



Defib Academy
EMT Education Program
STUDENT CATALOG

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MISSION

Defib Academy is committed to providing students with the best learning opportunities for a variety of medical professions. We implement all currently accepted social, medical, and educational standards, while advancing our curriculum to meet the current and evolving healthcare needs of our community. Defib Academy adds value to the community by creating career opportunities that are affordable, accessible, and that serve the overall welfare of the public.

Defib Academy is an LGBT+ friendly school.

LOCATION

1543 Pacific Avenue, S104 Santa Cruz, CA 95060

831.426.9111 www.defibacademy.com

ADMINISTRATION HOURS

- Office hours are Monday- Friday 8:30am to 5:30pm, Saturday and Sunday 8:30am to 12:00pm.
- Educator-Led Open Labs are held Fridays, hours vary.
- EMT students are welcome to schedule study time in a free classroom though administration during office hours.

HOLIDAYS

Classes are still held during holidays that may occur within their session.

PROGRAM

EMERGENCY MEDICAL TECHNICIAN

Program Length: 184 hours

Graduation Document: Certificate

Program Delivery: Residential

Program Description

The purpose of this Emergency Medical Technician (EMT) course is to provide students with an academic and working knowledge to become state certified and to provide Basic Life Support patient care. It provides the basic concepts of emergency care which are needed to function as an EMT. This class will be helpful for other healthcare fields and is a prerequisite for a Paramedic course.

The EMT provides Basic Life Support care to critically ill or injured patients. EMTs work directly with another EMT to provide this level of care and in conjunction with a paramedic to provide Advanced Life Support. EMTs learn to manage an airway using artificial devices, assess the severity of illness or injury, manage wounds and bleeding, immobilize fractures, perform CPR, utilize an automated defibrillator and a host of other procedures. Recent curriculum changes at the national and state level allow EMTs to assist with the administration of some medications.

EMTs are entry-level EMS providers. They are essential in the EMS chain of survival. Additionally, one must become a certified EMT before entering a Paramedic program.

Course Descriptions

Didactic/Skills Lab

- **Hours:** 160
- **Description:** The didactic portion of the course includes technical, theory and practical hands-on education. Through a series of interactive lectures and skills labs, students gradually build upon a foundation of Basic Life Support knowledge and techniques, to prepare to provide the highest quality of care in a real-world setting.

Clinical Training

- **Hours:** 24
- **Description:** Students are required to complete a minimum of 24 clinical hours, which will be fulfilled through two, twelve-hour ridealong shifts. The 12-hour Day Shift starting between 0600 & 1200 hours. The Ridealong Availability form is to assist students with scheduling clinical opportunities during the EMT Education Program. The signee agrees to maintain the scheduling agreement in accordance with the program's attendance policy.

Please Note:

- Availability dates cannot conflict with EMT class time
- Availability dates must be adhered to (no rescheduling)
- Ridealongs may only take place between Week 3 (5wk) / Week 7 (10wk) and up to 30 days after the end of the program

Ridealongs may occur following the end of the didactic portion of the program, based on your availability.

Hours

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period with no less than 50 minutes of instruction.

POLICIES & PROCEDURES

Admission into the program requires that the prospective student:

- Must be 18 or over by the end of the program.
- Be a citizen or national of the United States or is an alien who meets all eligibility requirements to receive emergency medical technician licensure.
- Have registered online or over the phone for a session.
- Be provided access to the catalog.
- Completed all Prerequisite Requirements

It is recommended that applicants visit Defib Academy campus to gain an understanding of the academy and view the facilities and equipment. A personal tour can be scheduled with an Admissions Representative.

