INSTRUCTOR: Jason Rector  
Cell: 270-634-2171  
Email: jrector@fieldmedics.com

Classes will be conducted on every Tuesday from 4pm-8pm CST and Saturday from 8am-4pm CST. Classes are filled on a first come, first serve basis (advanced registration). Class size is limited to “28” students. Before you fill out and submit an application, make sure that you will be able to attend all class sessions. The program may be extended due to unforeseen circumstances beyond instructor’s control. All students must have completed and submitted an Emergency Service Request form to the Instructor (for background check). It is the responsibility of the applicant to ensure the following requirements are met prior to application submission. If you have any health-related issues that require reasonable accommodations to function as a First Responder student, please contact the Instructor regarding this matter.

Requirements for applicants. Each applicant shall:
1.) Be sixteen (16) years of age or older.
2.) High School diploma or GED
3.) Shall provide instruction and testing in:
   a.) One (1) rescuer CPR
   b.) Two (2) rescuer CPR
   c.) Techniques of changing from one (1) to two (2) rescuers during the performance of CPR.
   d.) Techniques of changing rescuers during the performance of two (2) rescuer CPR.
   e.) Techniques for relief of obstruction of the airway.
   f.) CPR of infants and small children.
   g.) Barrier-to-mouth, barrier-to-nose, barrier-to-stoma resuscitation for adults, small children and infants.
   h.) Use of oral and nasal airways.
   i.) Use of bag-valve-mask or other ventilation device.
   j.) Use of supplemental oxygen
   k.) Use and operation of an A.E.D.

4.) Not been convicted of a felony or misdemeanor described in KRS 335B.010(4); or not been convicted of other crimes directly relating to the applicant’s ability to perform the duties of a First Responder. The following crimes shall be considered as directly relating to an applicant’s ability to perform the duties of a First Responder:
   a.) Offenses under KRS Chapter 189 (traffic regulations punishable by fine or imprisonment or both).
   b.) Offenses under KRS Chapter 189A (driving under the influence)
   c.) Offenses under KRS Chapters:
      1. 218A (controlled substances)
      2. 507 (criminal homicide)
      3. 508 (assault and related offenses)
      4. 509 (kidnapping and related offenses)
      5. 510 (sexual offenses)
6. 511 (burglary and related offenses)
7. 512 (criminal damage to property)
8. 513 (arson and related offenses)
9. 514 (theft and related offenses)
10. 515 (robbery)
11. 521 (bribery and corrupt influences)
12. 523 (perjury and related offenses)
13. 525 (riot, disorderly conduct and related offenses)
14. 527 (offenses relating to firearms and weapons)
15. 528 (gambling)
16. 529 (prostitution)

(KY Board of EMS at 502-564-8950 can answer questions related to offenses)

5.) Hold a valid motor vehicle operator’s license.
6.) Be of good moral character.
7.) Not be habitually addicted to or an abuser of alcoholic beverages, drugs or controlled substances.

**Purpose:** To teach the overall roles and responsibilities of the Emergency Medical Responder in performing both emergency care and operational aspects of his/her job within the First Responder scope of practice. To train and instruct those individuals, who have a duty to respond in emergency situations (first responders) with the knowledge and skills necessary to help sustain life, reduce pain and minimize the consequences of injury or sudden illness until advanced medical help arrives. Instruct public safety personnel (and Emergency Care Responders) in the use of and care for equipment related to the job functions of the First Responder.

**STUDENT CONDUCT/STANDARDS**

The following rules and regulations will be carried out without discussion:

1. You are a guest in the building we will be using. All building rules concerning refreshments, breaks, etc. will be carried out. If in doubt, ask your instructor.
2. All types of tobacco use is prohibited within the class room and permitted in designated smoking area only. No smokeless tobacco use is permitted in the class room.
3. Horseplay, sleeping in class, disruptive behavior, “chatter” between students while the Instructor is speaking or teaching or misconduct of any nature will not be tolerated.
4. Class room dress code and hygiene shall be as follows:
   a. ALL students while in attendance to all class room and class related functions are expected to be in good hygiene and free from all offensive odors.
5. During class session:
   a. No student shall be “on call”.
   b. No radios are permitted to be “on”.
   c. Cell phones are permitted if on vibrate only. If you leave class to talk this may count against class attendance time. At no time will you be permitted to talk on your cell phone while in the class room.
d. No firearms or other weapons are allowed.

e. No visiting First Responder’s without the LEAD INSTRUCTOR’S PRIOR APPROVAL.

f. No CPR re-certification of non-class members.

High standards have been deliberately set for this training program. While realizing the effort and sacrifice the students will be making to attend the course, the following standards will be implemented fairly but firmly.

