

Auburn Vocational School District BOARD OF EDUCATION

Minutes of January 12, 2023

The January 12, 2023 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:43 p.m.

The following members were present:

Mrs. Brush	Mr. Kent	Mr. Stefanko	Mrs. Wheeler
Mr. Cahill	Mr. Miller	Mr. Strever	
Dr. Culotta	Mrs. Rayburn	Mr. Walter	

Absent: Miss Maruschak

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

12-23 Approve Agenda

A motion was made by Mr. Stefanko seconded by Dr. Culotta to approve the January 12, 2023 agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

13-23 Approve Minutes of the Regular Meeting on December 6, 2022

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the minutes of the December 6, 2022 regular Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Administrative Report

- Board Appreciation Month
- Semi-Annual Harassment Report

Board Advisory Committee's Update

- Facilities – Jeff Slavkovsky gave an update to the Board

- Curriculum, Enrollment & Retention Subcommittee Meeting - Dr. Bontempo gave an update to the Board

Public Participation – Thomas Fazekas thanked the Auburn Board of Education for his time of service.

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending November 30, 2022 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #7)

No Action Required.

14-23 Approve Tax Budget for FY 2023-2024

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the Tax Budget for FY 2023-2024. The tax budget includes estimates of tax collection for Lake, Geauga, and Trumbull counties. The Lake County Auditor has provided a summary form of budget resulting from amendments to the ORC related to tax budgets. (Attachment #8)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

15-23 Approve Donation

A motion was made by Mr. Stefanko and seconded by Mrs. Brush to approve the following donations:

Monetary \$1,500 donation from Mobile TV Group of Englewood, Colorado. This donation will be put towards our Interactive Multimedia Technology program.

Monetary \$2,500 donation from The Swagelok Foundation of Solon, Ohio. The donation will be put towards are Advanced Manufacturing program for our AWT RoboBots.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler
Nays: None
Mr. Walter declared the motion passed

16-23 Human Resources

A motion was made by Mrs. Wheeler and seconded by Mr. Stefanko to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #10)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler
Nays: None
Mr. Walter declared the motion passed

17-23 Approve Adult Workforce Public Safety Program Handbooks 2023

A motion was made by Mrs. Brush and seconded by Dr. Culotta to approve the following handbooks for the Public Safety programs for the 2023 school year. (Attachment Item #11)

Emergency Medical Technician
Firefighter 1 & 2
EKG Technician
Anatomy & Physiology
Paramedic

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler
Nays: None
Mr. Walter declared the motion passed

18-23 Approve Consent Agenda

A motion was made by Mr. Miller and seconded by Mrs. Rayburn to approve Item #13 a-b as a consent motion.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler
Nays: None
Mr. Walter declared the motion passed

19-23 Contract/Affiliation Agreement

A motion was made by Mr. Miller and seconded by Mrs. Rayburn to approve the following contract and/or affiliation agreement:

a. Business Partnership Affiliation Agreements

American Family Insurance	Jiffy Lube
Burton Dental Care	Neff-Perkins
Dentistry at Winbury	TT Electronics
Hauser Services	

b. College Credit Plus Partnership Agreement

Agreement between Lakeland Community College and Auburn Career Center from May 23, 2023 through May 22, 2024. (Attachment #13B)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler

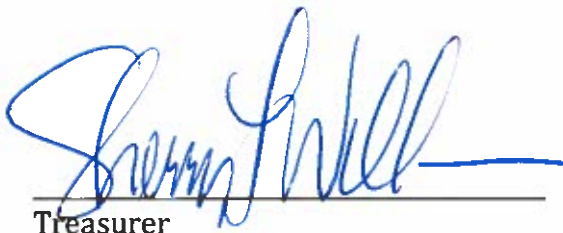
Nays: None
Mr. Walter declared the motion passed

20-23 Adjourn

A motion was made by Mr. Cahill and seconded by Mrs. Rayburn to adjourn the meeting at 7:03 p.m.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed


Treasurer


Board President



Harassment/Bullying Summary

Type of Harassment	8/2022-12/2022	1/2022-5/2022	8/2021-12/2021	1/2021-5/2021	8/2020-12/2020	1/2020-5/2020	8/2019-12/2019	1/2019-5/2019	8/2018-12/2018	1/2018-5/2018	8/2017-12/2017
Bullying- Verbal	0	3	1	0	0	0	0	0	0	0	0
Bullying - Physical	0	0	0	0	0	0	0	0	0	0	0
Bullying - Cyberbullying	2	0	0	0	0	0	0	0	0	0	0
Bullying - Written	0	0	0	0	0	0	0	0	0	0	0
Bullying - Physical & Verbal	0	0	0	0	0	0	0	0	0	0	0
Bullying - Verbal & Electronic	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Harassment	0	5	1	1	4	9	8	12	0	4	3
TOTAL	2	8	2	1	4	9	8	12	0	4	3

**Auburn
Career Center**



Attachment Item #7

Render Financial Reports

Auburn Career Center
Bank Reconciliation
November 30, 2022

Dollar Bank - Main Depository	\$ 12,085,190.00
Pending Wire	\$ (1,052.07)
Huntington	\$ 65,978.54
O/S checks - a/p	\$ (28,730.46)
O/S checks - p/r	\$ (5,788.70)
Quarterly Payroll Deductions	\$ (752.18)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	12,115,382.13
Health Care Deductible Pool - Dollar	\$ 26,500.18
Flexible Spending Account - Dollar	\$ -
Star Ohio	\$ 109,045.85
Net Available Cash	\$ 12,250,928.16
Investments:	
Wells Fargo Financial	\$ 2,533,931.30
Total Investments	\$ 2,533,931.30
Balance per bank	\$ 14,784,859.46
Balance per books	\$ 14,784,788.82
+/- FSA Monthly Deduction Adjustment	\$ 70.64
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,533,931.30

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MID Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL							
	\$ 10,427,809.49	\$ 189,870.43	\$ 10,617,679.92	\$ 4,209,457.63	\$ 746,138.78	\$ 1,119,929.46	\$ 5,288,292.83
Code 002 BOND RETIREMENT							
	\$ 1,010,300.10	\$ 0.00	\$ 1,010,300.10	\$ 87,487.37	\$ 87,487.37	\$ 0.00	\$ 922,812.73
Code 004 BUILDING							
	\$ 3,168,026.17	\$ 373,902.02	\$ 3,541,928.19	\$ 308,501.25	\$ 98,956.24	\$ 164,357.01	\$ 3,069,069.93
Code 006 FOOD SERVICE							
	\$ 142,398.40	\$ 400.00	\$ 142,798.40	\$ 49,349.08	\$ 11,027.73	\$ 20,839.66	\$ 72,609.66
Code 009 UNIFORM SCHOOL SUPPLIES							
	\$ 32,880.71	\$ 0.00	\$ 32,880.71	\$ 17,327.78	\$ 1,674.75	\$ 1,633.30	\$ 13,919.63
Code 011 ROTARY-SPECIAL SERVICES							
	\$ 37,355.80	\$ 0.00	\$ 37,355.80	\$ 1,011.65	\$ 179.24	\$ 4,171.84	\$ 32,172.31
Code 012 ADULT EDUCATION							
	\$ 2,053,229.00	\$ 70,243.91	\$ 2,123,472.91	\$ 917,421.08	\$ 244,820.27	\$ 324,478.64	\$ 881,573.19
Code 014 ROTARY-INTERNAL SERVICES							
	\$ 677.53	\$ 0.00	\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53
Code 018 PUBLIC SCHOOL SUPPORT							
	\$ 98,800.00	\$ 17,511.24	\$ 116,311.24	\$ 30,381.18	\$ 16,616.25	\$ 43,274.49	\$ 42,655.57
Code 019 OTHER GRANT							
	\$ 70,543.95	\$ 11,200.00	\$ 81,743.95	\$ 35,000.00	\$ 0.00	\$ 13,700.00	\$ 33,043.95
Code 022 DISTRICT CUSTODIAL							
	\$ 25,297.14	\$ 1,100.00	\$ 26,397.14	\$ 0.00	\$ 0.00	\$ 1,100.00	\$ 25,297.14
Code 024 EMPLOYEE BENEFITS SELF INS.							
	\$ 26,115.33	\$ 3,884.67	\$ 30,000.00	\$ 3,575.07	\$ 794.02	\$ 26,424.93	\$ 0.00
Code 070 CAPITAL PROJECTS							
	\$ 266,408.99	\$ 0.00	\$ 266,408.99	\$ 192,202.05	\$ 4,931.00	\$ 245,828.95	\$ (171,622.01)
Code 200 STUDENT MANAGED ACTIVITY							
	\$ 83,162.17	\$ 2,705.00	\$ 85,867.17	\$ 33,311.69	\$ 10,980.23	\$ 29,111.58	\$ 23,443.90
Code 501 ADULT BASIC EDUCATION							
	\$ 347,234.65	\$ 5,202.95	\$ 352,437.60	\$ 98,959.62	\$ 21,727.63	\$ 20,071.44	\$ 233,406.54
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND							
	\$ 57,876.00	\$ 0.00	\$ 57,876.00	\$ 6,222.22	\$ 6,222.22	\$ 30,402.78	\$ 21,251.00
Code 524 VOC ED: CARL D. PERKINS - 1984							
	\$ 417,732.01	\$ 8,402.07	\$ 426,134.08	\$ 154,570.15	\$ 58,729.15	\$ 51,103.67	\$ 220,460.26
Code 599 MISCELLANEOUS FED. GRANT FUND							
	\$ 12,392.05	\$ 12,392.05	\$ 24,784.10	\$ 24,784.10	\$ 0.00	\$ 0.00	\$ 0.00
Grand	\$ 18,278,239.49	\$ 696,814.34	\$ 18,975,053.83	\$ 6,169,561.92	\$ 1,310,284.88	\$ 2,096,427.75	\$ 10,709,064.16

