

Moravian University

School of Rehabilitation Sciences



Emergency Medical Technician
Policy Manual

Updated 5.7.2026

Information on the University and its accreditation status can
be found [here](#).

The EMT Manual is to serve as a guide for all students enrolled in the Emergency Medical Technician program. It is a supplement to the Moravian University academic policies; consequently, all policies and regulations from the University are to be observed in addition to those outlined in the following pages.

Table of Content

coming soon

Emergency Medical Services Program Overview

EMS Certification Program Student Information:

Emergency Medical Technician (EMT) course offered through Moravian University includes the knowledge and skills required to provide basic pre-hospital emergency care.

Students in the EMT course will be taught the knowledge and skills required to provide basic pre-hospital emergency care. To practice this, the students use each other as patients. Appropriate, physical contact for patient care simulation purposes should be expected.

EMT students participate in a variety of physical skills. Students should be able to lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), a height of 33 inches, and a distance of 10 feet. They should be able to bend, stoop, crawl, and walk on uneven surfaces.

Course content is presented through a series of chapter reading, lecture, lab sessions, and assessments, both online and in-person. Course content includes:

- Assessment of injuries and illnesses
- Assessment of the scene
- BLS/Pro Cardiopulmonary resuscitation (CPR) and Automated External Defibrillation (AED)
- Care of muscle injuries
- Childbirth
- Control of bleeding and shock
- Environmental emergencies
- General anatomy and physiology
- Lifting, moving and transportation of patients
- Medical and Trauma emergencies
- Pediatric and Geriatric emergencies
- Roles and responsibilities of the EMT
- The assisting of patients with their own prescribed medications

Corequisites:

In addition to the above content, the following mandatory co-requisites must be completed:

- [Hazardous Materials Response – Awareness 2025](#)
- [NIMS IS-100.B: Introduction to Incident Command System](#)
- [NIMS IS-700.A: National Incident Management System \(NIMS\). An Introduction](#)
- [NIMS IS-200.B: ICS for Single Resources and Initial Action Incidents \(Prerequisites: NIMS 100 and 700\)](#)
- [NIMS IS-800.B: National Response Framework, An Introduction](#)
- [PA Recognizing and Reporting Child Abuse](#)

- Traffic Incident Management System (TIMS) - Coming Spring 2027

Class Size:

The class is limited to a maximum of 24 students.

Student Fees (outside of tuition)*:

Textbook and online materials (\$450, sponsored by St. Luke's)	INC
State Skills Examination	INC
National Registry Cognitive Examination**	\$104
BLS/Pro CPR Certification Fee (if not already certified)	\$37
Annually Two Step TB Skin Test (Moravian Health Center)	\$20
Hepatitis B series (per dose) (if not already completed)	\$35
MMR (if not already completed)	\$60
Tdap (if not already completed)	\$40
Varicella (if not already completed)	\$100
Influenza (if not already completed)	Free
Drug Screening	\$39
FBI Fingerprinting^	\$23
PA State Criminal History Check^	Free
Child Abuse Clearance^	Free
Clinical Education Uniforms (\$150, sponsored by St. Luke's for 2026 class)	INC
Miscellaneous Supplies (course fee)	\$100

*All fees subject to change.

**Scholarship opportunities are available for reimbursement of these costs.

^If you have your clearances already completed, you may be able to reuse them, Please check with Ms. Krueger.

Scholarship Opportunities:

Uniforms and textbooks are provided by SLUHN.

More information to come on additional scholarships and sponsorship opportunities.

Successful completion of the certification program includes:

- a) Completion of at least 10 patient contacts during the practical experience section of your course.
- b) Completion of mandatory co-requisites.
- c) Completion of practical skill evaluations included in-text and instruction, outlined in the National EMS Education Standards, and for fulfilling the Functional Position Description of the certification program for which student is enrolled.
- d) Obtain a passing score of 73% or higher on the midterm and final exams.
- e) Maintain all program attendance requirements.

Advisory Committee:

Ellen K. Payne, PhD, EMT; Moravian University & BTVFC

Michael Maguire, EMT; Moravian University

Dr. Bryan Wilson, Medical Director

Dawn M. Goodolf, PhD, RN; Moravian University

Dana Noll, EMT; Moravian University

Louise Keegan, PHD, SLP; Interim Associate Provost & Dean of the College of Health

Jeff Kovalchik, NRP; EMS Liaison, LVHN

Jeffrey Yanochko, NRP; Coordinator Pre-Hospital Services, SLUHN

A representative appointed by the the Eastern PA EMS Council

In the event of Key Personnel changes (program director, lead instructor, etc.) the following will occur:

1. Program Director - Lousie Keegan, Associate Provost and Dean, College of Health, Moravian University will assume the administrative duties of the class with the assistance of the Lead Instructor. The EMS Regional Council will be notified at this time. A replacement director will be solicited, under advisement of the advisory panel.
2. Lead Instructor - Ellen K. Payne, Program Director, Moravian University will assume the lead instructor duties. The EMS Regional Council will be notified at this time. A replacement instructor will be solicited, under advisement of the advisory panel.
3. Medical Director - The Program Director, under advisement of the advisory panel, will solicit a new medical director.

University faculty and adjunct faculty are covered under the institution's general insurance policy as outlined in the [Employee Handbook](#).

[Current Instructor List](#)

Quality Improvement and Quality Assurance Plan for EMS Instructors

Objective: To ensure consistent delivery of high-quality education and training for Emergency Medical Services (EMS) students while fostering continuous improvement in teaching methods.

1. Quality Assurance (QA): Monitoring and Evaluating Current Performance

- **University Course Evaluations**
 - Implement University course evaluations to gather student feedback on EMS instructors' effectiveness, clarity, and engagement.
 - Analyze feedback for trends in strengths and areas needing improvement.
 - Share evaluation results with instructors and provide actionable recommendations.
- **Peer Teaching Observations**

- Conduct periodic peer reviews where EMS instructors observe and provide constructive feedback to each other.
- Focus on teaching methods, adherence to course objectives, and student engagement.
- **Competency Assessment**
 - Evaluate student performance on practical skills, exams, and clinical simulations to determine if learning outcomes are being met.
 - Use results to identify gaps in instruction or curriculum.

