



IHM Academy of EMS

Course Catalog

2018

Administrative Office

2500 Abbott Place
St. Louis, MO 63143
314 768-1234
ihmacademyofems.com

Lori Burns, RN, MSN

Chief Academic Officer

Lena Rohrbaugh

Director of Learning Administration

Patricia Tritt, RN, MA

Director of Instruction

Charise Arthur

National Business Manager

Mission Statement

IHM is dedicated to the delivery of high-quality education in the field of emergency medical services.

Goals

The IHM faculty and staff partner with students to: achieve academic success; develop the cognitive, psychomotor, and affective skills to function as qualified entry-level healthcare professionals; and prepare the graduate to qualify for certification and/or licensure.

Contents

Message from the Chief Academic Officer	3
About the IHM Academy of EMS.....	3
Diversity/discrimination statement.....	3
Accreditations/approvals	4
State regulatory oversight	5
Courses offered.....	5
Equipment	5
Faculty.....	6
Application/registration process	6
Registration	6
Cancellation and withdrawal	6
Course cancellation	6
Ability to benefit	6
Prerequisites.....	7
Tuition and fees	7
Tuition payment policy.....	7
Refund, drop, and withdrawal policy	7
Financial aid	7
Student Handbook.....	7
Library.....	7
Technology	8
Housing	8
Health	8
Drugs and alcohol.....	8
Student counseling services	8
Smoking.....	8
Placement.....	8
English as a second language	9
English language services	9
Students from other countries.....	9
Student academic records.....	9
Transfer of credits.....	9
Credit for prior learning	9

Records retention	10
Academic policies and procedures.....	10
Satisfactory academic progress.....	10
Policy	10
Program Responsibility.....	10
Student Responsibility	10
Grading policy.....	11
Academic probation.....	11
Leave of absence: Paramedic Program.....	12
Incomplete policy: Paramedic Program	12
Withdrawal.....	12
Termination.....	12
Readmission.....	13
Progressive discipline	13
Conflict resolution: grievance procedure.....	14
Graduation/completion requirements.....	15
Transferability of credits.....	15
Course descriptions.....	17
Emergency Medical Technician (EMT)	17
Paramedic	18
Attendance	19
Appendix A.....	22
Faculty.....	22

Catalog information

Note: this catalog is updated annually

Note: this catalog is effective October 1, 2017

Note: the IHM Academy of EMS Course Catalog is available on the website at: ihmacademyofems.com or by contacting IHM at 314-768-1234 to request a copy via mail or email.

Program Information Disclaimer

From time-to-time various regulatory and accreditation requirements make changes to Program policies necessary. When this occurs, changes may be implemented during the term the student is enrolled. In this situation, the staff will work the students to meet and accommodate the new requirements.

Message from the Chief Academic Officer

Thank you for considering IHM Academy of EMS for your education in emergency medical services. IHM was founded in 1977 to prepare emergency medical responders of all levels. The EMS profession has grown and changed over the years: from our professional designations (EMT and Paramedic for example), equipment, and scope of practice to name a few. Our curriculum has changed and evolved as well: from the National Standard Curriculum to the National EMS Education Standards. And with the curriculum changes, at the IHM Academy of EMS, our instructional methodologies have also evolved. Our classrooms are interactive and the learner is engaged as an active participant in the education process. All domains of learning are stressed and critical thinking and problem solving are emphasized. Knowing the what, why, and when (cognitive) is reinforced with how (psychomotor) and also how to interact with our patients and team members (affective). At the IHM Academy of EMS our goal is to graduate competent practitioners who care for their patients and strive to be future leaders of their profession.

If you are interested in beginning or continuing a career in emergency medical services, talk to the EMS Program Director or the Business Office and find a schedule that fits your needs. Best of luck in your career!



About the IHM Academy of EMS

Prospective students are encouraged to visit the IHM Academy of EMS campus and discuss personal educational and occupational plans with the EMS Program Director prior to applying or signing an enrollment agreement. The IHM Academy of EMS offers certificate of completion programs. Articulation agreements for Paramedic coursework completed are available for individuals interested in completing an Associate's degree. The IHM Academy of EMS is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program currently does not qualify for federal Title IV student financial aid, though from time to time other private sponsorship or scholarship programs are available from EMS employers, including the IHM parent organization, American Medical Response. In some locations, grant funding is periodically available to qualified individuals to pay for or assist with tuition and/or fees

"All information in the content of this school catalog is deemed current and correct as of the date of revision, and is so certified."