1. The student must achieve a written test score of 80%, and practical skills test score of 80% by the end of the course for successful course completion.

a. Examinations will be given during this course. ONE missed examination will be allowed to be made up ONLY IF THE ABSENCE IS EXCUSED. Quizzes may also be given in class with or without prior notice. Missed quizzes will not be rescheduled or made up under any circumstance. Quizzes will be averaged into a single score which will then count as one test toward the student’s average. Quizzes will be administered solely at the discretion of the Instructor.

b. Practical skills practiced are REQUIRED. If you do not actively and effectively participate during skills practice you will be scored accordingly.

c. First Responder students do not participate in ride-a longs with agencies as part of this course.

d. A student not meeting all the previous requirements including the tuition and fees payments, attendance, written test, practical skills participation and final practical skills/mock boards test requirements, cannot graduate from the course and will not be qualified to take the certification test.

2. This is a “learn by doing” course. With good study habits, a sincere effort and participation you should encounter little or no problem successfully completing this course.

3. Effort will be made by the Instructor to give you individualized instruction in the event you have a problem with a particular area of the course. It is your responsibility to inform your instructor if you are having a problem.

4. This First Responder program is designed so that each student MUST ATTEND EACH AND EVERY CLASS SESSION. Each student will be given a syllabus of the class dates and times. Announcements in class by the Instructor take precedence over the syllabus. It is the student’s responsibility to modify their personal schedule around these dates and times. Attendance will be taken at the beginning of each lesson; therefore each student’s signature is required on each class attendance sheet. The lesson will start promptly at the scheduled time unless delayed by the Instructor.

There will be no “make up” classes scheduled unless the entire class was canceled by the Lead Instructor. No individual “make up” classes will be scheduled for a student that was absent.
The Lead Instructor reserves the right to make any individual classes “Mandatory” to attend. In the event a student is absent for a “Mandatory” class it will be considered that they have not completed the requirements of this training program and will not be qualified to take the certification test unless the student can attend the exact class missed at another prior approved course site and can provide proof of their attendance prior to the end of the course or earlier as required by the Lead Instructor.

5. The student that is tardy three times will be given one absence on the attendance record. The student is considered tardy if they are not in the classroom when the lesson begins. If you are late it is your responsibility to sign in on the day of class. If you are late for class and forget to sign in on the attendance sheet before the end of that class you WILL BE CONSIDERED ABSENT AND WILL NOT be allowed to sign in at a later date without prior authorization of the Lead Instructor.

6. Emergency absences will be considered on an individual basis. Proof of reason for absence may be required at the Lead Instructor discretion. ONE EMERGENCY absence will be permitted during the course. Once you have accrued TWO absences you will be placed on attendance probation. The following will be considered emergencies.

   a. Any incident that leads to the student seeking treatment in an emergency room or by a physician for which they have a doctor’s excuse.
   b. Any incident that leads to the student’s direct family member seeking treatment in an emergency room.
      i. Direct family members are considered as follows: The student’s Spouse, Son, Daughter, Grandchild, Brother, Sister, Parent, Grandparent, Stepchild, Stepparent, Stepsister, Stepbrother or other person considered on an individual basis approved at the sole discretion of the Lead Instructor.
   c. Absence due to attendance of a funeral of any direct family member (see above)
   d. Hospitalization of the student.
   e. Jury duty during class session hours. (Not before or after class hours)
   f. Subpoena or summons for court appearance during class session hours.
   g. Attendance to a required military function.
   h. If you are a volunteer or paid member of an Emergency Medical Service, Police Department, Rescue Squad or Fire Department and are called to respond or assist on an emergency scene PRIOR TO THE BEGINNING OF CLASS and are detained during class time.
   i. Any incident that the Lead Instructor considers an emergency. This will be considered on an individual basis.

NOTE: The THIRD absence regardless to the reason may disqualify the student from completing the course requirements. The recommendation to allow the student to complete the course will be based upon current academic standing, quality of class participation, ability to perform practical skills that have been covered thus far in
class and validity of reason for the absences will be made by the
discretion of the Lead Instructor.

7. A student may be expelled from class and may be reported to the appropriate
agency if any of the following occurs:
   a. The student is caught cheating on any class administered exam.
   b. The student violates any of the rules set forth under the Student Conduct
      & Class Standards section of this syllabus.
   c. The student falsifies documentation.
   d. Other reason as deemed appropriate and necessary by the Lead Instructor
      and/or Course Coordinator.

8. In the event of adverse weather conditions or other regional emergency, please
contact Jason Rector at 270-634-2171 for information regarding cancellation of
class.

Tuition/Fees:
The tuition for this course is $200.00. This includes certification cards. This is for
tuition only and does not include the cost of any of your required Text Books and Lab kit.

Tuition cost is due in full no later than class session number two unless you have
approved prior WRITTEN PROOF OF OTHER TUITION COST ARRANGEMENTS
and these arrangements have been verified by the Instructor. Collection of tuition will be
during the first class meeting. Payment of tuition will be accepted for the exact
amount in the form of CASH, CERTIFIED CHECK, CASHIERS CHECK, or
MONEY ORDER made payable to the Instructor. NO personal checks will be
accepted. NO EXCEPTIONS!

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<th>Due at the beginning of class:</th>
<th>General Public</th>
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NOTE: If tuition in full or tuition arrangements has not been met as outlined above
by the beginning of class number three, you will be dropped from the course roster.
You will not be permitted to take your certification exam until all your course
obligations; including financial obligations have been met.