2. Quality Improvement (QI): Strategies for Ongoing Development

- **Professional Development**
 - Require instructors to participate in continuing education opportunities, such as workshops, certifications, and EMS instructor courses.
 - Offer mentorship programs for new instructors to support effective teaching practices.
- **Curriculum and Instructional Design**
 - Regularly review and update course content to ensure alignment with current EMS standards and guidelines.
 - Incorporate diverse teaching tools, including simulations, case studies, and digital resources, to enhance learning experiences.
- **Feedback Integration**
 - Establish a feedback loop:
 - Gather input from course evaluations, peer reviews, and competency assessments.
 - Develop targeted improvement plans for instructors based on specific feedback.
 - Follow up with re-evaluation after changes are implemented.

3. Implementation and Accountability

- Set measurable goals for improvement, such as increasing student course evaluation scores by 10% within a year.
- Conduct annual performance reviews for all EMS instructors, incorporating evaluation data and progress toward improvement goals.

4. Reporting and Transparency

- Share quality improvement efforts and results with stakeholders, including students, program faculty, advisory board members, and University administrators, to promote accountability and trust.
- Publish course completion, psychomotor exam, and cognitive exam results online.
- Provide an annual summary of course evaluation trends, professional development initiatives, and changes made to enhance instructional quality to the advisory board.

PA Department of Health, Bureau of EMS Certification Requirements:

EMT certification is issued by the Pennsylvania Department of Health (PaDOH) and National Registry of EMTs (NREMT). This program is in compliance with all PaDOH and NREMT standards. The certificate you receive from Moravian University indicates that you have completed the required educational program required to take the NREMT exam. The Moravian University certificate **does not** allow or qualify you to practice as an EMT. To be eligible for the written and practical skills examinations developed by NREMT and the Bureau of EMS for pre-hospital certification as an EMT, students must meet all certification program requirements as set forth by Moravian University.

Application:

All students are **required** by the PaDOH, [Bureau of EMS](#) to complete the online [Emergency Medical Services Provider Certification Application](#) and [The NREMT application](#). Students **must** complete this application within 14 days of the first day of class. This will be done in class. **Please note that this application does require the disclosure of a criminal history.** The PaDOH, Bureau of EMS, has the right to refuse certification for conviction of certain offenses.

Background Checks:

All applicants are required to complete an FBI background check prior to the first day of class.

CPR Certification:

Proof of current (through May of the current year) CPR certification is required by the date posted on the course schedule in the current year's syllabus. CPR certification must meet the requirements set forth by the BEMS. See acceptable courses [here](#).

Post Course Questionnaire:

Students are required by the PaDOH, Bureau of EMS to complete a *Post Course Questionnaire*. The questionnaire will be emailed to the students who are eligible for certification testing within approximately 3 days of the course closing. Failure to complete the questionnaire will result in the student being ineligible to enter into the certification exam process.

EMT Psychomotor Exam Assumption of Risk

You must take the required examinations, psychomotor and cognitive, within 12 months of course completion. A total of six (6) examination attempts are allowed and must be completed within two (2) years of successful completion of the certification class.

Additional Contact Information:

Eastern PA EMS Council

PHONE: (610) 820-9212

Quality Improvement Plan for EMT Students

Objective: To enhance the learning experience, skill proficiency, and academic success of Emergency Medical Technician (EMT) students while ensuring they are prepared to meet certification requirements and provide quality patient care.

1. Assessment of Current Performance

- **Academic Performance**
 - Monitor student performance on quizzes, exams, and practical skill assessments to identify areas of strength and weakness.
 - Track pass rates on National Registry of Emergency Medical Technicians (NREMT) certification exams.
- **Clinical Skills**
 - Conduct regular evaluations of hands-on skills during lab sessions and simulations.
 - Use standardized evaluation rubrics to ensure consistency and fairness.
- **Student Feedback**
 - Gather student input through periodic check-ins and end-of-course evaluations to assess course clarity, resources, and instructor effectiveness.

2. Improvement Goals

- Increase NREMT first-attempt pass rates by 10% within the next academic year.
- Increase State Psychomotor exam first-attempt pass rates by 10% within the next academic year.
- Enhance students' confidence and competence in core EMT skills, such as patient assessment, airway management, and trauma care.
- Improve overall student satisfaction with the learning experience.

3. Strategies for Improvement

- **Academic Support**
 - **Tutoring and Remediation:**
 - Offer dedicated tutoring sessions for students struggling with key concepts or skills.
 - Create remediation plans for students scoring below 75% on major assessments.
 - **Practice Exams:**
 - Provide access to NREMT-style practice exams to familiarize students with the testing format.
- **Skill Development**
 - **Simulation-Based Learning:**
 - Incorporate high-fidelity simulations to replicate real-world emergency scenarios.

- Ensure students have multiple opportunities to practice and refine skills in a controlled environment.
- **Peer Practice Sessions:**
 - Encourage peer-to-peer learning through group practice sessions supervised by instructors or teaching assistants.
- **Curriculum and Instructional Methods**
 - **Interactive Learning:**
 - Use diverse teaching methods, including case studies, interactive lectures, and multimedia resources.
 - **Updated Materials:**
 - Regularly review and update course content to align with current EMS standards and best practices.
 - **Continuous Feedback**
 - Provide immediate and specific feedback during skills labs and simulations.
 - Conduct one-on-one progress reviews with each student after the midterm exam, and as needed.

4. Implementation and Monitoring

- **Instructor Training**
 - See Quality Improvement and Quality Assurance Plan for EMS Instructors
- **Data Collection and Analysis**
 - Track and analyze trends in academic and skills performance throughout the course.
 - Use data to adjust teaching strategies and allocate resources effectively.

5. Reporting and Communication

- Share quality improvement efforts and results with stakeholders, including students, program faculty, advisory board members, and University administrators, to promote accountability and trust.
- Celebrate achievements, such as improved test scores or certification pass rates, to motivate students and faculty.