The effective date for this catalog is January 1, 2018.

Diversity/discrimination statement

The IHM Academy of EMS and its staff and instructors do not discriminate on the basis of race, color, ancestry, gender, sexual preference, religion, age, pregnancy,

citizenship, familial status, veteran status, genetic information, national origin, or disability. Acts of discrimination or creation of a hostile environment on the part of any student or faculty are not tolerated. The IHM Academy of EMS strives to foster an equal and positive learning environment. Harassment in any form is not tolerated. Harassment is defined as unwelcome or unsolicited conduct that is verbally, physically, or visually expressed. Harassment includes any form of sexual harassment including unwelcome sexual advances and sexual innuendo such as touching, patting, sexually suggestive remarks or other verbal abuse about gender, demands for sexual favors, sexual assault, or offensive material or language whether written or visual such as degrading pictures. This list is not exhaustive and any unwelcome behavior may be considered harassment.

Accreditations/approvals

The IHM Academy of EMS Paramedic Program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee of Accreditation for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 US Highway 19 N., Suite 158
Clearwater, Florida 33753
(727) 210-210-2350
www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
Phone: 214-703-8445, Fax: 214-703-8992
www.coaemsp.org

The IHM Academy of EMS partners with the College of Emergency Services (CES) located in Clackamas, Oregon to sponsor the Paramedic Program. The College of Emergency Services is institutionally accredited by the Accrediting Bureau for Health Education Schools (ABHES), an accrediting body recognized by the U.S. Department of Education.

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314N
Falls Church Virginia 22043
(703) 917-9503 Fax: (703) 917-41
www.abhes.org

IHM also maintains articulation agreements for graduates to obtain college credits and an Associate of Applied Science (AAS) degree.

State regulatory oversight

The IHM Academy of EMS, 2500 Abbott Place, St. Louis, MO 63143, is approved to operate by the Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services. IHM Academy of EMS also has a Certificate to Operate from the Missouri Department of Higher Education (MDHE). This approval means the institution complies with minimum standards established under applicable law for the operation of EMS occupational instruction. It does not, however, imply any endorsement or recommendation by the state. Approval must be renewed periodically as required and is subject to continuing review.

Courses offered

Courses in emergency medical care are offered through the IHM Academy of EMS. Contact the IHM Administrative Office at 314 768-1234 for course dates or visit ihmacademyofems.com. Course hours listed below are minimums and students must also attain all course competencies.

Emergency Medical Technician (EMT)

168 hours

Paramedic

1092 hours

The IHM administrative offices are open Monday through Thursday from 9:00 am to 6:00 pm and Friday 10:00 am to 3:00pm Central time. Staff are available to answer questions and process enrollments. Depending on the program and the schedule, class may be scheduled: all day or partial days. Questions regarding enrollment or schedule can be directed to the IHM Academy of EMS office at (314) 768-1234

The IHM Academy of EMS observes the following holidays: New Year's Day, Diversity Day/President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year's Day.

The IHM Academy of EMS location and facilities

2500 Abbott Place

St. Louis, MO 63143

[Click here for map](#)

Facilities

The educational facilities at the IHM Academy of EMS includes multiple classroom and laboratory spaces that accommodate both large and small group learning activities. The IHM Academy of EMS facility meets the fire and life safety standards as outlined Missouri Fire Code.

Equipment

The IHM Academy of EMS maintains a large inventory of educational and medical equipment specifically designed for educating emergency medical services (EMS) personnel in today's healthcare environment. The inventory includes specialized

anatomical models and interactive manikins and other devices designed to simulate the human body. Cardiac monitors and other prehospital technology are available for hands-on education. Students learn to manage the airway, ventilate patients, support vascular status, and treat shock. In the advanced programs, students initiate intravenous lines and administer medications as allowed by state and national scope of practice.

Faculty

Instructional faculty are EMS professionals with additional education relating to instructional methodologies. The IHM Academy of EMS selects instructors carefully and recognizes the key role they play in facilitating learning in an organized format that progressively builds towards developing competencies and student success. Faculty names and contact information are listed in Appendix A.