Total

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 10,115,938.56	\$ 236,644.37	\$ 4,904,704.10	\$ 746,138.78	\$ 4,209,457.63	\$ 10,811,185.03	\$ 1,119,929.46	\$ 9,691,255.57
		\$ 10,115,938.56	\$ 236,644.37	\$ 4,904,704.10	\$ 746,138.78	\$ 4,209,457.63	\$ 10,811,185.03	\$ 1,119,929.46	\$ 9,691,255.57
Code 002 BOND RETIREMENT									
002-9211	Bond Retirement Fund \$2.8 million Bond	0.00	0.00	0.00	16,064.49	16,064.49	(16,064.49)	0.00	(16,064.49)
002-9212	Bond Retirement Fund \$2.3 million Bond	0.00	0.00	0.00	9,945.00	9,945.00	(9,945.00)	0.00	(9,945.00)
002-9213	Bond Retirement Fund \$0.6 million Bond	0.00	0.00	0.00	2,914.00	2,914.00	(2,914.00)	0.00	(2,914.00)
002-9218	Bond Retirement Fund \$1.745 million Bond	0.00	0.00	0.00	20,900.00	20,900.00	(20,900.00)	0.00	(20,900.00)
002-9221	Bond Retirement Fund \$1.3 million Bond	0.00	0.00	0.00	7,374.30	7,374.30	(7,374.30)	0.00	(7,374.30)
002-9223	Bond Retirement Fund \$3.1 million Bond	0.00	0.00	0.00	30,289.58	30,289.58	(30,289.58)	0.00	(30,289.58)
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 87,487.37	\$ 87,487.37	\$ (87,487.37)	\$ 0.00	\$ (87,487.37)
Code 004 BUILDING									
004-0000	CONSTRUCTION FUND	93,026.17	10,000.00	50,000.00	98,956.24	98,956.24	44,069.93	0.00	44,069.93
004-9021	\$1.3 MILLION BOND APPR 12/1/20	373,902.02	0.00	0.00	0.00	209,545.01	164,357.01	164,357.01	0.00
004-9023	\$3.1 MILLION BOND APPR 6/24/22	0.00	0.00	3,025,000.00	0.00	0.00	3,025,000.00	0.00	3,025,000.00
		\$ 466,928.19	\$ 10,000.00	\$ 3,075,000.00	\$ 98,956.24	\$ 308,501.25	\$ 3,233,426.94	\$ 164,357.01	\$ 3,069,069.93
Code 006 FOOD SERVICE									
006-0000	LUNCHROOM	89,416.92	4,802.35	25,357.15	11,027.73	49,349.08	65,424.99	20,839.66	44,585.33
		\$ 89,416.92	\$ 4,802.35	\$ 25,357.15	\$ 11,027.73	\$ 49,349.08	\$ 65,424.99	\$ 20,839.66	\$ 44,585.33
Code 009 UNIFORM SCHOOL SUPPLIES									
009-0000	UNIFORM SUPPLY	22,882.71	262.50	9,998.00	1,674.75	17,327.78	15,552.93	1,633.30	13,919.63
		\$ 22,882.71	\$ 262.50	\$ 9,998.00	\$ 1,674.75	\$ 17,327.78	\$ 15,552.93	\$ 1,633.30	\$ 13,919.63
Code 011 ROTARY-SPECIAL SERVICES									
011-0000	CUSTOMER SERVICE	24,848.02	8,606.12	12,507.78	179.24	1,011.65	36,344.15	4,171.84	32,172.31
		\$ 24,848.02	\$ 8,606.12	\$ 12,507.78	\$ 179.24	\$ 1,011.65	\$ 36,344.15	\$ 4,171.84	\$ 32,172.31
Code 012 ADULT EDUCATION									
012-0000	ADULT EDUCATION	194,660.96	231,670.11	1,187,414.30	244,820.27	917,421.08	464,654.18	289,407.18	175,247.00
012-922S	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	32,161.46	0.00	0.00	35,198.46	35,071.46	127.00
		\$ 197,697.96	\$ 231,670.11	\$ 1,219,575.76	\$ 244,820.27	\$ 917,421.08	\$ 499,852.64	\$ 324,478.64	\$ 175,374.00
Code 014 ROTARY-INTERNAL SERVICES									
014-0000	Rotary - Sales Tax	677.53	0.00	0.00	0.00	0.00	677.53	0.00	677.53
		\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53	\$ 0.00	\$ 677.53

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 018 PUBLIC SCHOOL SUPPORT									
018-0000	PRINCIPAL FUND	\$ 17,511.24	\$ 0.00	\$ 54,350.00	\$ 16,616.25	\$ 30,381.18	\$ 41,480.06	\$ 43,274.49	\$ (1,794.43)
		\$ 17,511.24	\$ 0.00	\$ 54,350.00	\$ 16,616.25	\$ 30,381.18	\$ 41,480.06	\$ 43,274.49	\$ (1,794.43)
Code 019 OTHER GRANT									
019-0000	SCHOLARSHIP	54,500.00	0.00	0.00	0.00	10,000.00	44,500.00	13,700.00	30,800.00
019-914R	ROBOT DONATIONS	2,243.95	0.00	0.00	0.00	0.00	2,243.95	0.00	2,243.95
019-9919	LUBRIZOL FOUNDATION GRANT	25,000.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00
		\$ 81,743.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 35,000.00	\$ 46,743.95	\$ 13,700.00	\$ 33,043.95
Code 022 DISTRICT CUSTODIAL									
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL	5,012.91	0.00	0.00	0.00	0.00	5,012.91	0.00	5,012.91
022-9022	DISTRICT CUSTODIAL	0.00	10,457.00	10,457.00	0.00	0.00	10,457.00	0.00	10,457.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34
022-999S	SCHOLARSHIP FUNDS	5,766.67	0.00	50.00	0.00	0.00	5,816.67	1,100.00	4,716.67
		\$ 15,890.14	\$ 10,457.00	\$ 10,507.00	\$ 0.00	\$ 0.00	\$ 26,397.14	\$ 1,100.00	\$ 25,297.14
Code 024 EMPLOYEE BENEFITS SELF INS.									
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	3,884.67	0.00	26,115.33	794.02	3,575.07	26,424.93	26,424.93	0.00
		\$ 3,884.67	\$ 0.00	\$ 26,115.33	\$ 794.02	\$ 3,575.07	\$ 26,424.93	\$ 26,424.93	\$ 0.00
Code 070 CAPITAL PROJECTS									
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	55,157.99	0.00	211,251.00	4,931.00	192,202.05	74,206.94	245,828.95	(171,622.01)
		\$ 55,157.99	\$ 0.00	\$ 211,251.00	\$ 4,931.00	\$ 192,202.05	\$ 74,206.94	\$ 245,828.95	\$ (171,622.01)
Code 200 STUDENT MANAGED ACTIVITY									
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	622.05	0.00	0.00	209.36	209.36	412.69	181.65	231.04
200-907A	INT MULTIMEDIA II	1,375.00	0.00	0.00	0.00	0.00	1,375.00	0.00	1,375.00
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	0.00	829.83
200-912A	AUTO TECHNOLOGY I & II	2,697.73	25.00	25.00	0.00	0.00	2,722.73	0.00	2,722.73
200-915A	LANDSCAPE HORT	56,954.68	3,192.80	3,192.80	6,584.95	23,807.33	36,340.15	23,236.94	13,103.21
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	754.12	0.00	0.00	318.36	318.36	435.76	181.65	254.11
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	MAINT & ENVIR SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-927A	EMERGENCY MEDICAL SERVICES	\$ 563.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 563.75	\$ 0.00	\$ 563.75
200-930A	MBA / DECA	0.00	20.00	296.00	451.39	5,055.47	(4,759.47)	4,414.69	(9,174.16)
200-940A	CULINARY ARTS I & II	321.68	426.15	876.65	0.00	150.00	1,048.33	0.00	1,048.33
200-945A	TEACHING PROF PATHWAYS I & II	1,209.25	0.00	0.00	0.00	315.00	894.25	665.00	229.25
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,235.43	0.00	0.00	0.00	0.00	1,235.43	231.65	1,003.78
200-985A	AUTOMOTIVE COLLISION REPAIR #2	329.20	50.00	75.00	0.00	0.00	404.20	200.00	204.20
200-990A	SKILLS USA	1,273.79	0.00	0.00	0.00	0.00	1,273.79	0.00	1,273.79
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	1,779.23	35.00	224.00	1,400.00	1,440.00	563.23	0.00	563.23
200-995A	PATIENT CARE TECHNICIAN JR & SR	264.70	0.00	0.00	0.00	0.00	264.70	0.00	264.70
200-996A	ELECTRICAL ENGINEERING	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57
200-998A	DISTRICTWIDE STUDENT TRAVEL	27.00	0.00	0.00	0.00	0.00	27.00	0.00	27.00
200-999A	STUDENT MANAGED ACTIVITY	0.00	0.00	2,000.00	2,016.17	2,016.17	(16.17)	0.00	(16.17)
Code 451 DATA COMMUNICATION FUND		\$ 79,177.72	\$ 3,748.95	\$ 6,689.45	\$ 10,980.23	\$ 33,311.69	\$ 52,555.48	\$ 29,111.58	\$ 23,443.90
451-9023	DATA COMMUNICATION FUND	0.00	0.00	900.00	0.00	0.00	900.00	0.00	900.00
		\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 900.00
Code 501 ADULT BASIC EDUCATION									
501-922A	ASPIRE - FY 22	5,202.95	0.00	15,372.97	0.00	20,575.92	0.00	0.00	0.00
501-923A	ADULT BASIC EDUCATION	0.00	24,744.06	69,980.53	21,727.63	78,383.70	(8,403.17)	20,071.44	(28,474.61)
		\$ 5,202.95	\$ 24,744.06	\$ 85,353.50	\$ 21,727.63	\$ 98,959.62	\$ (8,403.17)	\$ 20,071.44	\$ (28,474.61)
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND									
508-9023	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	0.00	0.00	0.00	6,222.22	6,222.22	(6,222.22)	30,402.78	(36,625.00)
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,222.22	\$ 6,222.22	\$ (6,222.22)	\$ 30,402.78	\$ (36,625.00)
Code 524 VOC ED: CARL D. PERKINS - 1984									
524-922Q	VOC ED: CARL D. PERKINS - 1984	8,402.07	0.00	16,593.67	0.00	24,995.74	0.00	0.00	0.00
524-923Q	VOC ED: CARL D. PERKINS - 1984	0.00	51,485.22	73,965.45	56,649.91	117,065.71	(43,100.26)	39,365.67	(82,465.93)
524-923R	VOC ED: CARL D. PERKINS - 1984	0.00	2,316.74	11,337.83	2,079.24	12,508.70	(1,170.87)	11,738.00	(12,908.87)
		\$ 8,402.07	\$ 53,801.96	\$ 101,896.95	\$ 58,729.15	\$ 154,570.15	\$ (44,271.13)	\$ 51,103.67	\$ (95,374.80)