6. Evaluation and Adjustments

- At the end of the academic year, evaluate the effectiveness of the quality improvement plan by:
 - Comparing NREMT pass rates, student feedback scores, and skill assessment results to baseline data.
 - Revising the plan based on identified gaps or new challenges.

Moravian University EMT Program Requirements:

Admissions and Application: All Moravian and LVAIC students interested in enrolling in the course must complete the application process for approval by the program director in consultation with the student's academic advisor. Moravian University's admissions information can be found [here](#). LVAIC cross registration information and procedures can be found [here](#). Transfer from other EMT Programs is not permitted.

At this time, preference will be given to students of junior/senior ranking. Acceptance into the course is competitive due to limited spots available and the rigor of the course. See application form ([Course Application](#)).

Students enrolled in the Moravian University EMT Program are required to complete criminal background and child abuse history clearances in compliance with Pennsylvania state law. These include: FBI Federal Criminal History Record (ACT 114), Pennsylvania State Police Criminal Records Check (ACT 34), and Pennsylvania Child Abuse History Clearance (ACT 151). **All clearances MUST be submitted prior to the first day of class or the student will be dropped from the course.**

Aptitudes: See also PaDOH, Bureau of EMS, Functional Position Description

- a) **Vision** – Students must have visual acuity sufficient to distinguish visual color discrimination in examining patients and determining by appearance, diagnostic signs that require immediate detection and proper action.
- b) **Hearing** – Students must have hearing acuity sufficient to receive verbal directions and instructions and to distinguish diagnostic signs.
- c) **Reading/Writing** – Students must have the ability to read English sufficiently enough to read items such as prescription bottles and to write English sufficiently to complete patient record forms and examination documentation.
- d) **Physical** – Students must have the ability to perform the skills objectives as outlined in the National EMS Education Standards. Any injury, illness or onset of new physical condition, which may restrict the student from class participation, must have a release form signed by a physician indicating what that limitation may be. Based upon the limitations of your physical restriction, you may not be eligible for program completion.

All students must have the aptitudes listed above when taking the practical skills examination for state certification. (Refer to the Accommodations Policy)

Attendance:

- a) Each student shall not be permitted to miss more than ten percent (10%) of the total number of hours for the program. Any hour, or portion thereof, missed, which exceeds ten (10) percent will result in the student not being issued a completion certificate (but they will be allowed to stay in the class for college credit).
- b) Students absent from class sessions are responsible for all material covered in

that session.

- c) While we follow Moravian University class cancellations due to inclement weather, please note class will most likely be moved to zoom if that does occur. A make-up session may also be scheduled.

Drop and Withdraw Policies:

The deadline to drop a class is the Friday of the first week of the semester. The withdrawal deadline is the Friday of Week 11. Students wishing to withdraw from the course after the drop deadline, and before the withdrawal deadline, will receive a “W” for the course, and this “W” will appear on the student’s transcript for the semester. A “W” grade does not impact the student’s GPA. Students who withdraw after the drop deadline will not receive a refund for the course. If a withdrawal takes place after the withdrawal deadline, a “WF” is assigned, which is computed in the quality-point average as an “F.”

Students who drop the class prior to the drop date must return their textbook. Students who withdraw from the course after the drop date must pay for their textbook (approx. \$450), return their uniform shirt and jacket, and return any other borrowed equipment.

Confidentiality:

Patient information cannot be accessed or discussed outside of the classroom or clinical experience. The HIPAA act protects the rights of any patient you come into contact with. Any disregard for the patient’s privacy is grounds for dismissal from the program.

Grading:

Quizzes, activities, skills check-off, exams are outlined in the course syllabus. See the current syllabus for the breakdown of points.

Students must have a grade of 73% or higher on the midterm exam and final exam. Students will be given two attempts to obtain a 73% or higher on the midterm exam and final exam. If a student fails to receive a 73% or higher on the midterm exam or final exam after retesting, the student will not be issued a completion certificate (but they will be allowed to stay in the class for university credit).

Grading Scale:

A	93.0% and above
A-	90-92.9%
B+	88-89.9%
B	83-87.9%
B-	80-82.9%
C+	78-79.9%
C	73-77.9%
C-	70-72.9%

D+	68-69.9%
D	63-67.9%
D-	60-62.9%
F	59.5% and below

All grades are calculated by the percentage of total points earned by the student divided by the total points assigned for the semester.

Appearance:

Dress comfortably and modestly for classes and labs since skills and scenario practice will require active participation. If your attire is inappropriate to professional standards you will be dismissed from class without an excused absence. No low-cut tops, belly shirts, low pants, or flip-flops are allowed.

There is a dress code for the clinical experiences. Here are the requirements:

1. White, navy blue, or black polo, Moravian University (or College) shirt, or a white collared shirt. Shirt must be tucked into pants at all times during the clinical experience.
2. Black or navy slacks (no blue jeans). Pants are to be form fitting (not too baggy, but NO yoga pants) and need to be held up with a belt.
3. Dark closed shoes that tie (no flip-flops or sandals).
4. Photo ID Badge (provided by the department).

Behavior:

Students must maintain a positive attitude, professional manner, and behavior appropriate to a classroom setting. In addition, students must be attentive and not disruptive in class. Foul or offensive language will not be tolerated by any student or instructor. Students and instructors will be treated with respect at all times. Students displaying abusive behavior or other behavior normally associated with drug or alcohol usage shall be dismissed from the class, and time will count as missed attendance. The student must be counseled before being readmitted to class. In addition, students will abide by any additional rules and regulations of the clinical sites they are assigned.

Drug and Alcohol Use:

The Moravian University EMT Program will follow a “No Tolerance” policy regarding alcohol and/or drug abuse by EMT Students. Students will be held accountable for the Substance Abuse and Drug Testing Policy which can be found in this Handbook. Any students who appear to be violating this policy will be immediately removed from the classroom or clinical education site. Any questions regarding this policy should be referred to the EMT Program Director.

Drug Testing:

Students enrolled in the EMT Program are required to undergo a 11-panel drug screening. This test is completed prior to initiating clinical education experiences. All

expenses associated with these tests are the responsibility of the student.