Application/registration process

Registration

Make an appointment to visit the EMS Program Director at 314 768-1234 or visit ihmacademyofems.com to register and reserve space in the next available class. Class size is limited and enrollment is offered to qualified candidates on a first-come, first-served basis. Contact the Registration Office during regular business hours to obtain an Enrollment Agreement for the EMT course or Application Packet for the Paramedic Program or visit: ihmacademyofems.com. All applicants must submit a completed Enrollment Agreement prior to the first class session.

Cancellation and withdrawal

Enrollment may be cancelled or withdrawn by presenting a written, signed, and dated copy of the "Notice of Cancellation" to:

IHM Academy of EMS Program Director
2500 Abbott Place,
St. Louis, MO 63143

The effective date of cancellation is the date postmarked. Any refund due to the student will be processed by the school within 15 days of notification of cancellation or withdrawal.

Course cancellation

The Program may, at its discretion based on enrollment, cancel a scheduled course. Notification of cancellation shall be given no less than five business days before the scheduled course start date.

Ability to benefit

The IHM Academy of EMS requires that all applicants to the Emergency Medical Technician, or Paramedic certificate program possess a high school diploma or equivalent. The IHM Academy of EMS does not offer the Ability to Benefit (ATB) exam.

Prerequisites

- ✓ Applicant must be at least 18 years of age
- ✓ Applicant must possess a high school diploma or equivalent
- ✓ Applicant must possess a current American Heart Association Healthcare Provider card prior to the first day of the Paramedic class
- ✓ Applicant must possess health insurance
- ✓ Applicant must complete a background check to include drug screen
- ✓ Applicant must provide proof of required immunizations and/or titer
- ✓ Specific prerequisites may apply depending on the program selected
- ✓ Applicant must complete required TB testing prior to attending clinical or field internship rotations

Tuition and fees

Tuition tables for specific courses appear with the course descriptions later in this catalog. Costs include: tuition, insurance, texts, uniforms, and equipment/diagnostic tools (I.E. stethoscope, penlight, eye protection, and safety-shears). The fees in the tables in this catalog are effective January 1, 2018. Prior to that date, refer to the 2017 catalog.

Tuition payment policy

Tuition is due in full on the first day of class. The student Enrollment Agreement for the Paramedic Program indicates the payment schedule for tuition and fees for those requesting a payment plan. Fees must be paid as identified in the Agreement.

Refund, drop, and withdrawal policy

An enrolled student may cancel enrollment until the end of the first class session or the seventh day after enrollment, whichever is later, and receive a full refund of all monies paid, less the non-refundable registration fee. Equipment, supplies, and materials provided by IHM must be returned in good condition. Refunds are calculated on a prorated basis as specified in the Enrollment Agreement.

Financial aid

The IHM Academy of EMS does not provide any form of student financial aid and does not participate in any federal Title IV or state financial aid programs.

Student resources and services

Student Handbook

The *Student Handbook* details Program policies and requirements and is provided to students upon enrollment.

Library

The IHM Academy of EMS maintains a *Virtual Library* that is available to all enrolled IHM students. Access is available through the EMS Program Director. The IHM Academy of EMS also maintains a small physical library of media, materials, and resources at each campus to augment the *Virtual Library*.

Technology

Courses include online assignments and students must possess, or have access to, an appropriate electronic device. Computer availability on campus is limited: however wireless internet access is available.

Housing

The IHM Academy of EMS does not provide dormitory facilities or any type of housing service. Students are solely responsible for the cost of housing.

Health

Health insurance is the responsibility of the student. The IHM Academy of EMS does not provide health services of any type. Students are required to provide evidence of health insurance and immunization for: measles, mumps, rubella; tetanus/diphtheria (Tdap); meningitis, skin TB/PPD two- step process (Paramedic Program); hepatitis B; chicken pox; and influenza vaccination.

Drugs and alcohol

Students are required to complete a drug and alcohol screen as part of the background check prior to admission. The drug screen must be clear of any substance that potentially causes impairment, including marijuana/cannabis. Possession of a medical marijuana card does not provide an exemption and the applicant or student must test negative for cannabis.

Student counseling services

Students are encouraged to seek academic counseling from the course Instructor or the EMS Program Director. Counseling includes anything that may potentially impact student success in the program. The EMS Program Director is also available to answer questions regarding employment and/or employers in the EMS industry. Students seeking professional counseling for personal issues should contact the EMS Program Director for potential referrals.

