or field internship for longer than two weeks, this student must request a leave of absence.

Requesting a LOA:

A student may request a leave of absence by filling out our Internship Leave of Absence Request Form. A Leave of Absence must be approved by the Program Director before the term for which it is requested; it cannot be granted retroactively. There must be sufficient evidence that circumstances, medical or otherwise, exist which make it impossible or difficult for a student to continue with their internship, and there must be evidence that once these circumstances are resolved, the student will be able and committed to continuing their internship.

The Term of Leave:

LOA will be granted for a fixed amount of time. Once an LOA term is completed, the student may request an additional leave of absence or start the re-entry process.

Clinical Re-entry Process:

If a student is out on leave for longer than a 6-month period, that student is required to pass a re-entry assessment to demonstrate clinical safety and proficiency. Please note that there may be testing fees associated with a student re-entry assessment. The student must comply with our clinical team to make sure all requirements are up to date upon re-entry.

Students who are not able to prove didactic or skill proficiency may have to return to the didactic or skill portion of the program before they are able to return to their internships.

National Goals

Although clinical time has traditionally been measured in hours, the Program will place a higher emphasis on student progress toward the National Goals. Student progress is measured in real-time using EMCE. The syllabus for each clinical course will outline the specific areas students should be focusing on during clinical rotations. Each student should achieve a minimum of 100% of the National Registry Goals in order to complete the program. This will include 100% completion of all assessment and skills goals. Students who do not reach these benchmarks by the end of their clinical or field internship will be required to complete additional hours to complete the aforementioned requirements.

Rotations

While performing any skill, a student must be supervised by a qualified clinical preceptor. Qualified preceptors include RNs, MDs, Dos, PAs, CNM (certified midwife), CRNAs and Paramedics.

Clinical Sites:

Students will be allowed to sign up for shifts at clinical sites that NMETC has an affiliation agreement with and the student is accepted to. Sign-up will be available in EMCE or by contacting the NMETC Clinical Team. No student is allowed to monopolize time at a particular clinical site. Violations should be reported to the Clinical Team or Program Director immediately. Each clinical site may add additional restrictions or procedures. NMETC will make clinical assignments. A student may not participate in a clinical setting he/she has not been assigned to by NMETC.

Clinical and Field Internship Outside of Massachusetts

It will be the policy of NMETC to contact preceptors to conduct a review of the student's performance and to ensure competencies. Students must work with NMETC's Director of Clinical Services to secure distant clinical and field sites as well as secure an appropriately emergency trained physician to act as the Assistant Medical Director in that state. (Please contact the NMETC office, as we may already have a physician in your state)

Skills:

The skills are documented on a skills sheet that is to be filled out by the student and then signed by the clinical preceptor at the completion of each shift or after each skill is performed. Skills sheets must be signed prior to the end of each clinical shift. Skills that are not signed WILL NOT COUNT. To aid students in becoming exceptional ALS providers, it is important that the student's abilities are monitored, and areas of needed improvement identified early on.

Patient Assessments:

It is important to fully assess a patient during a student's clinical rotation. After conducting a patient assessment, it is required that the skill be signed off by a Clinical Preceptor and then documented in EMCE. Each patient experience must include the chief complaint, objective and subjective findings, allergies, past medical history, vital signs, medications including dosages, care rendered in the clinical setting and diagnosis of the patient, along with any improvement you observed. Again, these patient assessments will be completed in the EMCE online program.

Clinical Preceptor Evaluations:

A Preceptor must complete the daily eval of the student paperwork at the end of the clinical rotation. A psychomotor evaluation must be completed by the hospital.

Mailing Internship Paperwork:

All paperwork mailed to NMETC should be sent Priority Mail, Return Receipt Requested. Original forms must be sent, and the students should keep copies.

Student Schedules

Schedules must be posted in EMCE in advance so staff may audit participation by visiting students while in clinical rotations. In the event staff discover that students are not where they are reported to be, students may be disciplined by being removed from the site and terminated from the program. Fraudulent activity is monitored, and if found, the student will be terminated from the program.

Students must make the most of their scheduled time. With that in mind, students should not leave early unless there is a unique situation requiring them to do so. If students do leave early, they must email a clinical staff member as soon as possible with the reason for leaving early. A quiet emergency department is not a good reason to leave a shift early.

If students are not at the clinical site during the times indicated, either by arriving late, leaving early, or failing to attend, and attempting to claim credit either on the tracking system or on the state time log, termination from the program will result. A site audit may take place at any time, and only after documents are submitted for review will students be advised that such a visit did occur.

Clinical Rotation Cancellations

Cancellation of time at a clinical site should be avoided at all costs. Remember, if a shift is signed up for, other students cannot sign up for it. Should illness become a factor and there is a need to cancel a day/night rotation, call the site to notify them of the cancellation. Following the cancellation, students must inform the Director of Clinical Services of the cancellation and the reason for it. Students must also mark the shift absent in EMCE. Failure to notify the site of cancellations by the student could result in suspension from the clinical rotation. If a student sets a pattern of shift punctuality and cancels rotations, that student could result in suspension from the clinical component. Students who cancel their clinical rotation within 24 hours of their scheduled time will receive a verbal warning. A second offense may result in removal from the clinical site and/or the program.