Refund Policy: 100% tuition refund if the student officially withdraws in writing before
the first class. 50% refund if the student officially withdraws in writing after the first
class but before the third class. If the student withdraws on the third class and beyond
there is not refund. No refund will be given for Text or Work books regardless their
wrappings have been opened.

Prerequisites: None (Basic First Aid/CPR would be helpful)

Textbook: Stay Well, ARC Emergency Response Textbook (Cost approx.: $39.95)
Stock No. 656523 (ISBN 1-58480-095-x)
Lab Kit: Once accepted for enrollment you will need to purchase the following items for your lab kit: CPR Mask (w/O2 Inlet – Optional), Stethoscope, Blood Pressure Cuff, Note taking material and writing utensils.

Length: To be taught in 53 hours lasting approximately two months.

Certification: American Red Cross Emergency Response (valid for 3 years), CPR/AED for the Professional Rescuer (valid for 1 year), Oxygen Administration (valid for 1 year), Blood Borne Pathogens (valid for 1 year)

There will be no discrimination on the basis of race, color, national origin, sex, disability, age, religion or marital status in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the Americans With Disabilities Act of 1990. For more information contact the Equal Employment Opportunity Commission at 1-502-582-6082.

The Instructor is responsible for providing EMS location, instruction and necessary equipment and supplies (excluding lab kits). Selection of eligible applicants for classes are done on a first-come, first-serve priority basis (priority given firstly (in the following order of priority) to those individuals with employment, volunteer emergency services such as ambulance services, fire departments, rescue squads and branches of the military, secondly to those in the medical/healthcare related fields then thirdly to all others).
American Red Cross

FIRST RESPONDER

COURSE SCHEDULE

Tuesday, March 11
Paperwork/Syllabus
HIPAA

Saturday, March 15
Chapter 1 The First Responder
Chapter 2 Well Being of the First Responder
Chapter 3 Preventing Disease Transmission I & II
SKILL PRACTICE – Glove Removal
Chapter 4 Legal & Ethical Issues
Chapter 5 Human Body System

Tuesday, March 18
TEST - BBP

Saturday, March 22
Chapter 6 Lifting & Moving
SKILL PRACTICE – Emergency Moves
PUTTING IT ALL TOGETHER – Chapters 1-6
Chapter 7 Assessment I & II, Measuring Blood Pressure
SKILL PRACTICE – Initial Assessment Physical Exam

Saturday, March 29
Chapter 8 Breathing Emergencies I, II, III, IV
Chapter 9 Breathing Devices I, II, III
Chapter 10 Cardiac Emergencies I, II, III, IV
SKILLS PRACTICE Chapters 7-10
PUTTING IT ALL TOGETHER – Chapters 1-10

Tuesday, April 15
TEST – Oxygen Administration, CPR-PR w/AED

Saturday, April 12
Chapter 11 Bleeding & Shock
Chapter 12 Specific Injuries I & II
Chapter 13 Muscle/bone Injuries I & II
Chapter 14 Injuries: Head, Neck, Back I & II
Chapter 15 Medical & Behavioral Emergencies I, II
Chapter 16 Medical & Behavioral Emergencies III
PUTTING IT ALL TOGETHER – Chapters 11-16

Saturday, April 19
Chapter 17 Childbirth
Chapter 18 Infants & Children I & II
PUTTING IT ALL TOGETHER – Chapters 17-18
Chapter 19 EMS Support & Operations I & II
TEST – Chapters 17-19
PUTTING IT ALL TOGETHER – Chapter 19

Tuesday, April 22
SKILLS REVIEW – Chapters 1-19

Saturday, April 26
Practice Practical

Saturday, April 28
Final Written Exam
Final Practical Exam
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With all lessons & Enrichment sections………………………………… …………53.0 hours
Memorandum of Understanding

I, ____________________________________, acknowledge receipt of the course syllabus and course schedule. I understand I have enrolled in a class that is held to higher grading standards than that of normal courses and will do my best to maintain the higher standard. I have had an opportunity to ask questions regarding my expectations. I further agree to abide by these standards and expectations, which includes the ethical and behavioral standards, attendance policy and course goals.

I understand the following as being my student responsibilities:

1) Follow all directions;
2) Having all necessary materials for the course;
3) Doing all assignments completely and on a regular basis;
4) Working honestly and accurately;
5) Making an effort to get assistance if it is needed; and
6) Reviewing previously done content.

Also, please do not have a preconceived negative attitude about the course material or skills that you will perform. Such an attitude does not promote success.

Signed: ______________________________________ Date: __________________________

Name: ________________________________

(print)

Address: ____________________________________________________________(including city, state, zip code)

Phone Number: _______________________

Email: _______________________________

The below signed signature will signify that as the Instructor the above signed student enrolled in the First Responder (Emergency Response) course has been given the opportunity to ask questions regarding their expectations during the course and will be upheld to them.

Instructor: ___________________________