Smoking

The IHM Academy of EMS permits smoking on campus grounds only at the picnic table area on the Northwest corner of the building. No other tobacco products, smoking, use of electronic cigarettes or vaporizers are allowed to be used elsewhere on the campus or inside any campus facility or apparatus.

Placement

The IHM Academy of EMS does not operate a Placement Office, however the Program Instructors, EMS Program Director, and staff are available to provide information on positions available in the area.

Special needs

The IHM Academy of EMS provides reasonable and appropriate accommodations for students with a documented disability. In accordance with the Americans with

Disabilities Act (ADA), it is the student's responsibility to notify the IHM Academy of EMS, in writing, of any diagnosed disability and provide the appropriately prescribed accommodations requested. This documentation must be provided at the time of enrollment and at least 15 business days prior to the first day of the program or course.

English as a second language

The IHM Academy of EMS does not provide instruction for English as a Second Language (ESL).

English language services

The IHM Academy of EMS instructs all programs and courses in the English language only.

Students from other countries

The IHM Academy of EMS will admit students from other countries if they can provide the documents required by the IHM admission requirements. IHM does not provide visa services or vouch for student status, or any associated degree at this time. Applicants must possess a valid Missouri certification as an EMT to enroll in the Paramedic Program.

Student academic records

Transfer of credits

The IHM Academy of EMS will consider accepting applicable emergency medical services course transfer credits from an institution accredited by an agency recognized by the U.S. Department of Education (USDE). The evaluation of the course(s) and recommendation to accept the course work is at the discretion of the EMS Program Director.

Credit for prior learning

The IHM Academy of EMS does not grant credit for prior experiential learning.

Advanced placement

IHM does not offer advanced placement for healthcare professionals wishing to challenge the course curricula and seek certification/licensure as an EMS provider. In all cases the standard application process and course curricula apply.

Records retention

The IHM Academy of EMS maintains school and student records for a five-year period. Letters of confirmation of course completion are retained indefinitely. Records are maintained at the Administrative Offices: 2500 Abbott Place, St. Louis, MO 63143. Students may request in writing a copy of records or letter of confirmation of course completion/transcripts. A handling fee may apply.

Academic policies and procedures

Satisfactory academic progress

The IHM Academy of EMS requires students who are attending the Program to be making satisfactory academic progress toward the completion of the educational objectives for the program in which they are enrolled. All students must meet the minimum standards set forth in the Program's Satisfactory Academic Progress policy, or they shall be deemed not making satisfactory progress. Students eligible for specific financial aid (such as Veteran's Administration funding) may be considered ineligible by their funding source until satisfactory standards are met.

Policy

Standards for satisfactory academic progress shall be applied to all students in all courses and programs. Specific aspects of satisfactory academic progress such as attendance, grading, academic probation, leave of absence, and the consequences of failure to adhere to the standards as published are addressed in separate policies in the *Student Handbook* that contains more detailed information and should be referenced as needed.

Program Responsibility

It is the responsibility of the IHM Academy of EMS, Program Director, Clinical Coordinator, and Lead Faculty, in cooperation with the assigned Educational Assistant and other administrative and business office staff, to maintain student records that allow monitoring of satisfactory academic progress.

Student Responsibility

The EMS programs are challenging academic endeavors. Students must plan on dedicating study time outside the classroom. The typical expectation is two hours of study for every one hour of class time. Students are also encouraged to form study groups which can provide an opportunity to explore topics with fellow students. Equipment, supplies, and classroom space are available for practice outside of normal lab hours if scheduled with an IHM Academy of EMS instructor.

Attendance

Student attendance and participation is necessary to complete any program. Each course varies by clock hours. Satisfactory progress towards earning a certificate means students must meet academic and attendance requirements as identified in the course syllabus. Failure to meet this requirement will lead to dismissal. Attendance includes tardiness.

Grading policy

Each course syllabus stipulates a minimum passing percentage grade. Passing scores for standardized courses, such as ACLS and PALS, are established by their national parent organizations. Students must maintain the minimum passing grade required to be considered making satisfactory academic progress. On-time completion of online assignments is also factored into course grading. Requirements are continuously monitored throughout the course, however students are responsible for monitoring their grades and achievement of required competencies.