PREREQUISITES REQUIRED FOR ADMISSION

Prerequisites. These are very important to your registration and need to be turned in in a timely manner. Many of these items are easily acquired in as little as one doctor's visit, but some may take longer than expected. This is why we are reaching out to you now. If you do not believe you will be able to complete each prerequisite in the allotted time before your course starts, please let us know now so that we may help you get situated or find alternative resources. Inability to complete the requirements before the start of class ensures your swift removal from the program. You will not be invited to your orientation, nor will you be permitted into the first day of training. No exceptions. **Do not let this happen to you.**

Prerequisites are **DUE BY 3PM THE FINAL BUSINESS DAY BEFORE FIRST DAY OF CLASS (Orientation)**

Immunizations

Covid Bivalent Booster: Yes. We 100% require this immunization. There are no exceptions. This is a requirement with all our ride along companies. The Bivalent booster was released in September of 2022, and all older Covid vaccines will not be considered.

22-23 Flu shot: Yes. We 100% require this immunization. The only exceptions will be made for students who are allergic to components of the shot. In that instance we will require a signed note from a physician stating such an allergy and a signed waiver, provided by Defib Academy, acknowledging the need to wear a mask for the entirety of class.

MMR, Hepatitis B, and Varicella*: Most students received these vaccines as small children. You can request a copy of these records from your doctor. If you are unable to obtain these records, a simple blood draw (titers) will be able to tell you if you have ever had them.

*If you have not had the varicella vaccine, but have had chicken pox, we will accept that as proof of immunization. If it is not in your records, a signed note from your physician will suffice.

Tdap: Please make sure your immunization is up to date. We require it to have been administered within the last ten years.

Negative TB Test Results: This needs to have been done within the last 18 months. These tests can take up to 72 hours to complete. Some students may require a chest x-ray based on their test results or previous overseas vaccinations. This may add to the length of time for test results. Please plan accordingly.

All of these can typically be done in one visit to your primary care physician. If you do not have access to a PCP, you can also find assistance at CVS, Walgreens, Safeway, Doctors on Duty, Minute Clinic, or any other available walk-in clinics. Most can be found via a simple Google search or by reaching out to us in the Defib This office.

Professional Liability Insurance

All students are required to carry professional liability insurance for EMT students in the healthcare professions for the duration of the program.

Live Scan: This is a personal background check. By using the form available from Defib This, you will receive the results back to your own residence. This is typically the address on the ID you provide to the Live Scan technician. They will not be sent to us, and we would not legally be allowed to open them if they were.

Results: This is crucial. These results can take up to 3 weeks to arrive. They must be turned in before orientation. No excuses no exceptions. Please start the process for your live scan as soon as possible. If you do not receive your results in the allotted 3 weeks, you will be required to submit another report. We will not allow you into Orientation if we do not have your results.

There are several places you can go, including the Live Scan office in Downtown Santa Cruz, or most UPS Stores if they have a technician on duty.

Basic Life Support: This is an upgraded CPR class designed for those in the medical field. A simple CPR/First Aid class will not be accepted. As nearly all ambulance companies require BLS to be certified via the American Heart Association, **the following will not be accepted: Red Cross, American Academy of CPR, National CPR Foundation.** Nor will we accept any courses that follow the “guidelines” of the AHA but do not have the AHA emblem on the card given at the end of the course.

Be wary of “online only” courses as well. We offer the BLS course in our facility at an additional charge, but a simple “AHA BLS Course Near Me” search will help you find a closer location if needed.

Participation Requirements

Students must comply with all participation standards set forth by the following policies:

- Behavior Policy
- Dress Code Policy
- Infraction Policy

Behavior Policy

- Students will conduct themselves in a professional manner, as stipulated by the EMS Guidelines in Chapter One of the Emergency Care and Transportation of the Sick and Injured, 12th Edition textbook, “Traits of a Good EMT.”
- Students will always treat peers, faculty, clinical staff, and patients with respect.
- The student is required to comply with directions from Defib This and Defib Academy administrators and educators. Failure to do so may result in disciplinary action up to and including dismissal from the EMT Education Program.
- Students will maintain an alert, attentive attitude at all times during class. When class begins, all students will face forward, cease all talking and unnecessary activity, and render the proper respect to the educator. Dozing off or sleeping in class will not be tolerated and will result in the student being dismissed for the day with an unexcused absence.

