

Kirtland AFB Pararescue Schoolhouse Satellite Annex

This annex serves to explain the differences and changes to the UNM EMS Programs Handbook as it relates to EMS contract/ESA courses provided by UNM to the United States Air Force. The students enrolled into the USAF contract/ESA/ESA courses are decided upon by the USAF AETC Pararescue Pipeline scheduler and can be removed from training at any point for any reason by the USAF with coordination with the 351st BAT/MSM Commander. Once a student is removed from training by the USAF the student is then also removed from any training provided by UNM. There is no UNM selection process for this course, however students may be deemed ineligible for enrollment by UNM EMS Academy.

Supplemental Instructor (tutor) Program

The UNM USAF contract/ESA courses are not provided with supplemental (tutor) instructors. Instead, included in the student tuition UNM provides study hall sessions for students in all EMS contract/ESA courses. These study hall sessions are instructor lead and held up to twice a week for a maximum of 4 hours a week. Any student can attend any study hall session. Students will be mandated to attend study hall sessions if they fall below an 80% on any block test or if their overall program average falls below an 80%. UNM instructors reserve the right to mandate any student to attend study hall sessions regardless of test scores.

Tuition and Fees

The USAF pays for all tuition and fees to UNM pursuant to ESA.

Parking and Transportation Expenses and Liability

Parking and transportation to and from clinical sites is provided or arranged by the USAF. UNM does not provide transportation to clinical sites. UNM may provide parking passes if available for students.

Promotions and Evaluation Committee (PEC)

The UNM program Director works closely with the USAF program director to ensure students success in the EMT and Paramedic program to include academic difficulty and professionalism concerns. The USAF can remove any student from training due to professionalism concerns. If professionalism concerns arise that are not handled directly by the USAF, the PEC committee may work with students who experience such issues. Course completion and certification will be based on successful completion of all academic and program requirements, and in compliance with all applicable policies.

Immunizations

UNM is required to provide to their clinical affiliates evidence to include the date of administration and name of corresponding vaccine received. All students placed in clinical settings are required to have immunizations in accordance with the UNM HSC program requirements listed below.

1. Measles, Mumps, Rubella (MMR):

- a. TWO (2) DOSES after 1978

OR

- b. Titers (IgG) showing immunity for each disease: Rubeola, Rubella, and Mumps. COPIES OF LAB RESULTS ARE REQUIRED

2. TDAP (Tetanus, Diphtheria & Pertussis): Booster dose within last 10 years.

3. Hepatitis B: THREE (3) DOSE series completion must have documentation.

4. Hepatitis B Surface Antibody Titer (IgG): In addition to completing the Hepatitis B series, a Hepatitis B Surface Antibody Titer (IgG) for confirmation of immunity is required. A COPY OF LAB RESULTS IS REQUIRED.

5. Tuberculosis:

- a. A Two---Step Tuberculosis Skin Test (aka PPD—two separate placements and two separate results) is required within six (6) months of starting the 1st year in a health care program. A two---step skin test consists of:

- i. Placing a PPD and returning 7 days (1 week) later to have it read.
ii. If the 1st test is negative (0mm in duration), another PPD is placed on the apposite arm returning in 48---72 hours to have it read.

OR

- b. A current T---Spot or Quantiferon Gold TB test within six (6) months of starting the program.

- c. **History of Positive TB Test:** Bring documentation of PPD result, chest X---ray result, and treatment completion.

NOTE: subsequent TB testing will be done annually: One PPD, T---Spot, or Quantiferon Gold. If history of a positive TB tests, the Positive PPD Questionnaire must be completed annually.

6. Varicella (Chicken Pox):

- a. Proof of TWO (2) doses of Varicella vaccine

OR

- b. Positive Varicella Titer (IgG): a COPY OF LAB RESULTS IS REQUIRED

7. Seasonal Influenza Vaccine: Must provide documentation of vaccine.

A copy of the student's immunization record with corresponding dates must be submitted to the Operations Specialist at the UNM EMS Academy in order for a student to be eligible to participate in clinical

** Additional clinical compliance requirements available in paramedic program handbook.*
rotations.

Inclement Weather Policy

The University and EMS Academy makes every effort to conduct classes as scheduled, but recognizes inclement weather may make holding class impractical or impossible. This issue is complicated by the fact that students complete clinical rotations as a part of the paramedic program, throughout the country and that weather conditions can vary widely in those areas.

Classroom attendance at Kirtland Air Force Base may be delayed or canceled either by UNM or the USAF.