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 599 MISCELLANEOUS FED. GRANT FUND									
599-920C	CARES ACT	\$ 12,392.05	\$ 0.00	\$ 12,392.05	\$ 0.00	\$ 24,784.10	\$ 0.00	\$ 0.00	\$ 0.00
		\$ 12,392.05	\$ 0.00	\$ 12,392.05	\$ 0.00	\$ 24,784.10	\$ 0.00	\$ 0.00	\$ 0.00
Grand Total		\$ 11,197,752.67	\$ 584,737.42	\$ 9,756,598.07	\$ 1,310,284.88	\$ 6,169,561.92	\$ 14,784,788.82	\$ 2,096,427.75	\$ 12,688,361.07

Start Date: 11012022

End Date: 11302022

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type:	Check									
31277	0	ACCOUNTS_PA	Check	11/30/2022	TRUIST BANK	999516	RECONCILED	11/30/2022		\$ 30,289.58
31091	57603	ACCOUNTS_PA	Check	11/2/2022	CREDIT CARD OPERATION	41906	RECONCILED	11/2/2022		8,272.66
31120	57604	ACCOUNTS_PA	Check	11/8/2022	OH ASSOC. OF SECONDARY SCHOOL	7083	RECONCILED	11/16/2022		530.00
31131	57605	ACCOUNTS_PA	Check	11/8/2022	AUBURN CAREER CENTER	499	RECONCILED	11/14/2022		250.00
31110	57606	ACCOUNTS_PA	Check	11/8/2022	CHARDON OIL CO.	8287	RECONCILED	11/14/2022		269.01
31123	57607	ACCOUNTS_PA	Check	11/8/2022	APOLLO SUPPLY COMPANY	11556	RECONCILED	11/10/2022		1,234.92
31109	57608	ACCOUNTS_PA	Check	11/8/2022	COUNCIL ON OCCUPATIONAL EDUC	40492	RECONCILED	11/18/2022		2,033.77
31121	57609	ACCOUNTS_PA	Check	11/8/2022	ESSENTIAL EDUCATION	41738	RECONCILED	11/15/2022		1,134.00
31102	57610	ACCOUNTS_PA	Check	11/8/2022	CINTAS CORPORATION	532	RECONCILED	11/17/2022		107.63
31103	57611	ACCOUNTS_PA	Check	11/8/2022	DATA RECOGNITION CORPORATION	7104	RECONCILED	11/15/2022		447.46
31101	57612	ACCOUNTS_PA	Check	11/8/2022	FIFTH THIRD BANK	41077	RECONCILED	11/17/2022		98,956.24
31116	57613	ACCOUNTS_PA	Check	11/8/2022	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	11/14/2022		12,208.38
31124	57614	ACCOUNTS_PA	Check	11/8/2022	ABM	42305	RECONCILED	11/10/2022		17,828.55
31097	57615	ACCOUNTS_PA	Check	11/8/2022	GRAINGER	466	RECONCILED	11/14/2022		2,312.74
31114	57616	ACCOUNTS_PA	Check	11/8/2022	HOME SCIENCE TOOLS	42376	RECONCILED	11/17/2022		302.05
31094	57617	ACCOUNTS_PA	Check	11/8/2022	IDENTISYS, INC.	10770	RECONCILED	11/14/2022		706.00
31113	57618	ACCOUNTS_PA	Check	11/8/2022	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	11/15/2022		2,883.10
31115	57619	ACCOUNTS_PA	Check	11/8/2022	LINCOLN ELECTRIC CO.	984	RECONCILED	11/10/2022		1,990.83
31118	57620	ACCOUNTS_PA	Check	11/8/2022	MILLCRAFT	176	RECONCILED	11/30/2022		163.50

Start Date: 11012022

End Date: 11302022

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
		YABLE			PAPER COMPANY					
31130	57621	ACCOUNTS_PA Check		11/8/2022	MARIANNA	541	RECONCILED	11/14/2022		\$ 776.05
31136	57622	ACCOUNTS_PA Check		11/8/2022	PACTRAP LLC	41658	RECONCILED	11/14/2022		792.45
31093	57623	ACCOUNTS_PA Check		11/8/2022	PENN CARE INC	8957	RECONCILED	11/15/2022		3,863.05
31111	57624	ACCOUNTS_PA Check		11/8/2022	PRECIOUS CARGO	13744	RECONCILED	11/18/2022		2,310.00
31135	57625	ACCOUNTS_PA Check		11/8/2022	UNITED PARCEL SERVICE	2108	RECONCILED	11/14/2022		80.00
31104	57626	ACCOUNTS_PA Check		11/8/2022	RAVENWOOD HEALTH	42221	RECONCILED	11/17/2022		3,111.11
31126	57627	ACCOUNTS_PA Check		11/8/2022	THYSSENKRUP P ELEVATOR CORP.	11792	RECONCILED	11/15/2022		661.50
31133	57628	ACCOUNTS_PA Check		11/8/2022	WWLC CHAMBER OF COMMERCE	40233	RECONCILED	11/15/2022		275.00
31137	57629	ACCOUNTS_PA Check		11/8/2022	SC STRATEGIC SOLUTIONS	41786	RECONCILED	11/16/2022		995.00
31119	57630	ACCOUNTS_PA Check		11/8/2022	STATE CLEANING SOLUTIONS	12272	RECONCILED	11/14/2022		279.60
31134	57631	ACCOUNTS_PA Check		11/8/2022	SHOP SUPPLY & TOOL CO., INC.	7258	RECONCILED	11/9/2022		182.00
31095	57632	ACCOUNTS_PA Check		11/8/2022	TREASURER, STATE OF OH	8101	OUTSTANDING			477.75
31099	57633	ACCOUNTS_PA Check		11/8/2022	ADVANCED GAS & WELDING	13407	RECONCILED	11/9/2022		71,331.00
31098	57634	ACCOUNTS_PA Check		11/8/2022	NCS PEARSON, INC	12139	RECONCILED	11/9/2022		6,708.50
31106	57635	ACCOUNTS_PA Check		11/8/2022	B&H PHOTO-VIDEO	8659	RECONCILED	11/9/2022		2,063.67
31112	57636	ACCOUNTS_PA Check		11/8/2022	EXSCAPE DESIGNS, LLC	41963	RECONCILED	11/9/2022		2,207.50
31107	57637	ACCOUNTS_PA Check		11/8/2022	CRILE ROAD HARDWARE	551	RECONCILED	11/9/2022		402.81
31127	57638	ACCOUNTS_PA Check		11/8/2022	VIVIANI FAMILY LIMITED	11774	RECONCILED	11/9/2022		1,508.67
31117	57639	ACCOUNTS_PA Check		11/8/2022	LBL PRINTING	13500	RECONCILED	11/9/2022		47.00

Start Date: 11012022

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AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31105	57640	ACCOUNTS_PA YABLE	Check	11/8/2022	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	11/9/2022		\$ 10,027.63
31096	57641	ACCOUNTS_PA YABLE	Check	11/8/2022	TOM WELK	40790	RECONCILED	11/9/2022		224.88
31129	57642	ACCOUNTS_PA YABLE	Check	11/8/2022	BLAIR SUTTLES	42346	RECONCILED	11/9/2022		30.00
31128	57643	ACCOUNTS_PA YABLE	Check	11/8/2022	MICHELLE NARO	42538	RECONCILED	11/9/2022		22.22
31100	57644	ACCOUNTS_PA YABLE	Check	11/8/2022	JEFF SLAVKOVSKY	13632	RECONCILED	11/9/2022		21.07
31125	57645	ACCOUNTS_PA YABLE	Check	11/8/2022	DARRIN SPONDIKE	40914	RECONCILED	11/9/2022		32.22
31132	57646	ACCOUNTS_PA YABLE	Check	11/8/2022	CHRISTOPHER MITCHELL	41578	RECONCILED	11/9/2022		11.25
31122	57647	ACCOUNTS_PA YABLE	Check	11/8/2022	CAYLEY VOLPIN	41417	RECONCILED	11/9/2022		268.79
31108	57648	ACCOUNTS_PA YABLE	Check	11/8/2022	ANDREW KELNER	42347	RECONCILED	11/9/2022		149.58
31218	57656	ACCOUNTS_PA YABLE	Check	11/14/2022	ACEWARE SYSTEMS, INC.	40106	RECONCILED	11/23/2022		6,012.80
31183	57657	ACCOUNTS_PA YABLE	Check	11/14/2022	OACTS	10827	RECONCILED	11/29/2022		4,000.00
31189	57658	ACCOUNTS_PA YABLE	Check	11/14/2022	AMERICAN EXPRESS	40915	RECONCILED	11/17/2022		2,222.80
31166	57659	ACCOUNTS_PA YABLE	Check	11/14/2022	EDGE DOCUMENT SOLUTIONS	40070	RECONCILED	11/17/2022		306.02
31164	57660	ACCOUNTS_PA YABLE	Check	11/14/2022	GORDON FOOD SERVICE	8479	RECONCILED	11/21/2022		2,402.91
31221	57661	ACCOUNTS_PA YABLE	Check	11/14/2022	DEBRA BROWN	41889	RECONCILED	11/17/2022		615.00
31167	57662	ACCOUNTS_PA YABLE	Check	11/14/2022	TAHARKA H ANKHENATON	41895	RECONCILED	11/21/2022		150.00
31173	57663	ACCOUNTS_PA YABLE	Check	11/14/2022	GRAINGER	466	RECONCILED	11/18/2022		960.15
31157	57664	ACCOUNTS_PA YABLE	Check	11/14/2022	AT&T	171	RECONCILED	11/17/2022		2,482.21
31168	57665	ACCOUNTS_PA YABLE	Check	11/14/2022	AUBURN CAREER CENTER	499	RECONCILED	11/16/2022		591.00
31174	57666	ACCOUNTS_PA YABLE	Check	11/14/2022	BENCO DENTAL CO	41892	RECONCILED	11/17/2022		274.87
31188	57667	ACCOUNTS_PA YABLE	Check	11/14/2022	AOCC	937	RECONCILED	11/16/2022		940.00
31205	57668	ACCOUNTS_PA YABLE	Check	11/14/2022	NEW DAIRY OPCO,	42186	RECONCILED	11/17/2022		237.00