In addition to the minimum passing grade requirement, the student must successfully complete the assigned clock-hours for clinical and field internship rotations during the assigned terms to be considered to be making satisfactory academic progress. The competencies identified in the course syllabi and *Student Handbook* must also be met prior to graduation. These requirements will be continuously monitored throughout the course.

Grading

Excellent	90% - 100%	A
Above Average	80% - 89%	B
Average	70% - 79%	C
Unsatisfactory	< 70%	F

Academic probation

A student may be placed on academic probation when the minimum grade requirement or compliance with other academic requirements are not met. Any instance of counseling and/or the progressive discipline process also initiates academic probation. During the period of academic probation student eligibility for funding is unchanged. Students on academic probation are expected to demonstrate commitment to meeting Program requirements and may be asked to participate in academic advising or tutorial sessions. Depending on the reason for probation, a specified probation period may be identified and the student's progress will be reevaluated for satisfactory improvement. This typically occurs when the student has not met the grading policy. A student on academic probation who does not achieve the required progress or minimum grade requirement will be dismissed and will no longer be eligible for certain forms of funding. In other instances of progressive discipline, particularly related to affective domain concerns, the period of academic probation may continue throughout the Program. A student dismissed for academic reasons must apply for readmission.

Leave of absence: Paramedic Program

IHM programs are designed as uninterrupted courses. If it becomes necessary to request a leave due to extenuating circumstances, such as a serious health issue, a leave of absence (LOA) may be considered by the Program Director in conjunction with the Director of Instruction. The student must be in good academic and administrative standing. A leave of absence is not available for students wishing to take a vacation, wedding activities, or other personal requests: these events should be scheduled outside of the duration of the program. In this context, the program includes the didactic, laboratory, clinical, and field internship components. The student must meet with the Program Director, provide documentation, and submit a written request prior to the leave of absence. The Program Director will determine if there is a reasonable expectation that the student will be able to return to the Program prior to granting the LOA. A release to return to the Program will be required. The maximum amount of leave granted is 30 calendar days. Failure to return from an LOA on or before the specified date on the LOA request will lead to dismissal from the program.

Incomplete policy: Paramedic Program

An incomplete status may be considered for students who, because of illness or circumstances beyond their control, are unable to complete their course work within the term of the program. An incomplete is approved only if the student has completed at least 80 percent of the program in good academic and administrative standing and has provided acceptable evidence to the Program Director that the student is unable to continue the coursework. In this context, the program includes the didactic, laboratory, clinical, and field internship components. Incomplete status is not considered for circumstances such as desiring time away from the program to attend another training academy (fire, law enforcement, EMS, or other), a new hire orientation for any employment, seasonal firefighting, or any other situation related to change in employment.

Withdrawal

Students leaving the program are advised to contact the Program Director for an exit interview prior to withdrawing or immediately after receiving a failing grade. The exit interview will establish requirements for returning to the program at a later date. Regardless of whether an exit interview is conducted, the student must officially drop the program through the Administrative Office. Failure to drop the program will result in the student receiving a grade of "F". Not attending class does not constitute official withdrawal. Following withdrawal, applicable tuition will be processed within 15 days.

Termination

A student may be terminated from a course due to excessive absenteeism, failure to meet grading criteria, inappropriate conduct or failure to meet affective behavioral expectations, violation of Program policies, unpaid tuition, falsifying application information, or academic dishonesty. The student will receive a refund according to the refund policy. Failure to attend three consecutive days of instruction, including scheduled clinical rotations or field internship, without notifying the Program will result in termination.

Readmission

Students who wish to reenter the IHM Academy of EMS after withdrawing due to personal circumstances or academic dismissal must submit an application for readmission. Program policy limits the number of times an individual may enroll and re-enroll into the Paramedic Program to two attempts.

Students reapplying for **any** program after being dismissed for disciplinary reasons will be readmitted **only** at the discretion of the EMS Program Director and the Director of Instruction.

The following are examples of behavior that lead to dismissal. The list is not exhaustive.