Summary

Failure to meet all the Policies and Procedures of the Pre-Hospital Training clinical internship may result in suspension or termination from the Paramedic training program, and students will not enter their field internship until all clinical goals are met.

Clinical Experience Course Syllabus

Hours	Minimum
Clinical Internship Hours	200
Ages	Minimum
Pediatric Patients:	15
<i>Neonate: Birth to 30 Days</i>	0
<i>Infant: 1 month to 12 months</i>	2
<i>Toddlers: 1 year to 2 years</i>	2
<i>Preschool: 3 years to 5 years</i>	2
<i>School Age: 6 years to 12 years</i>	2
<i>Adolescent: 13 years to 18 years</i>	2
Adult Patients: 19 years to 65 years	30
Geriatric Patients: Older than 65 years	15
Pathology/Complaint	Minimum
Cardiac Dysrhythmias Patients:	10
Cardiac Other Patients:	10
Medical Patients:	20
Neurological Patients:	10
Psychiatric / Behavioral Patients:	6
Respiratory Patients:	10
Trauma Patients:	20
Skills	Minimum
Establish IV Access	25
Medication Administration	30
<i>Administer IV Bolus Medication</i>	28
<i>Administer IM Injection Medication</i>	2
<i>Administer Other Medications</i>	0
12 Lead ECG Placement	15
Endotracheal Intubation	*3

*NMETC requires a minimum of three successful intubations. The total may consist of successful intubations performed during a student's clinical internship, capstone field internship, or an NMETC-hosted cadaver lab.

Paramedic Program Capstone Field Internship

Field Internship

Prior to beginning Field Internships, students must meet all financial obligations to NMETC, complete all clinical objectives, clinical paperwork and EMCE must be reviewed and cleared by the Clinical Team.

The final part of this training program is the field internship. During the field internship, the student is required to ride third party with an ALS level ambulance for a minimum of 300 hours. During this ride time, the student must perform a minimum number of skills. Both the minimum time and skill points must be performed to complete the internship. The student must maintain current certifications. Students cannot practice in the field until the student receives clearance from the clinical team to do so.

The student must also maintain documentation of all hours and skills performed. Again, these logs must be original documents, and all data must correlate with your EMCE account. To receive credit for the skills performed, the student must be precepted by a paramedic with a minimum of one year of experience. Students in Massachusetts will have a working knowledge of the statewide protocols. If outside of Massachusetts, the preceptor/FTO must have one year of experience and knowledge of the protocols and applicable laws of that state. Minimum ALS team leads must be obtained on a 911 response vehicle. Interfacility transfers will not count toward the 50 ALS team leads. Once the student has completed all the requirements of the field internship, their field paperwork and documentation will be reviewed. When all documentation is accepted, the student then has successfully completed the program and is ready to apply for the state exam. Each student should evaluate the field paperwork to ensure that they have met all OEMS requirements for hours, skills, and points prior to scheduling an exit interview with the program.

Field preceptor evaluations must be completed daily on the back of the student's paperwork. A psychomotor evaluation in the field is done at the 150-hour mark and the completion of the field rotation. At the 150 hours mark the student's preceptor must contact the clinical team to discuss student's progress.

Students are reminded they must participate 24 hours per week to complete the field rotation as required.

Field Rotation

Field internships will only begin at the conclusion of the didactic and clinical portion of this program. No field internship is to begin until the clinical rotation is complete and the Clinical Team reviews the paperwork. The Director of Clinical Services then approves the student for field internship placement. Students are reminded that although they are not reporting to class, they remain the responsibility of this training program. As such, all policies and procedures set forth in this program will remain enforceable. Field requirements are further outlined in the field internship policies and procedures sections of this text.

During the field internship the student must always serve as a third rider. The student is never part of the assigned two-person EMT crew. Students are not allowed to receive compensation while on their field rotation from any individual, private or public service, unless the sponsoring agency is allowing the student to participate as an intern during regular work hours. The student who is working for the same agency they are participating in for field internship may participate in a skill on a call and be signed off for that skill if the student is part of a 3-person team in the ambulance and maintains patient contact throughout the call. Only one paramedic student is allowed per ambulance, per shift for observation privileges. To be credited with hours, patient contacts or skills the student must be part of a three-person team in the ambulance at all times during the call.

Team Leader Role

Each student will be required to act as the Team Leader (lead paramedic) for a minimum of 50 patients. 40 of those must be ALS contacts and 10 can be BLS.

Team Leads (Field)

Team Leadership Definition: The student has successfully led the team if they have conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather were in charge of the assessment), and formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions were made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, and disposition and packaging/moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated/performed that endangered the physical or psychological safety of the patient, bystanders, other responders, or crew.