The EMT Program may also require periodic drug testing of students enrolled in the program. In the event of suspected drug usage or abuse perceived by the EMT faculty or Preceptor, as evidenced by student behaviors including, but not limited to, irrational or unusual behavior, excessive tardiness or physical signs of drug usage / abuse, the student will be referred to the Moravian University Health Center and / or Counseling Services. Students may also be immediately removed from the clinical education site and suspended from continued clinical education. The student will be required to undergo a drug test within 24 hours at an approved drug-testing site. The cost of this test will be the sole responsibility of the student. Assuming a negative test, the student may be reinstated into the clinical portion of the EMT program. In the case of a positive test or failure to comply with the required test, the student will be immediately suspended from all further clinical education experiences. Failure to comply with a required test will be treated as if a positive test has been obtained.

Students who test positive will be immediately suspended from the clinical education portion of the EMT program and may face further disciplinary action from the program, in the form of dismissal from the program. As a result of any positive drug test, the student will be referred to the Moravian University Health Center and/or Counseling Services.

Alcohol Usage:

Any student who chooses to consume alcoholic beverages will not be under the influence of alcohol during any academic or clinical education experience.

Students who are perceived by the faculty or preceptor to exhibit potential abuse of alcohol, evidenced by student behavior which includes, but is not limited to, excessive tardiness, slurred speech, the odor of alcohol on the breath, and lack of coordination will be referred to the EMT Medical Director and/or Moravian University Health Center for appropriate intervention and referral. Additionally, students who appear to be under the influence of alcohol during any clinical education experience will be immediately removed from the clinical education site and will be referred to the EMT Program Director. Students who violate this policy will be subject to disciplinary action through the EMT Program, including possible course failure and program suspension or dismissal.

Academic Code of Conduct:

All students are expected to follow the Academic Code of Conduct all times.

Students are encouraged to use ChatGPT and other AI tools to support their learning, understanding, and creative processes during the coursework. However, AI tools should be utilized responsibly and ethically, adhering to the academic principles of academic honesty and originality.

Cheating, plagiarism or dishonesty with regard to any graded assignment or examination will typically result in failure of the course.

Student Records:

Students academic records will be maintained through Canvas and AMOS as per University policies. All other required paperwork and external certificates (BLS/Pro CPR, hazmat, etc.) will be managed through Canvas by the program director with the assistance of Ms. Megan Kruger, administrative assistant.

Students with Disabilities: “Moravian University strives to create a learning environment that is accessible to all students. If you are experiencing or anticipate experiencing disability-related barriers to learning in your courses, you should contact the Office of Disability and Accommodations (ODA) at oda@moravian.edu. If you are registered with ODA and have a current accommodation letter, please share your letter with me (the instructor) as soon as possible so that we can discuss how your accommodations will be implemented in this course. To receive any academic accommodation that is not granted or offered to all students equally, you must be appropriately registered with ODA. The ODA works with students confidentially and only discloses disability-related information on a need-to-know basis or with the student’s permission. To contact the Office of Disability and Accommodations (ODA), located in Reeves Library, call 610-861-1401, or email oda@moravian.edu.”

Moravian University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. The University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived race, ethnicity, color, sex, religion, age, ancestry, national origin, caste, sexual orientation, gender identity or expression, genetic information, pregnancy, familial status, marital status, citizenship status, veteran/military status, disability status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

Accommodation granted by Moravian University for its programs and exams does not guarantee accommodation on any state certification examination.

The Bureau of EMS can only approve testing accommodations for the Pennsylvania Psychomotor (Practical) Examination. Testing accommodation for the cognitive (written) examination must be submitted directly to the NREMT. See the Program Coordinator for more information.

Immunizations:

Students are required to submit up-to-date vaccination records demonstrating currency of the following immunizations:

- 1) Two-step TB test (or negative chest x-ray)
- 2) Hepatitis B series
- 3) Measles, Mumps and Rubella (MMR)
- 4) Tetanus, Diphtheria and Pertussis (TDaP)
- 5) Varicella (or documentation of disease history from a healthcare provider)
- 6) Influenza

Injury or Illness Policy:

Students who are injured while completing their clinical education experiences or classroom activities are responsible for all incurred medical costs. If an injury does occur, the student must notify the Preceptor, Site Coordinator, or Course Instructor immediately. Once immediate care has been administered, the student, preceptor or instructor must notify the EMT Program Director.

If a student must be referred to the hospital and it is not feasible for the Preceptor or Course Instructor to leave the site, it is expected that the individual will follow-up with the student as soon as it is possible. Students on-campus at Moravian University, during normal business hours, should be referred to the Moravian University Health Center whenever possible or the health center at the enrolled college or university.

Students with an illness must contact the Course Instructor or Preceptor immediately. The student will be referred to the appropriate level of care. Students who have been diagnosed with a potentially transmittable disease will not be permitted to complete clinical education experiences and may be excused from classroom activities until cleared by the appropriate healthcare provider. If a student has been excused from clinical experiences by a physician, it is their responsibility to contact the Preceptor and Program Director as soon as possible.

If a student reporting to the clinical education site / class is ill, it is up to the discretion of the Preceptor / Course Instructor as to whether or not to send the student home for the day.

Please remember that all communication regarding student absences from class or clinical education must occur either via direct (phone or in person) communication or electronic mail communication.

Sexual Harassment Policy:

During this course, there will be numerous laboratory and hands-on sessions that may include physical examination techniques. Students are reminded to conduct oneself in a professional manner at all times during these activities. If a student feels that there is any inappropriate or unwelcome behavior that is of a sexual nature, on the part of the instructor, graduate assistant, lab assistant or peers, the student should notify the course instructor immediately. If the complaint is in regards to the course instructor, the

issue should be addressed to the Chair of the Department of Rehabilitation Sciences or the Dean of the College of Sciences & Health Sciences. All complaints will be documented, in writing, and action will be taken to prevent further harassment from occurring. Actions with regard to sexual harassment may be in the manner of a formal complaint procedure or in the manner of informal assistance.