- Each student will be assigned a permanent seat. This seat is to be used throughout the program unless otherwise permitted.
- No cell phones are allowed during class time. Cell phones must be turned off or kept in silent mode during class and may not be visible in the classroom.
- Students are prohibited from using any tobacco products, including e-cigarettes, while in uniform.
- Use proper procedure when asking questions during class. Students should raise a hand and wait for acknowledgment from educators, administrators, or guest speakers.
- Eating and drinking may be allowed during class, with certain exceptions. Exceptions include food/drink that is disruptive (due to sound or odor), or excessively messy.
- The classroom and lab shall always be left in a neat and orderly fashion. All trash and recycling shall be placed in the corresponding bins, and chairs in their required position. Students will abide by the cleaning schedule to ensure the cleanliness of all rooms used.
- Do not disrupt the class. Do not disrupt any classes or routine business in the training facility.
- Discrimination or harassment is cause for immediate dismissal. The EMT Education Program is committed to maintaining an educational environment that is free of discrimination and harassment. Any student who alleges discrimination and/or harassment should contact their educator, an administrator, or the Director of EMS Programs.
- Any conduct that puts students, faculty, clinical staff, or patients at risk is cause for immediate dismissal.
- Any student who breaches any portion of the behavior policy may be sent home, per the discretion of the educator and/or administration and will receive a full absence for the day.

Dress Code Policy

Students will undergo random Dress Code checks to ensure adherence to all requirements. Incomplete uniforms will result in an infraction, and students may be sent home with an unexcused absence for the day. When in uniform, students are representatives of the EMT Education Program. As such, the professional appearance and readiness of equipment are integral at all times.

- Defib Academy EMTs must wear the assigned uniform (including having all their required equipment) to all class meetings and clinical shifts. Exceptions include Open Lab and Office Hours.
- Students are only allowed to wear the assigned uniform while in class or during their clinical ridealongs. Students are not allowed to wear their uniforms while off-campus.
- During Open Lab, students may not wear clothing that is offensive, revealing (shirts must be waist-length and tucked in, pants must be knee length, no skin-tight garments) or otherwise deemed inappropriate by educators or administrators.
- Uniforms and equipment must be clean and in good repair. Shirts must remain buttoned and always tucked in. Boots, if laced, must always remain tied; boots with zippers must remain zipped. Equipment must be in proper working order. Dangling jewelry is not allowed.
- Hair should be clean, combed, and neatly trimmed or arranged. Long hair should be tied back. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed.
- Any breach of the dress code will result in the student receiving an infraction, and potentially being sent home, incurring an absence, if the violation cannot be corrected on campus.

Dress Code Requirements

- Dark Navy Short-Sleeve Button-Up EMS Shirt
- EMT Student Patch (*to be supplied by the program*)
- Dark Navy Undershirt
- Dark Navy EMS Pants
- Black Belt
- Black EMS Boots
- Wristwatch (with a second hand)
- 7.5" trauma Shears

- Stethoscope
- Blood Pressure Cuff
- Penlight
- Pens (2), black ink
- Student ID Tag (*to be supplied by EMT Education Program*)
- N95 Mask for ridealongs (*to be supplied by EMT Education Program*)
- *Optional: Dark Navy EMS Jacket (no logos allowed)*
- *Optional: Dark Navy Ball Cap or Beanie (no logos allowed)*

Infraction ("Strike") Policy

Any deviation from the Participation Requirements is considered a Breach of Contract, which will result in either an Infraction ("Strike") or immediate dismissal from the EMT Education Program, depending on the severity of the misconduct.

STUDENTS WHO ACCRUE 4 INFRACTIONS WILL BE DISMISSED FROM THE DEFIB ACADEMY EMT EDUCATION PROGRAM.