For the capstone field internship to meet the breadth of the profession, team leads include transport to a medical facility and may occasionally include calls involving transfer of care to an equal or higher level of medical authority, termination of care in the field, or patient refusal of care. For an interfacility transfer to be documented as a patient contact during the field experience or the capstone field internship, the patient is transferred to a higher level of care requiring assessment and management.

Required Competencies for Completion of Field Internship

Capstone Field Minimums	Minimum
Capstone Field Internship Hours	300
Team Leads - Only 10 Team Leads may be BLS all other must be ALS	50
Establish IV Access	25
Endotracheal Intubation	3*

*** NMETC requires a minimum of three successful intubations; the total may consist of successful intubations performed during a student's clinical internship, capstone field internship, or NMETC-hosted cadaver lab.**

Clinical and Field Internship Outside of Massachusetts

It will be the policy of NMETC to contact preceptors to conduct a review of the students' performance and to ensure competencies.

Additional Field Internship Fees

Any and all additional fees charged by a field site for participation in an ambulance rotation shall be the responsibility of the student and is not part of the tuition or any fees of NMETC.

Field Internship Rotation

Each student is responsible to know and understand the policies set forth in both the field and clinical rotations policies and procedures booklets. Field internships will begin at the conclusion of the clinical portion of this program. Students are reminded that although they are not reporting to class, they remain the responsibility of this training program. As such, all policies and procedures set forth in this program will remain enforceable. Field requirements are further outlined in the field internship policies and procedures sections of this text. Once the student reaches the required hours and minimum competencies, the student must submit for review.

Students found to be falsifying documentation in field or clinical rotations will be immediately terminated from the program. Students must schedule a meeting with the Program Director after completing Field Rotations. This will be the exit interview and will assure that the field documentation is complete.

Paramedic Program Clinical & Field Documentation

Clinical and Field Documentation

In order to receive credit for each skill performed in the field the shift skill and evaluation form must be filled out and signed by the preceptor. All patient assessments/ Team Leads performed by the student, shall be completed by the student in the SOAP narrative format and will be evaluated by the Clinical/Field Educators for completeness, accuracy, and appropriateness. The student PCR's will be documented in EMCE and will not include any personal patient information.

All documentation must be maintained in accordance to OEMS regulations. Students remain the responsibility of the training program.

Once issued to the student, documentation binders become the sole responsibility of the student. Any lost paperwork will result in additional time performed and additional skills to be performed in either the clinical or field setting. Students are to keep all documentation in neat, clear wrinkle free order. Any documentation that is not acceptable will have to be repeated.

Capstone Field Internship Rotation:

Each student is responsible for knowing and understanding the policies set forth in both the field and clinical rotations policies and procedures booklets. Field internships will begin at the conclusion of the clinical portion of this program. Students are reminded that although they are not reporting to class, they remain the responsibility of this training program. As such, all policies and procedures set forth in this program will remain enforceable. Field requirements are further outlined in the field internship policies and procedures sections of this text.

Students found to be falsifying documentation in field or clinical rotations will be immediately terminated from the program. Students must be reviewed by the clinical team after completing Field Rotations. to ensure that the field documentation is complete.

Capstone Field Site Fees:

Students may be subject to additional site fees. Any and all additional fees charged by a site for participation in a Hospital or Field intern rotation shall be the student's responsibility and are not part of the tuition or any fees of NMETC. This fee will be paid to NMETC and not the clinical site; NMETC will pay the clinical site directly for the student's participation, and the student will not be cleared for testing or licensure until the debt is satisfied.

Emergency Medical Technician Field Rotations

Students may participate in 8 hours of field internship upon request. Any student qualifying for field rotations will receive a field rotation student package outlining the roles and responsibilities of all parties. Students will not contact any field site directly without written permission from the Program Director of NMETC or his designee. To participate in the field rotations, a student must have attained a minimum of 75% GPA, be current on all classwork, and show proof of private medical insurance.

Students must wear their program shirt during field rotations and dark blue/black pants, black boots, or black sneakers. EMT pants are acceptable. Under no circumstances is a student to report for their field rotation in jeans, high-heel shoes, sneakers, or any other attire that may not be presentable. Should any student violate the dress code, he/she shall receive a written warning, and on the second offense, he/she will be terminated from the program.

Tuition and Fees

Emergency Medical Technician Program

Tuition	\$2000
Application Fee	\$ 50
Practice App	\$ 40
BLS AHA Course	\$ 36
Textbooks	\$100*

*Cost could vary.

Paramedic Program

Tuition	\$9000
Application Fee	\$200
Program Fees	\$1800

Additional Costs that Could Apply

Background Check	\$ 55*
Drug Screen	\$ 55**
EMCE	\$100
HESI Retest Fee	\$ 75
Local Make-Up Lab Fee - EMT	\$ 200 Per Lab
Local Make-Up Lab Fee – Paramedic	\$ 300 Per Lab
Paramedic Program Textbooks	\$ 800***
Processing Fee for Tuition payment plans	8% of balance at beginning of the program, this is a one-time fee

*Fee could vary by state or number of residences.

**Fee could vary depending upon drug screening site.

***Costs could vary depending upon vendor.