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Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31191	57669	ACCOUNTS_PA	Check	11/14/2022	BUSINESSU	42520	RECONCILED	11/30/2022		\$ 3,475.00
	YABLE									
31216	57670	ACCOUNTS_PA	Check	11/14/2022	JAYSON	41714	RECONCILED	11/16/2022		497.05
	YABLE				PRODUCTS					
31198	57671	ACCOUNTS_PA	Check	11/14/2022	KEYSTONE	11900	RECONCILED	11/18/2022		300.00
	YABLE									
31212	57672	ACCOUNTS_PA	Check	11/14/2022	ILLUMINATING	925	RECONCILED	11/16/2022		970.45
	YABLE				COMPANY					
31182	57673	ACCOUNTS_PA	Check	11/14/2022	HEMLY TOOL	8616	RECONCILED	11/16/2022		882.35
	YABLE				SUPPLY INC.					
31193	57674	ACCOUNTS_PA	Check	11/14/2022	LKQ TRIPLETT	41529	RECONCILED	11/16/2022		110.00
	YABLE				AUTO PARTS					
31178	57675	ACCOUNTS_PA	Check	11/14/2022	EASTERN LAKE	1939	RECONCILED	11/22/2022		370.00
	YABLE				COUNTY					
					CHAMBER					
31204	57676	ACCOUNTS_PA	Check	11/14/2022	RAVENWOOD	42221	RECONCILED	11/17/2022		3,111.11
	YABLE				HEALTH					
31181	57677	ACCOUNTS_PA	Check	11/14/2022	SYSCO FOOD	8412	RECONCILED	11/16/2022		2,450.99
	YABLE				SERVICES OF					
31199	57678	ACCOUNTS_PA	Check	11/14/2022	NICHOLS	41932	RECONCILED	11/17/2022		1,783.33
	YABLE				PAPER &					
					SUPPLY, CO					
31180	57679	ACCOUNTS_PA	Check	11/14/2022	BOUND TREE	11029	RECONCILED	11/17/2022		160.40
	YABLE				MEDICAL LLC					
31175	57680	ACCOUNTS_PA	Check	11/14/2022	COLLISION	41456	RECONCILED	11/15/2022		544.85
	YABLE				SERVICES INC					
31194	57681	ACCOUNTS_PA	Check	11/14/2022	FIRE SAFETY	40316	RECONCILED	11/18/2022		2,960.00
	YABLE				SERVICE, INC.					
31213	57682	ACCOUNTS_PA	Check	11/14/2022	LINCOLN	984	RECONCILED	11/16/2022		361.56
	YABLE				ELECTRIC CO.					
31176	57683	ACCOUNTS_PA	Check	11/14/2022	CENGAGE	10328	RECONCILED	11/18/2022		4,158.25
	YABLE				LEARNING					
31197	57684	ACCOUNTS_PA	Check	11/14/2022	MAJOR WASTE	570	OUTSTANDING			84.00
	YABLE				DISPOSAL					
31220	57685	ACCOUNTS_PA	Check	11/14/2022	WM	734	RECONCILED	11/18/2022		346.30
	YABLE				CORPORATE					
					SERVICES INC					
31163	57686	ACCOUNTS_PA	Check	11/14/2022	ASHTABULA	13100	RECONCILED	11/18/2022		180.00
	YABLE				COUNTY ESC					
31171	57687	ACCOUNTS_PA	Check	11/14/2022	FOOD FOR	8777	RECONCILED	11/18/2022		465.30
	YABLE				THOUGHT INC					
31215	57688	ACCOUNTS_PA	Check	11/14/2022	MITCHELL 1	8657	RECONCILED	11/17/2022		1,517.00
	YABLE									
31210	57689	ACCOUNTS_PA	Check	11/14/2022	AIRGAS GREAT	375	OUTSTANDING			3,529.28
	YABLE				LAKES, INC.					
31192	57690	ACCOUNTS_PA	Check	11/14/2022	OHIO FCCLA	2745	RECONCILED	11/22/2022		50.00
	YABLE									

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AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31160	57691	ACCOUNTS_PA YABLE	Check	11/14/2022	D & S DIVERSIFIED TECHNOLOGIE S	12857	RECONCILED	11/21/2022		\$ 624.00
31211	57692	ACCOUNTS_PA YABLE	Check	11/14/2022	AT&T	41770	RECONCILED	11/17/2022		187.27
31165	57693	ACCOUNTS_PA YABLE	Check	11/14/2022	EUCLID GLASS & DOOR, INC.	11291	RECONCILED	11/16/2022		9,551.00
31154	57694	ACCOUNTS_PA YABLE	Check	11/14/2022	GENERAL PEST CONTROL CO.	11210	RECONCILED	11/28/2022		210.75
31214	57695	ACCOUNTS_PA YABLE	Check	11/14/2022	AIR FORCE ONE, INC	41756	RECONCILED	11/17/2022		1,248.21
31187	57696	ACCOUNTS_PA YABLE	Check	11/14/2022	BURMAX COMPANY, INC.	482	RECONCILED	11/17/2022		2,908.43
31158	57697	ACCOUNTS_PA YABLE	Check	11/14/2022	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	11/17/2022		90.94
31202	57698	ACCOUNTS_PA YABLE	Check	11/14/2022	WILLOWBEND NURSERIES	7944	RECONCILED	11/17/2022		500.00
31186	57699	ACCOUNTS_PA YABLE	Check	11/14/2022	GAZETTE NEWSPAPERS	11455	RECONCILED	11/17/2022		100.00
31170	57700	ACCOUNTS_PA YABLE	Check	11/14/2022	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	11/17/2022		35,533.08
31209	57701	ACCOUNTS_PA YABLE	Check	11/14/2022	OH ASSOC. OF SECONDARY SCHOOL	7083	RECONCILED	11/16/2022		265.00
31200	57702	ACCOUNTS_PA YABLE	Check	11/14/2022	MARIANNA	541	RECONCILED	11/18/2022		1,058.76
31196	57703	ACCOUNTS_PA YABLE	Check	11/14/2022	WILLOWBEND NURSERIES, LLC	42423	RECONCILED	11/17/2022		742.50
31222	57704	ACCOUNTS_PA YABLE	Check	11/14/2022	RIBBONS GALORE, INC	41207	OUTSTANDING			93.52
31208	57705	ACCOUNTS_PA YABLE	Check	11/14/2022	QUADIANT FINANCE USA INC	42223	RECONCILED	11/22/2022		28.00
31201	57706	ACCOUNTS_PA YABLE	Check	11/14/2022	YOURNEWSCH OOL	42501	RECONCILED	11/25/2022		1,881.84
31153	57707	ACCOUNTS_PA YABLE	Check	11/14/2022	SKILLS USA INC.	290	RECONCILED	11/17/2022		12,723.50
31184	57708	ACCOUNTS_PA YABLE	Check	11/14/2022	SPRINT	41733	RECONCILED	11/16/2022		335.26
31162	57709	ACCOUNTS_PA YABLE	Check	11/14/2022	CITY OF P'VILLE UTIL.	215	RECONCILED	11/17/2022		1,338.56
31169	57710	ACCOUNTS_PA YABLE	Check	11/14/2022	FAMILY, CAREER AND COMMUNITY	13669	RECONCILED	11/30/2022		765.00