- ✓ Any incident of intoxicated or impaired behavior
- ✓ Possession of drugs or alcohol on school premises
- ✓ Testing positive for a controlled or illegal substance (by Federal law)
- ✓ Possession of weapons on school premises
- ✓ Behavior creating a safety hazard to other individuals
- ✓ Dishonesty pertaining to investigations, documentation, examinations, or evaluations of any type
- ✓ Disobedient or disrespectful behavior to other students, staff, or faculty members
- ✓ Disruptive behavior in class and failure to modify behavior when requested
- ✓ Vulgarity or profanity during class or out-of-classroom hospital/field rotations
- ✓ Breach of patient confidentiality/privacy
- ✓ Falsification of documents
- ✓ Theft or destruction of school property
- ✓ Violation of Program policy
- ✓ Inappropriate behavior unbecoming to an EMS professional

Progressive discipline

The progressive discipline policy provides a structured corrective action process to improve and prevent a recurrence of undesirable behavior or performance issue. Students may be counseled for any of the following: this list is not inclusive.

1. Academic performance including failure of major exams and stipulating the retest policy.
2. Failure to complete quizzes and other assignments in the prescribed time frame.
3. Failure to enter skill and patient contact data in Fisdap in the prescribed time frame.
4. Failure to enter clinical and field internship shift schedule in Fisdap in the prescribed time frame.
5. Any other academic performance issues.
6. Lack of progression or failure to achieve skill mastery.
7. Failure to develop competency in the management of patient care scenarios, both in simulation or clinical or field environments.
8. Any of the behaviors identified in the Student Conduct section.
9. Failure to respond to communication from the Program at any time as required by Program policy.

Process

1. Verbal counseling/warnings may be in the form of discussion with one of the faculty or an instructor. There may be a counseling form documented and reviewed with the student or, at a minimum, a notation is made in the *Student Progress Note*.
2. Written counseling is documented, reviewed by program administration, and then reviewed with the student. Depending on the nature of the issue, a *Performance Improvement Plan (PIP)* may be developed with the student.
3. If a second similar incidence occurs, a second, and final counseling occurs with the same documentation process.
4. If a third similar incident occurs, the student is dismissed.
5. While the events and/or behaviors that require counseling may be disparate, they may be judged to be cumulative by the Program administration and lead to dismissal. Patterns of behavior and performance influence the progressive discipline process.
6. Some events are of such seriousness that immediate dismissal results, even without prior counseling: for example testing positive for a controlled substance or acts of violence during any program activities.
7. Any behavior that is illegal will be reported to law enforcement.

Conflict resolution: grievance procedure

IHM desires to assist all students in finding fair and equitable solutions to problems related to their education. Issues can usually be resolved through the normal administrative structure, beginning with the course Instructor. IHM desires prompt resolution of any grievance. Students and staff are expected to make every effort to resolve problems as they arise. This procedure does not avoid the normal channels of communication: I.E. first speak to the individual involved in the issue.

A grievance is an educational or interpersonal issue that a student believes to be unfair, inequitable, or discriminatory. A student has the right to grieve an action or decision that violated Program policies and procedures. Grades and other academic decisions cannot be grieved. This includes failure of the clinical and field internship phases of the program. The student should first attempt to resolve the issue with the individual involved. If the student is not satisfied with the result, a grievance may be filed following the steps listed below. The grievance process must be initiated within 30 days of the occurrence.

A student who has filed a grievance is expected to continue in the program until the grievance is decided, unless they have been otherwise suspended or dismissed for a serious offence.

Step 1: A student with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within ten (10) working days, the student must present the complaint as outlined in Step 2.

Step 2: The student must present the grievance to the Program Director. All grievances will be submitted in writing. If a satisfactory solution is not achieved within another ten (10) working days, the student may proceed with Step 3.

Step 3: The student may then present the grievance to the IHM Director of Learning Administration. All documentation must be sent via mail to: IHM, Student Appeal, 333 Sunrise Ave., Ste. 500, Roseville, CA 95661. All grievances must be submitted in writing within 30 days following completion of Step 2 and a final decision will be made within another twenty-one (21) business days business days of receipt in the Administrative Office.

Appeal following dismissal

Once dismissed from a Program, a student may no longer attend any class, clinical, or field internship assignments.

A student has the right to appeal dismissal resulting from an action or decision that violated Program policies and procedures. Grades and other academic decisions cannot be appealed. This includes failure of the clinical and field internship phases of the program.