Grading System

Completion of the EMT Education Program is contingent on a Pass or Fail grading system, consisting of three requirements:

1. Academic Requirements
2. Attendance Requirements
3. Participatory Requirements

Academic Requirements

Students' comprehensive grades will be evaluated continuously throughout the course.

- Students with a comprehensive grade below 75% will be placed on Academic Probation. In the 5 Week Program, students have 10 calendar days to bring their grade up to passing. Failure to do so will result in dismissal from the program. 10 Week students will have 21 calendar days.
- Students with a comprehensive final grade below 75% will be dismissed from the program following the final exam.
- The comprehensive grade is based on the cumulative results of all homework, quizzes, chapter tests, and exams.

EMT Student Academic Grading Rubric

<u>Assignment</u>	<u>Weight</u>
Chapter (Google Forms) Homework (41 total)	10%
Patient Care Reports (25 total)	10%
Chapter Tests (10 total)	20%
Medical Block Exam	30%
Final Block Exam	30%

Assignment Policy

Students are required to complete all assignments by their respective due dates. Assignments are subject to change by administration or educators. Any change in deadlines or requirements will be communicated by Slack 24 hours before an assignment is due.

Assignments include, but are not limited to:

- **Prerequisites** Students who do not submit all of their prerequisites on time will be dismissed from the EMT Education Program. There are no exceptions.
- **Homework** Homework is due at the time class begins. Students will not receive credit for incomplete homework.
- **Preceptor Forms** It is the students' responsibility to obtain signatures from their preceptors during ride-alongs.
- **NREMT Application** You must register for your own National Registry of Emergency Medical Technicians' account to complete the NREMT exam.
- **Patient Care Reports (PCRs)** California Title 22 requirements specify 20 PCRs must be completed, including 10 from patient contacts during the ride-along phase.
- **Other assignments deemed appropriate by administrators or educators.**

Academic Dishonesty

Academic dishonesty is grounds for immediate termination from the course. Academic dishonesty includes, but is not limited to:

- **Cheating** The improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, completion of online tests outside of the class (sans a faculty-proctor) without express permission; copying coursework from another student; working together with a student when not specifically permitted; utilizing another student's work when not permitted; referring to text or notes when not permitted; the acquisition of tests or other academic material belonging to the EMT Education Program without authorization. Tendering of information includes, but is not limited to, giving academic documents or information to another student without authorization.
- **Plagiarism** The attempt to represent the work of another as the product of one's own thought, whether the work is published or unpublished. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. This applies to speech and electronic media as well. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distributing of term papers or other academic materials.
- **Bribery** The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain academic advantage for yourself or another.
- **Conspiracy** The planning or acting with one or more persons to commit any form of academic dishonesty to gain an advantage for yourself or another.
- **Fabrication** The use of invented or fabricated information, or the falsification of information with the intent to deceive to gain academic advantage.
- **Failure to Cooperate** Refusal to hand over materials, electronic media, and/or other resources pursuant to a reasonable request by a Defib administrator or educator in their efforts to determine if academic dishonesty has occurred.

Special Learning Requirements

It is the policy of Defib This and Defib Academy to make reasonable and appropriate accommodations for those persons who are documented as differently abled learners, in accordance with the Americans with Disabilities Act (ADA). EMT Education Program students may request reasonable accommodations by submitting their documentation to the Director of EMS Programs.

Attendance Requirements

California Title 22 mandates a minimum hourly attendance requirement for EMT Education Programs. Students may not miss more than 14 hours, including both lecture and skills sessions.

ABSENCES TOTALING MORE THAN 14 HOURS, REGARDLESS OF CAUSE, WILL RESULT IN DISMISSAL FROM THE EMT EDUCATION PROGRAM. THIS IS A NON-NEGOTIABLE, CALIFORNIA STATE REQUIREMENT (CAL. ADMIN. CODE, TITLE 22, § 100074).

Golden Rule of EMS Attendance

"Early is on time. On time is late. Late is unacceptable."