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AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31161	57711	ACCOUNTS_PA YABLE	Check	11/14/2022	CHARDON OIL CO.	8287	RECONCILED	11/18/2022		\$ 52.23
31207	57712	ACCOUNTS_PA YABLE	Check	11/14/2022	KT'S CUSTOM LOGOS	7127	RECONCILED	11/22/2022		1,000.75
31219	57713	ACCOUNTS_PA YABLE	Check	11/14/2022	DODD CAMERA	10060	RECONCILED	11/18/2022		152.00
31156	57714	ACCOUNTS_PA YABLE	Check	11/14/2022	MANUFACTURI NG SKILL STANDARDS	40085	RECONCILED	11/23/2022		889.00
31179	57715	ACCOUNTS_PA YABLE	Check	11/14/2022	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	11/18/2022		5,500.00
31203	57716	ACCOUNTS_PA YABLE	Check	11/14/2022	REACH SUCCESS INC	42559	RECONCILED	11/23/2022		2,750.00
31190	57717	ACCOUNTS_PA YABLE	Check	11/14/2022	ESC OF THE WESTERN RESERVE	41901	RECONCILED	11/15/2022		6,615.35
31159	57718	ACCOUNTS_PA YABLE	Check	11/14/2022	ADVANCED GAS & WELDING	13407	RECONCILED	11/15/2022		1,361.99
31172	57719	ACCOUNTS_PA YABLE	Check	11/14/2022	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	11/15/2022		1,786.00
31185	57720	ACCOUNTS_PA YABLE	Check	11/14/2022	CHAGRIN VALLEY AUTO PARTS	240	RECONCILED	11/15/2022		903.09
31195	57721	ACCOUNTS_PA YABLE	Check	11/14/2022	OHIO SCHOOLS COUNCIL	812	RECONCILED	11/15/2022		1,855.51
31223	57722	ACCOUNTS_PA YABLE	Check	11/14/2022	LBL PRINTING	13500	RECONCILED	11/15/2022		390.79
31217	57723	ACCOUNTS_PA YABLE	Check	11/14/2022	MSC INDUSTRIAL SUPPLY CO. INC.	7489	RECONCILED	11/15/2022		182.98
31155	57724	ACCOUNTS_PA YABLE	Check	11/14/2022	JOHNSTONE SUPPLY	13078	RECONCILED	11/15/2022		855.60
31177	57725	ACCOUNTS_PA YABLE	Check	11/14/2022	R.E. MICHEL COMPANY INC	12295	RECONCILED	11/15/2022		1,720.39
31206	57726	ACCOUNTS_PA YABLE	Check	11/14/2022	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	11/15/2022		319.96
31233	57727	ACCOUNTS_PA YABLE	Check	11/22/2022	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	11/28/2022		2,928.97
31262	57728	ACCOUNTS_PA YABLE	Check	11/22/2022	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	11/28/2022		5,116.21
31270	57729	ACCOUNTS_PA YABLE	Check	11/22/2022	MOHAWK LIFTS LLC	42531	RECONCILED	11/28/2022		34,644.64

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Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31254	57730 ACCOUNTS_PA YABLE	Check		11/22/2022	QUADIENT LEASING USA, INC	42027	RECONCILED	11/30/2022		\$ 695.82
31263	57731 ACCOUNTS_PA YABLE	Check		11/22/2022	MANUFACTURING SKILL STANDARDS	40085	OUTSTANDING			740.00
31268	57732 ACCOUNTS_PA YABLE	Check		11/22/2022	KURTZ BROS., INC	8980	RECONCILED	11/29/2022		755.45
31241	57733 ACCOUNTS_PA YABLE	Check		11/22/2022	ALL ELECTRONICS CORP.	13748	OUTSTANDING			1,234.74
31257	57734 ACCOUNTS_PA YABLE	Check		11/22/2022	ALVORD'S LAWN & GARDEN	11879	RECONCILED	11/29/2022		1,007.98
31253	57735 ACCOUNTS_PA YABLE	Check		11/22/2022	CINTAS CORPORATION	532	RECONCILED	11/28/2022		107.63
31247	57736 ACCOUNTS_PA YABLE	Check		11/22/2022	21C ADVERTISING	414	RECONCILED	11/29/2022		200.00
31229	57737 ACCOUNTS_PA YABLE	Check		11/22/2022	TRANE US, INC	12472	RECONCILED	11/30/2022		532.00
31251	57738 ACCOUNTS_PA YABLE	Check		11/22/2022	WEX BANK	41338	RECONCILED	11/29/2022		446.28
31266	57739 ACCOUNTS_PA YABLE	Check		11/22/2022	GRAINGER	466	RECONCILED	11/29/2022		509.74
31252	57740 ACCOUNTS_PA YABLE	Check		11/22/2022	SAM'S CLUB	8469	RECONCILED	11/29/2022		1,433.11
31234	57741 ACCOUNTS_PA YABLE	Check		11/22/2022	BENCO DENTAL CO	41892	RECONCILED	11/28/2022		1,013.15
31232	57742 ACCOUNTS_PA YABLE	Check		11/22/2022	PREMIER PAINT	1141	RECONCILED	11/29/2022		5,422.17
31240	57743 ACCOUNTS_PA YABLE	Check		11/22/2022	PAINTERS SUPPLY	42143	RECONCILED	11/29/2022		5,537.54
31256	57744 ACCOUNTS_PA YABLE	Check		11/22/2022	4IMPRINT, INC.	10665	RECONCILED	11/28/2022		2,730.34
31249	57745 ACCOUNTS_PA YABLE	Check		11/22/2022	EDUCATION WEEK	1025	RECONCILED	11/28/2022		44.00
31260	57746 ACCOUNTS_PA YABLE	Check		11/22/2022	MORGAN LITHO	42582	RECONCILED	11/29/2022		155.00
31261	57747 ACCOUNTS_PA YABLE	Check		11/22/2022	911 SAFETY EQUIPMENT LLC	42519	OUTSTANDING			2,173.50
31231	57748 ACCOUNTS_PA YABLE	Check		11/22/2022	THE OHIO STATE UNIVERSITY	10817	OUTSTANDING			2,104.00
31255	57749 ACCOUNTS_PA YABLE	Check		11/22/2022	CORO MEDICAL, LLC	41831	RECONCILED	11/28/2022		2,435.00
31265	57750 ACCOUNTS_PA	Check		11/22/2022	JAMECO	389	RECONCILED	11/29/2022		36.50

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31267	57751	ACCOUNTS_PA	Check	11/22/2022	ELECTRONICS WILLO TRANSPORTATI ON	12426	RECONCILED	11/30/2022		\$ 1,095.15
31239	57752	ACCOUNTS_PA	Check	11/22/2022	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	11/30/2022		3,600.00
31269	57753	ACCOUNTS_PA	Check	11/22/2022	GAZETTE NEWSPAPERS	11455	RECONCILED	11/25/2022		125.00
31230	57754	ACCOUNTS_PA	Check	11/22/2022	SYSCO FOOD SERVICES OF	8412	RECONCILED	11/29/2022		1,458.10
31237	57755	ACCOUNTS_PA	Check	11/22/2022	NOC COG ONE STOP	40653	RECONCILED	11/30/2022		126.85
31236	57756	ACCOUNTS_PA	Check	11/22/2022	LINCOLN ELECTRIC CO.	984	RECONCILED	11/25/2022		2,859.59
31246	57757	ACCOUNTS_PA	Check	11/22/2022	GORDON FOOD SERVICE	8479	RECONCILED	11/29/2022		1,453.98
31245	57758	ACCOUNTS_PA	Check	11/22/2022	ESC OF THE WESTERN RESERVE	1697	RECONCILED	11/22/2022		22,749.79
31248	57759	ACCOUNTS_PA	Check	11/22/2022	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	11/28/2022		950.78
31250	57760	ACCOUNTS_PA	Check	11/22/2022	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	11/23/2022		208.00
31264	57761	ACCOUNTS_PA	Check	11/22/2022	FA SOLUTIONS LLC	41342	RECONCILED	11/23/2022		2,046.85
31271	57762	ACCOUNTS_PA	Check	11/22/2022	BFG SUPPLY CO., LLC	1284	RECONCILED	11/23/2022		5,298.12
31244	57763	ACCOUNTS_PA	Check	11/22/2022	ALRO STEEL CORPORATION	41193	RECONCILED	11/23/2022		2,574.81
31238	57764	ACCOUNTS_PA	Check	11/22/2022	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	11/23/2022		867.32
31258	57765	ACCOUNTS_PA	Check	11/22/2022	LBL PRINTING	13500	RECONCILED	11/23/2022		4,046.30
31243	57766	ACCOUNTS_PA	Check	11/22/2022	ADVANCED GAS & WELDING	13407	RECONCILED	11/23/2022		796.14
31242	57767	ACCOUNTS_PA	Check	11/22/2022	CRILE ROAD HARDWARE	551	RECONCILED	11/23/2022		721.50
31235	57768	ACCOUNTS_PA	Check	11/22/2022	JOHNSTONE SUPPLY	13078	RECONCILED	11/23/2022		729.36
31259	57769	ACCOUNTS_PA	Check	11/22/2022	R.E. MICHEL COMPANY INC	12295	RECONCILED	11/23/2022		636.65
31282	57770	ACCOUNTS_PA	Check	11/30/2022	HUNTINGTON NATIONAL	10092	OUTSTANDING			6,848.55

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31280	57771	ACCOUNTS_PA YABLE	Check	11/30/2022	BANK DOMINION ENERGY OHIO	4003	OUTSTANDING			\$ 2,010.57
31285	57772	ACCOUNTS_PA YABLE	Check	11/30/2022	VERIZON WIRELESS	41745	OUTSTANDING			134.23
31286	57773	ACCOUNTS_PA YABLE	Check	11/30/2022	CHARTER COMMUNICATIONS	13042	OUTSTANDING			84.95
31283	57774	ACCOUNTS_PA YABLE	Check	11/30/2022	AMERICAN EXPRESS	40915	OUTSTANDING			1,800.00
31281	57775	ACCOUNTS_PA YABLE	Check	11/30/2022	MAKERBOT INDUSTRIES LLC	40121	OUTSTANDING			2,241.09
31284	57776	ACCOUNTS_PA YABLE	Check	11/30/2022	ILLUMINATING COMPANY	925	OUTSTANDING			1,545.31
31279	57777	ACCOUNTS_PA YABLE	Check	11/30/2022	CREDIT CARD OPERATION	41906	RECONCILED	11/30/2022		8,325.38
										\$ 584,142.10
Default Payment Type:	Electronic									
31278	0	ACCOUNTS_PA YABLE	Electronic	11/30/2022	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	11/30/2022		794.02
31151	0	ACCOUNTS_PA YABLE	Electronic	11/10/2022	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	11/12/2022		116,703.59
31228	0	ACCOUNTS_PA YABLE	Electronic	11/25/2022	Workers Comp	900950	RECONCILED	11/26/2022		1,108.63
31148	0	ACCOUNTS_PA YABLE	Electronic	11/10/2022	BANK ONE/MEMO/MEDICARE	900663	RECONCILED	11/12/2022		3,765.46
31146	0	ACCOUNTS_PA YABLE	Electronic	11/10/2022	Workers Comp	900950	RECONCILED	11/12/2022		1,089.84
31225	0	ACCOUNTS_PA YABLE	Electronic	11/25/2022	BANK ONE/MEMO/MEDICARE	900663	RECONCILED	11/26/2022		3,824.99
31272	0	ACCOUNTS_PA YABLE	Electronic	11/18/2022	SERS	900926	RECONCILED	11/26/2022		1,803.55
31147	0	ACCOUNTS_PA YABLE	Electronic	11/10/2022	STATE TEACHERS RETIREMNT	480	RECONCILED	11/12/2022		29,494.96
31149	0	ACCOUNTS_PA YABLE	Electronic	11/10/2022	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	11/12/2022		8,770.79
31275	0	ACCOUNTS_PA YABLE	Electronic	11/29/2022	KEY GOVERNMENT FINANCE INC	999515	RECONCILED	11/29/2022		7,374.30