All appeals must be submitted in writing to the IHM Director of Learning Administration. All documentation must be sent via **mail** to: IHM, Student Appeal, 333 Sunrise Ave., Ste. 500, Roseville, CA 95661. All appeals must be submitted in writing within 30 days of the dismissal and a final decision will be made within another twenty-one (21) business days business days of receipt in the Administrative Office.

Graduation/completion requirements

To successfully complete the program and be eligible to graduate, the student must have met all grading requirements and successfully completed the required number of clock-hours and all required competencies. Upon satisfactory completion of the program, students will receive a certificate of completion. All tuition and fees must be paid in full in order to receive a completion certificate. The certificate serves only as evidence that all requirements of the Program have been completed. It is not intended or implied that the certificate of course completion in any way licenses or certifies the graduate to perform skills as an emergency responder.

All course requirements must be completed in the timeframe published for the course. It is the student's responsibility to satisfactorily complete all clinical and field internship hours and competencies within the designated period. Taking into consideration the resources available in the community, the Program faculty will work with the student to secure clinical and field placements that allow for on-time graduation.

Transferability of credits

The transferability of credits earned at IHM is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the IHM Academy of EMS is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the

institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the IHM Academy of EMS education program to determine if your certificate will transfer.

Course descriptions

Emergency Medical Technician (EMT)

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as an EMT.

Course Schedule

The schedule for EMT courses varies. Contact the EMS Program Director for information: 314 768-1234 or visit ihmacademyofems.com for more information.

Didactic Phase: Scheduled as two eight hour days per week.

Clinical and/or field rotations: 48 hours are required.

Course completion criteria

Completion of the EMT program is subject to following criteria:

1. Successful completion of all **major** section exams: meeting the passing score identified in the course syllabus for each exam
2. Completion of the course final exam meeting the passing score identified in the course syllabus
3. Active participation in practice sessions and successful completion of all **skills exams**, rated on a "Pass/Fail" basis
4. Compliance with all attendance requirements

Attendance requirements

Student attendance and participation is necessary to complete any program. A student may not be absent for more than 16 hours of scheduled classroom hours. Students will be assigned make-up work for all classroom hours missed. Tardiness is a disruption of the learning environment. Any student arriving to class more than fifteen minutes late will be docked one hour of class attendance. Students are expected to attend class as scheduled. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and missing more than 16 hours of classroom time, will be dropped from the program.

Course fees

Tuition	\$1791.00
Total	\$1791.00

Additional costs include: texts and equipment/diagnostic tools (I.E. stethoscope, penlight, eye protection, and safety-shears). Students are also responsible for a background check, including drug screen, and health insurance. A list of textbooks is provided with the student Enrollment Agreement.

Paramedic

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

Program goal

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

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as a Paramedic.

The program consists of four components:

Term 1: Paramedic 101: Didactic
Paramedic 101: Lab

Term 2: Paramedic 102: Hospital Clinical

Term 3: Paramedic 103: Field Internship

Course structure

Paramedic courses are scheduled to begin in May and October. Contact the EMS Program Director for information: 314 768-1234 or visit ihmacademyofems.com for more information.

Didactic/Lab Phase: Scheduled as two, eight hour instructional days per week and is eight months in length.

Hospital Clinical Phase: Scheduled according to hospital availability, and typically consists of two days per week, pre-scheduled eight to twelve hour shifts. Students must be available for clinical scheduling during this portion of the program and must complete 252 clinical hours. Students must be available for clinical internship scheduling during this portion of the program which is two months in length.

Field Internship Phase: Scheduled according to Advanced Life Support (ALS) provider agency availability, 336 field hours, pre-scheduled, ten to fourteen hour shifts, for a period of twelve to seventeen weeks. Students must be available for field internship scheduling during this portion of the program which is four months in length. The maximum amount of time permitted to complete the program is fourteen months.

General Education Phase: This is optional if students are pursuing the Associate's degree path. Courses are available online through a variety of sources and can be completed concurrently, prior to, or after completion of the Paramedic Program.

Qualification for admission

Applicants must be at least 18 years of age and possess a high school diploma or equivalent. Applicant must also hold a current valid state or national registry EMT or AEMT certification and must have a current CPR card. Prior experience as an EMT or AEMT with an ambulance or fire service provider is preferred, but not required.