"Moravian University faculty are committed to providing a learning environment free from harassment and discrimination, including sexual harassment/violence under Title IX. Should a student disclose a concern of this nature, the faculty member is obligated to inform the Executive Director for Equity and Compliance (Title IX Coordinator), who will assist the student in determining support measures and resolution options. Reports can be made online anytime at www.moravian.edu/titleix. Fully confidential reporting options include the University Chaplains and professionals in the Counseling and Health Centers. Survivors are encouraged to seek immediate assistance by contacting the Advocates at (484) 764-9242. For more information, including grievance procedures, please view the Equal Opportunity, harassment, and Non-Discrimination Policy at www.moravian.edu/policy."

Department of Rehabilitation Sciences Examination Policy:

The following examination policies have been implemented to limit academic dishonesty, to assure exam integrity and to maintain a fair testing environment for all students enrolled in courses within the Moravian University Department of Rehabilitation Sciences. Students who require testing accommodation(s) should meet with the course instructor prior to the test administration date to discuss how accommodations will be honored without jeopardizing exam integrity.

1. Food and drinks (including water) are not permitted in the classroom, laboratory or computer lab where the exam is being administered. All such items should be left in the area designated by the exam proctor prior to being seated for the examination.
2. Electronic devices (including, but not limited to, cell phones, smartwatches, MP3 players, cameras and calculators) are not permitted in the classroom, laboratory or computer lab where the exam is being administered. All such items should be turned off and left in the area designated by the exam proctor prior to being seated for the examination. If a calculator is required for the examination, the exam proctor will notify students of this prior to the beginning of the examination.
3. Personal items such as hats, scarves, jackets and outerwear must be removed and stored in the area designated by the exam proctor prior to being seated for the examination.
4. If necessary, during computerized testing, the examination proctor will supply students with blank scratch paper. At the conclusion of the examination, all notes taken by the student during testing will be turned in to the exam administrator.
5. Students may be asked by the test administrators to empty their pockets.
6. Students will not have access to personal items during the test.
7. Students are not permitted to leave and re-enter the classroom, laboratory or

computer lab where the exam is being administered without permission of the exam proctor. In general, students should plan to remain in the classroom, laboratory or computer lab where the exam is being administered throughout the examination period. Therefore, students should attend to all personal needs prior to initiating the exam.

8. Students will not be allowed to enter the classroom, laboratory or computer lab where the exam is being administered once examination materials have been distributed.

9. Students may be assigned a seat for each examination.

10. At the conclusion of the examination, all exam materials (including test booklets, exams, scratch paper, answer sheets, etc.) will be returned to the exam proctor. Under no circumstances, may any examination materials be removed from the classroom, laboratory or computer lab where the exam is being administered.

Violation of any of the examination policies is grounds for dismissal from the testing area and will result in failure of the examination and/or failure of the course.

A student may be dismissed from a program for the following:

1. Failure to complete the required PaDOH, Bureau of EMS Application by the deadline.
2. Failure to meet the attendance requirements by missing or repeatedly being tardy for class. The maximum hours of absence allowed is ten percent (10%) of the total training hours for each program.
3. Failure to obtain a passing grade of 73% or higher on the midterm or the final exams
4. Academic dishonesty
5. Falsification of documentation
6. Misconduct that could endanger public safety/property
7. Failure to meet successful completion requirements set forth by Moravian University
8. Inappropriate hygiene
9. Failure to satisfactorily complete program objectives
10. Abusive, threatening, intimidating or disruptive behavior
11. Violation of the Drug and Alcohol Policy

The following are subject to one counseling session prior to dismissal. Any subsequent infraction will result in an automatic dismissal from the course:

1. Unacceptable behavioral conduct
2. Inappropriate hygiene or inappropriate attire

Counseling, Health, and Safety Resources for Moravian University students:

[The Health Center](#)

250 W. Laurel Street
Bethlehem, PA 18018
(610) 861-1567

[The Counseling Center](#)

1307 Main Street
Bethlehem, PA 18018
(610) 861-1510

[The Office of Campus Safety and Police](#)

119 W. Greenwich Street
Bethlehem, PA 18018
(610) 861-1421
(610) 861-1465

Summer Health Services

Students should utilize local community resources. Location and contact information for [emergency, urgent care, and other resources](#) can be found on the [Health Services web site](#).

Summer Mental Health Services

All students enrolled in summer courses can receive free services through Telus Health, which provides 24/7 remote mental health and well-being support.

[Check out TELUS Health Student Support Program today!](#)

- **Download and explore the free TELUS Health Student Support app** from your device's app store [App Store](#) or [Google Play](#)
- Visit the website [Student Support - Home](#)
- Call 866-743-7732

For more information regarding Telus Health and eligibility, please visit: moravian.edu/caps/telushealth.

[All Moravian University Student Resources](#)

If students are experiencing any kind of hardship, the Moravian [case manager](#), is a 12-month employee and can support students with finding and accessing community resources and financially through Mo's Cupboard.

Student Rights and Responsibilities

Student Rights:

1. The student has the right to competent instruction, program counseling, and adequate facilities. In all areas, the student has the right to expect the highest degree of excellence possible within the resources of the training institute.
2. The student has a right to protection from unreasonable and capricious actions by faculty and administration.
3. Each student has the right to be considered for admission without regard to sex, or sexual persuasion, ancestry, religious or political belief, or country of origin.
4. Each student has the right to know the rules for which they are governed.
5. Each student has the right to be free from all types of harassment and verbal abuse from other students and from instructors.

Student Responsibilities:

1. The student has the responsibility to devote themselves to the serious pursuit of learning and to respect the rights and opinions of others, including faculty, administration, and fellow students.
2. The student has the responsibility to comply with any and all rules governing students of EMS certification programs.
3. The student has the responsibility to support academic integrity.
4. The student has the responsibility to conduct themselves in accordance with generally accepted standards of conduct as embodied in society's laws and

regulations.

5. Each student has the responsibility to respect innovation and individual differences and to conduct himself so as not to violate the rights of the other students and members of the administration and faculty.