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31276	0 ACCOUNTS_PA YABLE	Electronic		11/30/2022	Huntington Bank	999502	RECONCILED	11/30/2022		\$ 2,914.00
31226	0 ACCOUNTS_PA YABLE	Electronic		11/25/2022	STATE TEACHERS RETIREMNT SERS	480	RECONCILED	11/26/2022		30,258.66
31092	0 ACCOUNTS_PA YABLE	Electronic		11/4/2022	Chase Bank	900926	RECONCILED	11/12/2022		1,483.26
31273	0 ACCOUNTS_PA YABLE	Electronic		11/29/2022	BANK ONE/MEMO/FIC A	999501	RECONCILED	11/29/2022		30,845.00
31150	0 ACCOUNTS_PA YABLE	Electronic		11/10/2022	Huntington Bank	900693	RECONCILED	11/12/2022		15.50
31274	0 ACCOUNTS_PA YABLE	Electronic		11/29/2022	SCHOOL EMPLOYEES RETIRE-FLEX SAVE	999502	RECONCILED	11/29/2022		16,064.49
31227	0 ACCOUNTS_PA YABLE	Electronic		11/25/2022		7727	RECONCILED	11/26/2022		8,725.61
31152	0 ACCOUNTS_PA YABLE	Electronic		11/10/2022		999992	RECONCILED	11/12/2022		105.45
										\$ 265,142.10
										\$ 849,284.20
Type:		REFUND								
Default Payment Type:		Check								
31138	57649 REFUND	Check		11/8/2022	ROSEMARIE JAMISON	42561	OUTSTANDING			30.00
31139	57650 REFUND	Check		11/8/2022	KAITLYN FISHER	42276	RECONCILED	11/18/2022		4,409.00
31140	57651 REFUND	Check		11/8/2022	NICHOLAS LIGHT	42205	RECONCILED	11/16/2022		955.00
31141	57652 REFUND	Check		11/8/2022	KEVIN CAMPBELL	42556	RECONCILED	11/10/2022		1,207.50
31142	57653 REFUND	Check		11/8/2022	ROBERT ARCHER	42555	RECONCILED	11/15/2022		1,809.50
31143	57654 REFUND	Check		11/8/2022	MARTIN MAVER	42530	RECONCILED	11/9/2022		1,207.50
31144	57655 REFUND	Check		11/8/2022	RYAN NAPPI	42557	RECONCILED	11/14/2022		637.50
										\$ 10,256.00
										\$ 10,256.00
Type:		PAYROLL								
Default Payment Type:										
31145	0 PAYROLL			11/10/2022	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	11/12/2022		242,164.66
31224	0 PAYROLL			11/25/2022	AUBURN		RECONCILED	11/26/2022		246,341.32

Reporting Period: November 2022 (FY 2023)

12/1/22 12:40 PM

Start Date: 11012022

End Date: 11302022

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
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VOCATIONAL
SCHOOL DISTR

\$ 488,505.98

\$ 488,505.98

Grand Total

\$ 1,348,046.18

Auburn Career Center
Monthly History Comparison-General Fund
November 30, 2022

	Monthly Comparison				Annual Comparison				127
	Nov FY21	Nov FY22	Nov FY23	Avg Chg	Actual 2021	Actual 2022	Budget 2023	Remain 2023	Budget Expended
Revenue									
Real Estate	\$ 2,818,651	\$ 2,964,245	\$ 3,073,294		\$ 6,279,207	\$ 6,605,096	\$ 6,507,803	(-) Good \$ 3,434,509	47%
Tangible Personal (PU)	\$ 170,598	\$ 177,761	\$ 178,430		\$ 368,468	\$ 377,333	\$ 358,911	\$ 180,481	50%
Foundation	\$ 921,544	\$ 967,462	\$ 924,938		\$ 2,230,339	\$ 2,447,733	\$ 2,430,568	\$ 1,505,630	38%
Homestead & Rollback	\$ 428,063	\$ 447,300	\$ 462,178		\$ 868,255	\$ 902,060	\$ 889,583	\$ 427,405	52%
Other	\$ 107,957	\$ 389,101	\$ 238,338		\$ 468,247	\$ 576,420	\$ 336,596	\$ 98,258	71%
Subtotal	\$ 4,446,814	\$ 4,945,869	\$ 4,877,179		\$ 10,214,516	\$ 10,908,642	\$ 10,523,461	\$ 5,646,282	46%
Expense									
Salaries	\$ 1,619,248	\$ 1,641,697	\$ 1,690,431	2.2%	\$ 3,894,760	\$ 3,907,802	\$ 4,328,299	(+) Good \$ 2,637,868	39%
Benefits	\$ 736,202	\$ 707,662	\$ 753,464	1.3%	\$ 1,763,190	\$ 1,748,509	\$ 1,978,334	\$ 1,224,870	38%
Purchased Services	\$ 502,274	\$ 545,354	\$ 698,399	18.3%	\$ 1,350,495	\$ 1,299,549	\$ 1,494,481	\$ 796,082	47%
Supplies	\$ 316,982	\$ 273,547	\$ 419,766	19.9%	\$ 566,140	\$ 598,566	\$ 688,351	\$ 268,585	61%
Capital Outlay/Equipment	\$ 270,102	\$ 85,405	\$ 310,455	\$ 0.98	\$ 206,831	\$ 249,307	\$ 447,306	\$ 136,851	69%
Other	\$ 52,567	\$ 54,174	\$ 60,344		\$ 131,774	\$ 140,188	\$ 182,243	\$ 121,899	33%
Subtotal	\$ 3,497,374	\$ 3,307,839	\$ 3,932,859		\$ 7,913,190	\$ 7,943,920	\$ 9,119,014	\$ 5,186,155	43%
Revenue/Expense (Operating Balance)	\$949,440	\$ 1,638,030	\$944,320		\$2,301,326	\$ 2,964,722	\$ 1,404,447		
Other Uses									
Advances Returned	\$ 220,394	\$ 244,715	\$ 27,525		\$ 230,637	\$ 247,614	\$ 27,875		
Advances Out	\$ -	\$ -	\$ -		\$ 256,783	\$ 27,525	\$ 50,000		
Transfers	\$ 97,594	\$ 164,728	\$ 276,598		\$ 864,223	\$ 955,353	\$ 1,421,551		
Subtotal	\$ 122,799	\$ 79,988	\$ (249,073)		\$ (890,370)	\$ (735,264)	\$ (1,443,676)		
Beginning Cash	\$ 7,956,854	\$ 10,034,109	\$ 11,320,679		\$ 9,021,876	\$ 11,413,892	\$ 10,115,939		
Ending Cash	\$ 7,547,762	\$ 9,604,497	\$ 10,811,185		\$ 7,886,480	\$ 10,115,939	\$ 10,076,710		
Encumbrances	\$ 1,065,362	\$ 975,636	\$ 1,119,929		\$ 95,885	\$ 189,970			

This is an unaudited financial report.

Auburn Career Center
 Adult Workforce Education - Program Budget History Report
 Prepared: November 30, 2022