Applicants are required to complete a pre-entrance assessment. A background check, which includes a drug screen, is required prior to admission. The drug screen must be negative, regardless of prescriptions the candidate/student may possess. Some clinical sites may require an additional background check and drug screen prior to clinical assignment. The IHM Academy of EMS accepts alternates per program, provided students have successfully completed the pre-entrance assessment and submitted a completed application packet.

Course fees

Registration fee (<i>non-refundable</i>)	\$200.00
Tuition cost	\$8854.00
Insurance	\$300.00
Lab fee	\$480.00
Technology fee	\$50.00
Fisdap	\$100.00
Total	\$9,984.00

Additional fees and texts

Additional costs include: texts, and electronic device (tablet), uniforms, and equipment/diagnostic tools (I.E. stethoscope, penlight, eye protection, safety-shears). Students are also responsible for a background check, including drug screen, and health insurance. A list of textbooks is provided with the student Enrollment Agreement.

Attendance

Student attendance and participation is necessary to complete any program. A student may not be absent for more than 24 hours of scheduled classroom hours. Satisfactory progress towards earning a certificate means students must meet academic and attendance requirements as identified in the course syllabus. Failure to meet this requirement will lead to dismissal. Attendance includes tardiness. Refer to the course

syllabus and Clinical and Field Internship manuals for specific attendance requirements during those terms.

Course completion and grading

Completion of the Paramedic program is subject to the following criteria:

1. Successful completion of all **major** section exams: meeting the passing score identified in the course syllabus for each exam
2. Participation in practical sessions and successful completion of all skills exams, rated on a "Pass/Fail" basis
3. Completion of the course didactic **final** cognitive exam with a minimum grade of 75%
4. Completion of the Program summative **capstone** cognitive exam with a minimum grade of 73%
5. Successful completion of the Program summative capstone practical exam
6. Successful completion of the Program summative capstone affective evaluation
7. Successful completion of ACLS, PALS, AMLS and ITLS or PHTLS, according to the pre-set guidelines of the course
8. Compliance with all attendance requirements

Additional completion requirements

Successful completion of the clinical portion of the education program, including a minimum of 252 hours in the hospital setting, with satisfactory completion of all required skills. The student must also successfully complete a clinical review with a faculty member prior to proceeding to field internship.

Successful completion of the field internship, including a minimum of 336 precepted field hours on an advanced life support unit and completing all identified competencies and team leads, and achieving ratings of three in all categories on the final major evaluation completed by the field preceptor. The internship can be terminated at any time based on unsatisfactory performance. The field internship portion of the education must be completed within four months of the student's first field internship shift.

The staff at the IHM Academy of EMS will discuss preferred clinical and field placement locations and schedules with students. However, due to the complexity of scheduling and the logistics involved, a student may not refuse or reject a clinical or field internship placement or assignment or delay the scheduling of clinical or field internship rotations. Students may not personally solicit hospitals, EMS agencies, or specific preceptors due to the political, organizational, and legal issues involved in establishing clinical internship opportunities. Failure to report to the clinical location or field agency on the assigned date and time will result in immediate dismissal from the program after the second occurrence.

Working while enrolled

The IHM Academy of EMS imposes no restrictions on students working while enrolled in the Paramedic Program. However, as mentioned previously, clinical rotations are typically scheduled two days per week with shifts of eight to twelve hours and field

internship schedules are two days per week, in ten, twelve or fourteen hour shifts. It is highly unlikely that a student can work more than a limited part-time schedule while in the clinical and field internship portions of the program and should plan accordingly.

Outcomes

Accredited Paramedic programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions. For the results for the most recent outcomes for the National Registry of EMTs certification examination, the program retention rate, and the job placement rate, visit ihmacademyofems.com.

**Appendix A
Faculty**

Faculty	Phone	Email
Joe May, BA, Paramedic, EMS Program Director	314-768-1234 x43143	Joe.May@amr.net
Daniel Cavin, BS, Paramedic Lead Instructor	314-768-1234 x43142	Daniel.Cavin@amr.net
Monroe Yancie, Paramedic, Paramedic Lead Instructor	314-768-1234 x43144	Monroe.Yancie@amr.net
Beverly Goodlow Program Assistant	314-768-1234 x43140	Beverly.Goodlow@amr.net
Bridget Svancarek, MD, Medical Director	314-768-1234 x43144	Bridgette.Svancarek@amr.net