Student Grievances:

Complaints regarding the Instructors, program administration, and course content shall be submitted in the following manner:

1. An individual must present the complaint to the Program Coordinator. The Program Coordinator will discuss the complaint and review the policies with the individual to determine if the particular problem is defined and explained.
2. If unsatisfied, the individual may present the complaint to the Chairperson of the Department of Rehabilitation Sciences in writing. The complaint will be reviewed and discussed with the Program Coordinator. The Department Chair will notify the individual of the outcome of the review and subsequent investigation.
3. If a proposed resolution by the Department Chair is unsatisfactory, the individual may submit the complaint in writing to the Regional EMS Council. The Regional EMS Council will review the complaint and make a determination. The Regional EMS Council will notify, in writing, the individual, the training institute and the Program Coordinator of the decision reached.
4. Without satisfactory results by the Regional EMS Council, the individual may submit the complaint in writing to the PaDOH, Bureau of EMS. The Bureau will review the complaint and make a determination. The Bureau will notify all parties of the decision in writing.

The [Moravian University Student Handbook](#) contains detailed information about all regulations governing student behavior including the University Disciplinary Policy as well as Student Grievance procedure.

Clinical Education (also referred to as experiences, field internship, ride alongs):

- a) Clinical Education includes direct patient care responsibilities necessary for completion of the program's educational objective. This includes an evaluation of the student's skill performance in the prehospital setting by an approved preceptor.
- b) Clinical experiences can not begin until the student has completed all required paperwork and can not begin until after the start date posted in the syllabus.
- c) Patient contacts can occur via ambulance ride-alongs and in the Emergency Department as assigned by the program director.
- d) Patient contact forms must be submitted for each patient contact. You are responsible for making sure all 10 patient contacts are complete and accounted for. A minimum of 6 patient contacts must occur on the ambulance.
- e) Scheduling of clinical experiences will be completed through the course lead instructor.
 - No clinical experience can be scheduled after 12 midnight, but students

- can stay after 12 if finishing a case/patient contact.
- Students will be required to do 1 12-hour shift or 2 6-hour shifts in both the ambulance and the ED prior to the due date posted in the syllabus.

SLUHN Emergency Department Clinical Experience Objectives:

1. Demonstrate properly selecting the correct level of BSI/PPE for the case and properly donning and doffing it.
2. Demonstrate knowledge of the body's systems and how they work together.
3. Assist in the assessment of patients with emphasis on seeing as many different complaints as possible, including taking and recording vital signs and lung sounds.
4. Compare the patient's injury/illness with treatment(s) rendered in the prehospital setting.
5. Observe the following situations, if presented:
 - a. Trauma alert from EMS transfer in the bay to the next level of care or ED room assignment.
 - b. Stroke alert proceeding directly to CT.
 - c. ED patient in cath lab.
6. Demonstrate professionalism, respect, empathy, and appropriate communication.

Clinical Assessment Forms:

[Ambulance Preceptor Evaluation of Student](#)
[Student Evaluation of Ambulance Preceptors](#)
[SLUHN ED Preceptor Eval of Student](#)

Transportation:

- Students are responsible for transportation to and from clinical sites.
- Students assume all liability for traveling to and from clinical sites.
- Students must park only in designated parking areas.

Student Liability Insurance:

Student insurance will be maintained through HPSO liability coverage.

Approved Agencies for Clinical Experiences:**1. Bethlehem Township Volunteer Fire Company (NC 17)**

Daniel Gordon, NRP
Director
1919 8th St, Bethlehem, PA 18020
Office: 610-694-0062 ext 133
Cell: 610-674-3696
Email: gordon.d@btvfc.org

2. Nazareth Regional Ambulance (NC 50)

Sean Braddock

EMS Coordinator
519 Seip Ave, Nazareth, PA 18064
Cell: 610-972-6104
Email: Sbraddock@nazarethems.com

3. Dewey Fire Company EMS (NC 13)

Kyle Bartholomew, NRP
EMS Chief
502 Durham St, Hellertown, PA 18055
Cell: 484-357-0743
Email: k.bartholomew@deweyfireco.org

4. Easton Emergency Squad

Tyler Westbook, NRP
Clinical Coordination
908 Packer St.
Easton, PA 18042
Cell: 409-354-1256
Email: tyler.westbrook@eastonems.net

5. St. Luke's University Health Network

Jeffrey Yanochko, B.S., NRP
Coordinator Pre-Hospital Services Department
801 Ostrum Street, Bethlehem, PA 18105
Office: 484-526-3781
Cell: 484-560-5949
Jeffrey.Yanochko@sluhn.org

Syllabus

The Current EMT Course Syllabus can be found [here](#).

Bloodborne Pathogens

Bloodborne Pathogens Policy:

Policies have been developed to protect healthcare workers from bloodborne pathogens (BBP). The bloodborne pathogens of main concern to EMTs are HIV and Hepatitis B. EMTs can be exposed to these pathogens in a variety of ways; including, but not limited to, bloody wounds, vomit, saliva, and blister serum. Therefore, it is imperative that EMTs practice preventative measures at all times.

OSHA Regulations:

OSHA (Occupational Safety and Health Administration) has developed federal regulations for employees whose jobs may put them at risk to bloodborne pathogens. All of these guidelines must be followed at all times when treating patients in the healthcare setting.

OSHA requires each workplace to develop and have readily available an exposure control plan. The exposure control plan lists and defines proper training of EMT faculty and EMT students. The document also includes details regarding duties required to prevent exposure, documents to use in cases of exposure, personal protective equipment available for use in the clinical setting, as well as various other items essential to prevention of BBP exposure.

OSHA also requires that all health care providers who are at risk of exposure to a BBP be offered the opportunity for Hepatitis B vaccinations. If an employee or student declines the vaccination, a written statement must be signed. However, if the employee or student later changes his or her mind with regard to receiving the vaccinations, the individual may receive the series at a later date.

Special containers are available for biohazardous waste only. These containers are lined with a labeled red biohazard bag for proper waste removal. The containers also have the proper biohazard label clearly visible. Biohazardous materials include, but are not limited to, bloodied gauze, wound dressings and used or soiled gloves. Each facility will also have a red plastic container for sharps equipment. Sharps equipment includes, but is not limited to, scalpel blades, razors, capped or uncapped syringes, and needles.