Programs	Receivable FY23		FY23		FY22		FY21		FY20		FY19		FY18															
		Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp															
Patient Centered Care (Nursing)	\$	166,500	\$	103,538	\$	89,862	\$	130,164	\$	246,754	\$	311,228	\$	255,529	\$	289,220	\$	308,720	\$	415,880	\$	375,330	\$	406,184	\$	399,148		
EMT Basic	\$	193,680	\$	121,913	\$	101,733	\$	124,243	\$	97,103	\$	111,177	\$	78,269	\$	38,603	\$	49,138	\$	41,562	\$	66,473	\$	32,113	\$	67,821		
EMT Paramedic	\$	264,864	\$	146,902	\$	123,220	\$	255,858	\$	235,740	\$	224,297	\$	218,159	\$	152,100	\$	175,630	\$	139,184	\$	111,420	\$	148,434	\$	105,580		
Adult Education (Hrly Programs)	\$	15,000	\$	12,839	\$	7,784	\$	20,928	\$	14,674	\$	18,383	\$	10,644	\$	7,906	\$	3,727	\$	8,780	\$	3,505	\$	2,139	\$	(2,403)		
Customized	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	419	\$	4,350	\$	4,598
Customized - Telecommunicator	\$	30,000	\$	-	\$	1,799	\$	34,023	\$	27,537	\$	59,262	\$	51,923	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Customized Machining - D.I.T	\$	30,000	\$	-	\$	1,532	\$	30,100	\$	21,114	\$	42,130	\$	8,219	\$	-	\$	-	\$	-	\$	3,824	\$	2,851	\$	-	\$	-
HVAC Refrigeration	\$	93,000	\$	48,165	\$	37,106	\$	182,588	\$	51,505	\$	152,447	\$	90,485	\$	171,854	\$	74,138	\$	155,940	\$	82,073	\$	83,766	\$	43,643		
Ground Transportation Maintenance (Auto Tech)	\$	2,000	\$	21,121	\$	1,268	\$	3,559	\$	1,965	\$	654	\$	-	\$	1,273	\$	1,873	\$	38,415	\$	39,205	\$	36,970	\$	37,721		
DC and AC Electronic Circuits (Electrical)	\$	72,000	\$	33,466	\$	15,168	\$	82,924	\$	30,193	\$	38,422	\$	27,591	\$	42,388	\$	22,523	\$	54,633	\$	11,956	\$	18,599	\$	1,812		
Manufacturing Operations (Indust Maint)	\$	10,000	\$	-	\$	-	\$	16	\$	-	\$	-	\$	-	\$	2,565	\$	3,427	\$	6,907	\$	36,158	\$	44,820	\$	36,787		
Structural Systems (Facilities Management & Bldg Tech)	\$	-	\$	-	\$	-	\$	1,502	\$	-	\$	281	\$	-	\$	60	\$	45	\$	2,728	\$	2,640	\$	42,769	\$	35,626		
Manufacturing Capstone (Machine Trades)	\$	39,546	\$	53,113	\$	16,971	\$	64,019	\$	22,949	\$	94,802	\$	37,274	\$	71,162	\$	25,277	\$	79,849	\$	33,544	\$	69,815	\$	37,219		
Gas Metal Arc Welding	\$	79,440	\$	48,789	\$	26,017	\$	74,429	\$	45,409	\$	107,055	\$	48,564	\$	116,325	\$	28,379	\$	90,680	\$	53,372	\$	82,468	\$	62,110		
Firefigher I	\$	425,528	\$	277,155	\$	152,267	\$	205,278	\$	270,407	\$	144,914	\$	122,666	\$	83,202	\$	110,875	\$	152,511	\$	155,498	\$	94,752	\$	111,399		
TIG Welding	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(1,605)	\$	4,800	\$	2,435	\$	-	\$	-	\$	-	\$	-		
Certified Production Tech.	\$	63,000	\$	28,331	\$	14,381	\$	87,092	\$	59,139	\$	4,994	\$	13,232	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
CTX	\$	50,000	\$	50,000	\$	-	\$	6,615	\$	6,615	\$	144,632	\$	65,641	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
STNA	\$	26,000	\$	4,226	\$	13,436	\$	6,758	\$	7,313	\$	10,272	\$	10,953	\$	20,132	\$	8,687	\$	-	\$	-	\$	-	\$	-	\$	-
Dental Assistant	\$	29,000	\$	6,692	\$	5,205	\$	21,014	\$	8,563	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total	\$	1,589,558	\$	956,251	\$	607,749	\$	1,331,109	\$	1,146,980	\$	1,464,951	\$	1,037,543	\$	1,001,588	\$	814,874	\$	1,190,891	\$	974,442	\$	1,067,179	\$	941,062		
Program Profit/Loss				348,501		184,129		427,408		186,715		216,449		126,117														
Assessment	\$	15,000	\$	9,401	\$	2,660	\$	12,542	\$	13,203	\$	6,788	\$	6,715	\$	7,501	\$	6,942	\$	10,047	\$	9,873	\$	8,122	\$	10,057		
Lifetime Learning/GED	\$	-	\$	-	\$	-	\$	-	\$	-	\$	275	\$	9,938	\$	11,023	\$	13,027	\$	20,565	\$	15,906	\$	26,785				
Resale	\$	500	\$	-	\$	-	\$	2,000	\$	1,350	\$	1,350																
One Stop	\$	100,000	\$	23,393	\$	26,695	\$	99,899	\$	75,473	\$	81,538	\$	58,886	\$	63,651	\$	56,818	\$	73,556	\$	53,793	\$	73,860	\$	61,591		
Total	\$	115,000	\$	33,295	\$	29,355	\$	112,441	\$	90,676	\$	89,675	\$	67,226	\$	81,090	\$	74,782	\$	96,630	\$	84,232	\$	97,887	\$	98,433		
ABLE Profit/Loss				3,939		21,764		22,449		6,308		12,398		(546)														

Front Office	Receivable FY23		FY23		FY22		FY21		FY20		FY19		FY18													
		Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp													
Revenue	\$	406,258	\$	230,030	\$	377,090	\$	243,133	\$	336,718	\$	376,031	\$	257,155												
Salaries/Benefits			\$	226,623	\$	522,827	\$	188,810	\$	269,657	\$	366,756	\$	357,034												
Services	\$	33,920	\$	111,233	\$	38,111	\$	72,121	\$	47,075	\$	52,552														
Supplies	\$	12,557	\$	18,142	\$	8,854	\$	18,408	\$	11,854	\$	8,350														
Equipment	\$	-	\$	566	\$	-	\$	-	\$	823	\$	350														
Miscellaneous	\$	7,216	\$	111,858	\$	250,779	\$	105,579	\$	121,392	\$	6,728														
Total	\$	406,258	\$	230,030	\$	280,317	\$	377,090	\$	764,625	\$	243,133	\$	486,554	\$	336,718	\$	465,765	\$	376,031	\$	547,901	\$	257,155	\$	425,014
Front Office Over/Under				(50,286)		(387,535)		(243,422)		(129,047)		(171,870)		(167,859)												
All Adult Workforce	\$	2,110,816		302,155		(181,642)		206,436		63,976		56,977		(42,288)												
FYTD Advances Returned	\$	-	\$	100,000	\$	200,000	\$	100,000	\$	114,000																
AWE Long Term Loan Balance Owed to Gen Fund	\$	755,000	\$	755,000	\$	855,000	\$	1,055,000	\$	1,155,000	\$	1,155,000	\$	1,155,000												

**Auburn
Career Center**



Attachment Item #8

*Approve Tax Budget for
FY2023-2024*

TAX BUDGET FOR
Auburn Vocational School District

FOR THE FISCAL YEAR

07/01/2023- 06/30/2024

LAKE
COUNTY,
OHIO

Instructions and Tax Budget Form

Auburn Vocational School District

LAKE COUNTY, OHIO

07/01/2023- 06/30/2024

Office of the Board of Education, Auburn Vocational School

District, Lake County, OH

TO THE LAKE COUNTY AUDITOR:

The Board of Education of said School District hereby submits its annual Budget for the year commencing, July 1st, 2023 for consideration of the County Budget Commission.

Signed _____

Title President

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY COMMISSION, AND COUNTY AUDITOR'S ESTIMATED RATES

FOR SCHOOL USE		FOR BUDGET COMMISSION USE			FOR COUNTY AUDITOR USE	
FUND <small>(Include only those funds which are requesting general property tax revenue)</small>	BUDGET YEAR AMOUNT REQUESTED OF BUDGET COMMISSION INSIDE / OUTSIDE	BUDGET YEAR AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	BUDGET YEAR AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED		
	COLUMN 1	COLUMN 2	COLUMN 3	INSIDE 10 MILL LIMIT BUDGET YEAR COLUMN 4	OUTSIDE 10 MILL LIMIT BUDGET YEAR COLUMN 5	
GENERAL FUND	\$ 8,043,738	\$	\$			
TOTALS: ALL FUNDS	\$8,043,738	\$0	\$0	0.00	0.00	

INSTRUCTIONS: List only those funds which are requesting general property tax revenue. Complete column 1 with the amount that you are requesting for general property taxes. DO NOT COMPLETE COLUMNS 2 THROUGH 5.

Signed: BUDGET COMMISSION _____

STATEMENT OF FUND ACTIVITY

(Complete only for General Fund, Bond Retirement Fund, and any other funds
requesting general property tax revenue)

EXHIBIT I

FUND: GENERAL FUND

DESCRIPTION	FOR 2021 ACTUAL	FOR 2022 ACTUAL	2023 CURRENT YEAR ESTIMATE	2024 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Tangible Pers	\$6,647,674	\$6,982,429	\$6,866,714	\$6,867,039
Homestead &, Rollback	\$868,255	\$902,059	\$889,583	\$894,031
S. B. 3 & 287 Dereg. Reimb.	\$0	\$0	\$0	\$0
Personal Property Reimb.	\$0	\$0	\$0	\$0
Other Revenues	\$2,929,223	\$3,271,769	\$2,795,039	\$2,842,824
TOTAL REVENUES	\$10,445,152	\$11,156,257	\$10,551,336	\$10,603,894
TOTAL EXPENDITURES	\$9,034,197	\$8,926,797	\$10,590,566	\$11,047,326
REVENUES OVER (UNDER) EXPENDITURES	\$1,410,955	\$2,229,460	-\$39,230	-\$443,432
BEGINNING CASH BALANCE	\$6,475,522	\$7,886,477	\$10,115,937	\$10,076,707
ENDING CASH BALANCE	\$7,886,477	\$10,115,937	\$10,076,707	\$9,633,275
ENCUMBRANCES AT YEAR END	\$95,885	\$189,670	\$150,000	\$150,000

FUND: BOND RETIREMENT FUND

DESCRIPTION	FOR 2021 ACTUAL	FOR 2022 ACTUAL	2023 CURRENT YEAR ESTIMATE	2024 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Personal)				
Homestead & Rollback				
S. B. 3 & 287 Dereg. Reimb.				
Personal Property Reimb.				
Other Revenues	753,425	763,392	1,010,300	1,010,419
TOTAL REVENUES	753,425	763,392	1,010,300	1,010,419
TOTAL EXPENDITURES	753,425	763,392	1,010,300	1,010,419
REVENUES OVER (UNDER) EXPENDITURES	0	0	0	0
BEGINNING CASH BALANCE				
ENDING CASH BALANCE	\$0	\$0	\$0	\$0