- **Absences** All lectures, labs, and clinical hours are mandatory. Because of the intensive nature of this course, students will not be offered an opportunity to submit late or extra credit work due to lack of attendance or preparation.
- **Incomplete Attendance** Arriving late – not in my seat and ready to learn at the start time of class – or leaving class prior to dismissal, will result in time being deducted in 15-minute increments. If I am more than 1 hour late, or leave more than 1 hour early, it will be counted as a half-day absence.
- **Failure to Attend Ridealongs** You must adhere to your assigned ride-along dates, which are scheduled in accordance with your Ride-Along Availability Form. You must arrive at least 15 minutes early to your ride along or you risk being left behind, and potentially dismissed from the EMT Education Program. Ride along absences will result in a \$50 rescheduling fee.
- **Communicate** Special circumstances may arise such as sickness or emergencies. If you communicate ahead of time and provide reasonable proof, we will do our best to work with you. Failure to communicate prior to an absence will be considered a no call/ no show and will result in a final infraction. Any further violation of any part of the grading system will result in immediate dismissal from the program.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

- Students have the right to cancel their agreement for a program of instruction, minus administrative fees, through attendance at the first-class session.
- Cancellation may occur when the student provides a written notice of cancellation at the following address: 1543 Pacific Avenue, Suite 104, Santa Cruz, CA 95060, or by email (admin@defibthis.com) or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

WITHDRAWAL FROM THE PROGRAM

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 20 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance.

The refund will be less an Administrative Fee not to exceed \$250.00, and less any non-refundable fee described in your Enrollment Agreement as well as any deduction for used materials and supplies, within 45 days of withdrawal.

If the student has completed more than 20% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs: The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the school.

Definitions:

- Last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations.
- Date of withdrawal determination is the date that an institution determined that a student was no longer in school.
- Payment period is considered the total period of attendance and entire program.
- Any remaining payments on the Payment Plan are still owed.

Tuition and Fees

PAYMENT

Upon enrollment in the EMT Education Program, students have the option to either pay the total tuition and fees immediately or enroll in a Payment Plan.

10 Week \$1,850

5 Week \$2,250

Payment Plan

Payment Plan Fee (if applicable): \$50, nonrefundable

Any remaining payments on the Payment Plan are still owed if student is dropped or withdraws after the start of class.

5 Week

Deposit due at Registration: \$1,150

Remainder due at Week 2: \$1,150

10 Week

Deposit due at Registration: \$900

Remainder in two payments of \$500, due at Week 4 and Week 8: \$1,000

Refund Breakdown

Full Refund, minus \$100 Admin Fee before Registration Close

Full Refund, minus \$200 post Registration Close (2 weeks before first day of class)

Prorated Refund based on time spent in class up to 20% of class, minus \$250

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

After 20% percent of class is completed, funds are considered earned for services rendered and student no longer qualifies for a refund.

Additional Outside Vendor Fees (approx.)

eBook \$250.00

Uniform(s) \$100.00

Wristwatch with second hand \$20.00

7.5-inch trauma shears \$10.00

Stethoscope \$50.00
Blood Pressure Cuff \$15.00
Penlight \$10.00
Computer/Laptop/Tablet \$250.00
Live Scan Report \$80.00
Immunizations \$55.00
Student Liability Insurance \$23.00
NREMT Exam \$104.00
County Certification Application Fees \$175.00

Other Optional Fees:

Public Parking Fees \$10.00 daily max
Payment Plan Fee \$50.00
Late Payment Fee \$25.00
Returned Check Fee \$25.00
Clinical Ride Along Rescheduling Fee \$50.00
Open Lab No Show Fee \$30.00

CATALOG CHANGES

Information about Defib Academy is published in this catalog, which contains a description of policies, procedures, and other information about the school.

Defib Academy reserves the right to change any provision of the catalog at any time.

Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Defib Academy, the student agrees to abide by the terms stated in the catalog and all school policies.