If you have a risk of exposure to a bloodborne pathogen, it is required that the minimum proper precautions be adhered to. The healthcare professional must minimally wear latex gloves when exposed to any bodily fluids. If a glove should tear, it should be replaced immediately. In addition, one must change gloves if worn for more than ten (10) minutes. Some gloves may be slightly permeable; so two layers may be worn. After use, carefully remove gloves and discard them in a biohazard waste container or bag. Hands should be washed thoroughly after wearing gloves or handling any item contaminated with bodily fluids. In addition, hands should be washed between contact with each patient in order to prevent the spread of possibly infectious materials.

Any contaminated area (treatment table, counter top, floor, etc.) should be cleaned thoroughly to help decontaminate surfaces. Sources recommend using a 1:10 bleach-water solution, which needs to be prepared daily to be most effective. If bleach and water solutions are not utilized, similar commercial products should be available. These cleaning materials will be made available in each clinical setting for use by the clinicians and EMT students. In addition, tables and counters must be cleaned with an appropriate cleaning solution between each patient interaction.

When cleaning an area that may be contaminated with a BBP, it is advised to wear gloves and absorb the fluids with paper towels, not terry cloth towels. Discard soiled towels in the biohazard waste container bags. Saturate the area with the appropriate cleansing solution, allowing the solution to soak for ten to twenty minutes whenever possible. Clean the area with another paper towel utilizing rubber gloves. All cleaning materials should go in the biohazard bags for disposal after use. After cleaning, remember to wash hands thoroughly, using proper hand-washing procedures.

Bloodborne Pathogen Exposure Control Plan:

This plan has been designed to promote safe working conditions for students, faculty and staff of the Moravian University EMT Program. These guidelines have been set by the Occupational Safety and Health Administration (OSHA) standard, 29 CFR 1910.1030. The purpose of the bloodborne pathogens (BBP) standard is to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens” that health care providers may encounter in their workplace.

It is our intent to provide appropriate care to individuals participating or working in the EMT program at this institution without exposing individuals to any bloodborne pathogens.

We believe that if one acts prudently when working with materials containing potential bloodborne pathogens, the risk of contamination is significantly lessened. However, the risk of exposure to a bloodborne pathogen should never be underestimated.

Program Management:

EMT faculty are responsible for overseeing the management of the bloodborne pathogen exposure plan within the educational site. These individuals are responsible for supervising proper cleaning and disinfecting of contaminated areas, record keeping with regard to potential exposure and working with other employees of the institution with regard to the BBP management and related policies. The EMT faculty are also responsible for identifying ways to improve, revise and update the exposure control plan as needed.

Students enrolled in the EMT program are required to complete the bloodborne pathogen training online training.

Moravian University employees and EMT students are the most important aspects to implementing the exposure plan because these individuals are in a position to execute the plan and act in a reasonable and prudent manner when exposed to a potential BBP. The EMT faculty and EMT students need to know how to perform required tasks and how to properly utilize personal protective equipment. These individuals are also responsible for proper cleaning and disinfection of all areas that may have been exposed to a bloodborne pathogen. Prudent personal hygiene habits should also be developed, such as wearing latex gloves and completing proper hand-washing, to lessen the risk of exposure to a bloodborne pathogen.

It is advised that the exposure control plan be reviewed often to be sure all individuals understand and follow proper procedures with regard to bloodborne pathogen exposure. The exposure control plan will be reviewed and updated a minimum of one time annually by the EMT faculty. The review and update will occur in January of each year.

Exposure Determination

In the Sports Medicine & Rehabilitation Center, one may be exposed to a bloodborne pathogen at any time. Therefore, any EMT faculty member, staff member or EMT Student may become infected. Examples of activities one may encounter which involve potential exposure to a BBP include, but are not limited to, the following:

1. Performing CPR
2. Administering Rescue breathing
3. Management of open wounds and blisters
4. Managing vomit or other bodily fluids
5. Wound dressing and wound care
6. Disposing of soiled garments, soiled towels or biohazardous waste
7. Cleaning tables or contaminated areas

There are many ways to minimize and prevent exposure to bloodborne pathogens. These include implementing work practice controls, such as having rules and regulations in the workplace, providing and using personal protective equipment and consistently implementing appropriate cleaning procedures.

In following work practice controls it is necessary to have proper containers for biohazardous waste. The containers should be well-labeled and contain a red plastic bag for any items saturated with blood or body fluids. Another type of container is for sharps instruments, such as needles, scalpels, and razors. These containers should be leak-proof, color-coded and labeled as biohazard. When full, containers should be disposed of properly in biohazardous waste areas.

Another work practice control is to provide adequate hand-washing facilities with antiseptic cleaners and hand towels. All personnel should wash their hands between each patient interaction, immediately after removing gloves or after potential exposure to bloodborne pathogens.

Personal protective equipment is used to provide a barrier between the individual and the exposed bloodborne pathogen. Personal protective equipment consists of gloves, goggles, face shields, CPR masks and gowns. It is recommended that the personal protective equipment be inspected periodically for any defects to ensure its effectiveness. Any reusable equipment should be cleaned thoroughly and decontaminated after use. Single use equipment should be disposed of in red biohazard bags and placed in the appropriate containers.

Housekeeping is the third area of compliance. This involves maintaining the equipment and facility in clean and sanitary condition. In order to meet this requirement, it is necessary to follow a specific daily cleaning schedule. All tables should be cleaned with an approved disinfectant after being exposed to a bloodborne pathogen. The tables should be cleaned with the solution after each patient use. It is necessary to empty all trash containers on a daily basis, as well as check biohazardous waste containers for proper disposal. It is also the responsibility of the EMT faculty and students to make sure that all biohazardous waste is disposed of in its proper container.

Location of Biohazard Containers

Students should identify the locations of all biohazard containers at SMRC. In each laboratory, biohazard containers and sharps containers are located on counter-tops for use by EMT faculty and students. Upon filling biohazardous waste containers or sharps containers, biohazardous waste materials will be transported to the SLUHN portion of the building where it can be sent for proper disposal.

Hepatitis B Vaccinations

The Hepatitis B vaccinations consist of a series of three injections over a six-month period. It should be noted that the series of three injections does not guarantee immunity to Hepatitis B in all persons. Therefore, a follow-up antibody test is recommended. Vaccinations can be received at any number of off-campus health care facilities.