Adverse and/or Corrective Action Policy and Procedure

The USAF will be notified when any adverse and/or corrective action is taken against a student, including a coaching document. The USAF has the ability to discipline the student or remove them from training if deemed necessary.

Examination Process

All exams are based on National EMS Education Standards. All curriculum meets or exceeds the US Department of Transportation National EMS Education Standards, New Mexico State Administrative Code requirements for EMS education and National Registry requirements. All exams will be conducted via computer testing. Students will be able to view their exam results (score) upon submission of the exam. Students are not given an opportunity to review the exams, however program personnel will review high missed content objectives. Students are not allowed to write, copy, or otherwise duplicate any exam question or answer. There will be no review of final or comprehensive exams. The program director validates all exams and exam results will stand as scored. Students are encouraged to ask instructors for clarification of objectives as they relate to the exam.

EMT Course Grading

All exams will be administered and proctored by a UNM Instructor. There will be eight Block Exams. All exams will be delivered using an online platform in order to best prepare students for the national registry computer based exam. *Approval must be obtained from the EMS Academy Director or designee with note to alternative method of delivery if an online method of exam delivery is not an option.

1. Students must pass each block exam with a minimum score of 73%.
 - a. A cumulative average score of 73% on the Eight Block Exams is **required** to be eligible to take the Comprehensive Final Exam.
 - b. The 73% average can be achieved with a maximum of **TWO (2) BLOCK EXAM RE-TESTS**. Re-tests may be on any two block exams, however, the re-test must be given before the start of the next block. A student can fail *NO MORE THAN THREE (3) Block Exams to be eligible for a course completion certificate*.
 - c. The higher of the two scores for that block exam will be the student's final score for that block.

*It is highly recommended that the student develop a study plan before an exam is re-tested.

2. One Comprehensive Final Exam will cover all course material.
 - a. Each student must score a 73% or better to pass the Comprehensive Final Exam.
 - b. Students who score between 68-72% will be given one chance to re-test the comprehensive final.
 - I. The re-tested final must be passed with a 75% or higher for satisfactory completion

*No study hall will be provided for students failing to score 73% on the final exam.

Paramedic Course Grading

Students will be held to all published Paramedic Program requirements and grading scales/standards and additionally the student's block score will be comprised of the following:

80% - Block Exam 20%- Quizzes or Assignments given at the EMS Academy Instructors discretion

Completion of EMS Program and Certification/Licensure

In addition to the paramedic program handbook requirements, the USAF will be notified when a student fails the block or comprehensive exams and may decide to remove a student prior to the PEC evaluation.

Classroom Etiquette

Students are expected to arrive on time and be seated at the scheduled start time of the class with their books and materials for the class ready to go.

Students should be respectful of the instructors and proctors.

10 minute Breaks will be provided every 50 minutes, however if an instructor may extend the 50 minutes to finish making a point. Students should not leave the classroom for a break except during prescribed break times.

Students are allowed to have drinks in closed containers and small snacks during class. Meals or snacks that require fixing or heating are not allowed during class. Food and drinks are not allowed in lab rooms or the testing center.

Students are not allowed to put feet up on tables during class.

Students will clean and check their assigned lab, ambulance, and classrooms at the end of each day. Students are expected to restock their lab room from their supply boxes. Do not remove any equipment or supplies from another classroom or lab room.

Students must get approval from the USAF Program Manger anytime they are going to miss training for any reason. UNM instructors cannot approve a student missing training.

Drug Screening Urinalysis

UNM is required to be able to provide to our clinical affiliates evidence of a clear 10-panel illegal drug screening for every student in a clinical setting for any reason. All EMS students enrolling in an UNM EMSA EMT or Paramedic Training Program must have 10-panel UA drug screening with a negative result for all substances. This screening will include the following substances at a minimum: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Methaqualone, Opiates, Phencyclidine, and Propoxyphene. If a student has any positive result for any drug UA conducted IAW the ESA they are subject to whatever administrative action the USAF takes and UNM may remove them from the training program. Positive results are handled on a case by case basis, a physician's note for non-narcotic courses of treatment may be accepted in some cases at the discretion of the EMS Academy. Students will remain out of training until both the USAF and UNM reviews have been completed to see if student is eligible for course continuation.

A copy of the actual lab results stating a clear (negative) screening for each above named substances must be submitted to the Operations Specialist of the UNM EMS Academy in order for a student to be eligible to participate in clinical rotations.

Background Checks

UNM is required to be able to provide evidence that all reasonable background checks imposed by applicable laws and regulations, or imposed by the Clinical Facility have been performed. The requirement is a NM Caregivers Criminal History Screening Program (CCHSP) background check for all UNM EMS students.