Proper Hand-Washing Procedures

Thorough hand-washing is the **BEST** way to prevent the spread of infection.

Proper Hand-Washing Procedures include:

1. Use continuously running water.
2. Use a generous amount of soap.
3. Apply soap with vigorous contact on all surfaces of hands. (nails, fingers, hands, forearms)
4. Wash hands for **AT LEAST** 10 seconds (Sing the Happy Birthday Song twice).
5. Clean under and around fingernails.
6. Rinse with hands pointed down, so that runoff goes into the sink and not down arms.
7. Avoid splashing.

8. Dry well with paper towels.
9. Use a towel to turn the water off.
10. Discard the towels into a bag provided for that purpose.

Post-Exposure Procedures

Involving a needlestick or other potential exposure to a bloodborne pathogen.

Immediate Post-Exposure:

1. **Cleanse the wound and surrounding area** with soap and water (for a needle stick or body fluid exposure), or flush eyes, nose or mouth with copious amounts of tap water (for a splash to the face).
2. **Inform a supervisor that an exposure has occurred.** Provide details about the time and location of the incidence, and what type of exposure occurred (e.g., needlestick, direct contact with blood or body fluid)
3. **Report to the triage staff** according to where the exposure occurs:
 - On Moravian University's campus during normal business hours:
 - Report to the Student Health Center, 250 W. Laurel Street (Hillside 5H), Bethlehem, PA 18018. (610) 861-1567
 - On Moravian University's campus before/after normal business hours:
 - St. Luke's North (Walk-In Care), 153 Broadhead Road, Bethlehem, PA 18017. (484) 526-3000
 - OR
 - St. Luke's University Hospital, Bethlehem (Emergency Department) 801 Ostrum Street, Bethlehem, PA 18015. (484)-526-4000
 - Off campus exposure/out of area:
 - Report to the nearest hospital, and ask for the Blood Exposure Triage Staff.
4. **Tell the triage staff** you experienced an occupational blood exposure.

After Receiving Care

1. **Inform the EMT Program Director** of your exposure as soon as possible.
2. **Complete the Bloodborne Pathogens Exposure Report form** within 24-hours of your exposure.
3. **Send a copy of the Bloodborne Pathogens Exposure Report form** the EMT Program Director.

What are the exposed bloodborne individual's responsibilities?

The exposed individual is responsible for:

1. Becoming familiar with post-exposure procedures before an exposure occurs.
2. Obtaining medical treatment and follow up. (See "Post Exposure Procedures" above)
3. Completing necessary form(s). (available at:
<https://www.moravian.edu/rehab/athletic-training/clinical-education>)
4. Notifying your supervisor of your exposure.

What are the responsibilities of the supervisor?

The supervisor is responsible to:

1. Becoming familiar with post-exposure procedures before an exposure occurs.
2. Knowing the location of the nearest health care provider able to perform post-exposure evaluation and treatment.
3. Informing the Department Head (Associate Dean of the School of Rehabilitation Sciences of a bloodborne pathogen exposure.

What are the responsibilities of the School?

The School is responsible for:

1. Disseminating post-exposure information to employees, students, interns, or assigned volunteers who are at risk for exposures to human blood.
2. Informing the Student Health Center of a bloodborne pathogen exposure.
3. Informing Human Resources of a bloodborne pathogen exposure.
4. Informing the exposed individual's home department/program of a bloodborne pathogen exposure.

COMMUNICABLE DISEASE POLICY

A communicable disease is an illness due to a specific infectious agent which can be transmitted from one individual to another. A communicable disease may be transmitted directly from one person to another without physical contact with the infected person. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil or insects. Students that are determined by a physician as having an active communicable disease will be required to take a medical leave of absence from class and/or clinical experience until cleared by the same physician. At that time, the student will determine, with the Program Director, a plan to make up the academic or clinical education requirements.

Examples of communicable diseases are (but not limited to):

- Rubella (3-day measles)
- Rubeola (9-day measles)
- Meningitis - viral and bacterial
- Hepatitis A
- Varicella (Chicken Pox)
- Tuberculosis (TB)
- Influenza
- Mononucleosis

Students who have any of the following signs and/or symptoms may have contracted a communicable disease. EMT students who experience any of the following signs or symptoms should be examined by a physician prior to attending class or clinical education experience.

- Fever
- Skin rash
- Nasal discharge
- Cough
- Open and/or oozing skin lesions
- Yellowing of the skin, eyes, or mouth
- Unexplained fatigue
- Chest pain
- Dizziness

Any EMT Student who comes in contact with a communicable disease or experiences any of the above signs and/or symptoms will be referred to the Moravian University Student Health Center or a physician of their choice.

The costs associated with the referral and any additional care will be the responsibility of the student's primary insurance and the student.

Student Syllabus & Policy Manual Agreement

I, _____ have read and understand the Policy Manual and will abide by the guidelines set forth therein. A copy of the manual has been provided to me to retain for future reference. I understand that the information contained in the Policy Manual represents guidelines and policies set forth by Moravian University who reserves the right to amend or terminate policies at any time.

I understand that I am personally responsible for reading and abiding by these policies and the standards of behavior set therein.

I acknowledge that violation of these policies will result in disciplinary action, up to and including dismissal from the EMT program.

I further understand that, by signing this statement as required I am indicating that I have read the EMS Syllabus & Policy Manual and understand its contents, and have discussed questions I had with the program coordinator.

Print Student Name _____

Date _____

Student Signature _____

PHOTO & MULTIMEDIA RELEASE

The School of Rehabilitation Sciences uses social media as a platform to promote each professional program. With this, your picture may be utilized on program websites and social media accounts, including, but not limited to, Twitter, Instagram, and Facebook. By signing the photo release document, you agree that your name, photograph, story, and/or video/audio may be used for promotion of the EMT program, the School of Rehabilitation Sciences, the College of Health, and/or Moravian University. If for any reason you are uncomfortable with the sharing of this information via social media, please do not sign this form and notify the Program Director of your decision.

Student Signature _____