SCHEDULE OF INDEBTEDNESS

EXHIBIT II

PURPOSE OF BONDS AND NOTES	AUTHORITY FOR LEVY OUTSIDE 10 MILL LIMIT *	DATE OF ISSUE	DATE DUE	ORDINANCE OR RESOLUTION	SERIAL OR TERM	RATE OF INTEREST	AMOUNT OF BONDS / NOTES OUTSTANDING AT BEGINNING OF BUDGETED YEAR	AMOUNT REQUIRED FOR PRINCIPAL & INTEREST PAYMENTS
INSIDE TEN MILL LIMIT:							07/01/2022 to 06/30/2023	
TOTAL							\$0	\$0
OUTSIDE TEN MILL LIMIT:								
INVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$2,800,000.00)	UNVOTED	7/20/2011	6/1/2026	RESOLUTION		3.61%	890,000	238,339
INVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$2,300,000.00)	UNVOTED	8/28/2012	6/1/2027	RESOLUTION		2.34%	850,000	179,890
INVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$600,000.00)	UNVOTED	12/6/2012	6/1/2027	RESOLUTION		2.48%	235,000	50,828
INVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$1,300,000.00)	UNVOTED	12/1/2020	6/1/2030	RESOLUTION		1.41%	1,046,000	138,749
INVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$1,745,000.00)	UNVOTED	3/29/2018	6/1/2033	RESOLUTION		3.04%	1,375,000	140,280
INVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$3,100,000.00)	UNVOTED	8/16/2022	6/1/2037	RESOLUTION		3.35%	0	262,215
TOTAL							\$4,396,000	\$1,010,301

**Auburn
Career Center**



Attachment Item #10

Human Resources



HUMAN RESOURCES

January 12, 2023

**Adult Workforce Education
2022-2023**

Employee Name	Title	Hourly Amount
Nicholas Kohr	Firefighter Instructor	\$30.00
Mackenzie Malec	Firefighter Instructor	\$30.00
Justin Bruno	Fluid Power Instructor	\$30.00
Kaitlin Boyd	Aspire Instructor	\$24.00
Richard Merhar	Aspire Instructor	\$24.00
Zachari Martin	Firefighter Instructor	\$30.00

**Resignation
2022-2023**

Employee Name	Title	Effective Date
Crystal Archer	Administrative Assistant	December 30, 2022
William Petro	Firefighter Instructor	December 12, 2022

**Increase Salary Step
2022-2023
(Per CATA Agreement 18.1.2.2)**

Employee Name	Title	Step	Column	Amount
Mary Justine Malvicino	Career Guidance Advisor	14	4	\$74,090.00

**Professional Employee
2022-2023**

Employee Name	Title	Step	Column	Salary Amount
Joe Wargo	Career Development Coordinator	0	2	\$40,053.00 (prorated amount) \$19,052.26 effective 1/13/23)

Out of State Professional Development Travel

Employee Name	Program	Location	Purpose of Travel	Date(s) of Travel
Brian Bontempo	Superintendent	Huntsville, Alabama	ATEA National Conference	April 11, 2023 thru April 14, 2023



ANATOMY AND PHYSIOLOGY

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

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Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn EMS Program Mission

Promote EMS Education for all by developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal

To prepare competent entry-level Anatomy & Physiology in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the Anatomy & Physiology Program

We welcome you to Auburn Career Center's Anatomy & Physiology Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Anatomy & Physiology program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for the Anatomy & Physiology Course

1. Hold high school diploma or GED certificate
2. Must read and sign attached liability waiver
3. Anatomy & Physiology students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 75% on all Auburn Career Center Summative Final exams.
4. Anatomy & Physiology students must complete the Companion Workbook, all homework assignments, online assignments and complete the Fetal Pig Dissection Lab in order to successfully complete the course.
5. Anatomy & Physiology students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
6. Anatomy & Physiology Students cannot miss more than 10% of the total in classroom time.

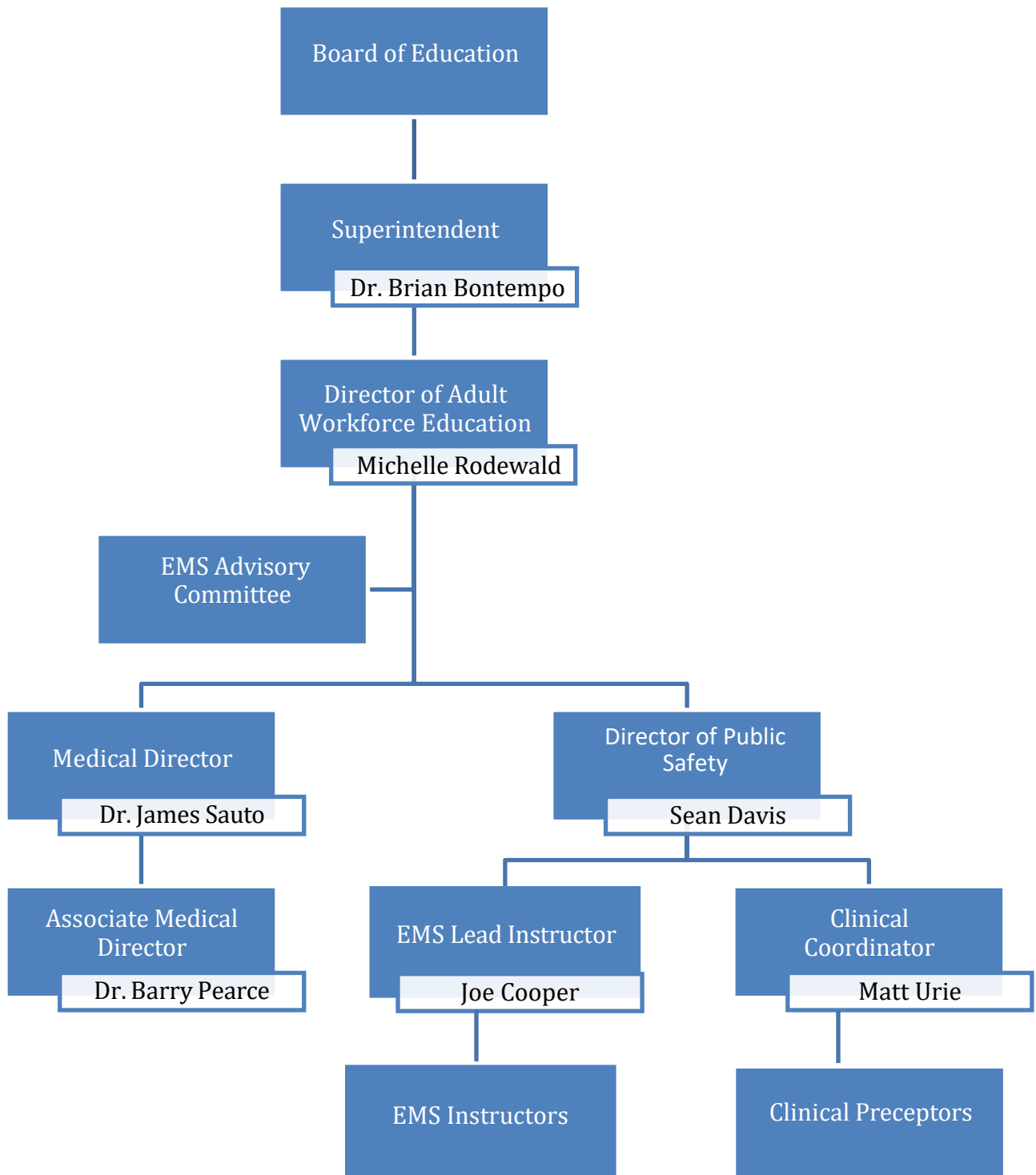
I, hereby, state that I have read, understand, and will comply with all of the above listed Anatomy & Physiology training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center

440-357-7542 or 800-544-7542

8140 Auburn Road

Concord, OH 44077

Michelle Rodewald

Director of Adult Workforce Education

440.357.7542 Ext. 8028

mrodewald@auburncc.org

Dr. James Sauto

Medical Director

sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director

hpearce@auburncc.org

Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program Director

440.357.7542 Ext. 8026

Cell 440-336-2113

sdavis@auburncc.org

Joe Cooper, A.S. NRP, EMSI

Lead Day Paramedic Instructor/Lead A&P Instructor/Lead EKG Instructor

440.357.7542 Ext. 8247

jcooper@auburncc.org

Matt Urie, B.S. NRP, EMSI

Lead Night Paramedic Instructor/Clinical Coordinator

440.357.7542 Ext. 8246

murie@auburncc.org

General Anatomy & Physiology Program Information

Office Hours

The Anatomy & Physiology Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule

Each Anatomy & Physiology Program begins at the beginning of a semester or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Fridays from 12:00 pm to 3:00pm, or as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Costs for the Anatomy & Physiology Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Transcripts and Records

Records and Grades will be maintained by the instructor and EMS Program Coordinator and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Refunds

For Classes 100 Hours of less regardless of time frame or delivery

Only the first day of class if a free for trial purposes, a full refund will be given if students do not continue after the first day of class. Students will still be responsible for the application fee and any course fees that have been incurred during the first day (trial period). After the first completed week, students must pay for all fees and 25% of the tuition. After the second completed week students must pay for all fees and 50% of the tuition. After the third completed week students must pay for all fees and 75% of the tuition. After the fourth completed week students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 100 hours but less than 600 hours

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 32 hours class time students must pay for all fees and 25% of tuition. After 32 hours class time to the completion of 48 hours class time, students must pay for all fees and 50% of tuition. After 48 hours of class time to the completion of 64 hours of class time, students must pay for all fees and 75% of tuition. After 64 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 600 hours (Full time)

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 40 hours class time students must pay for all fees and 25% of tuition. After 40 hours class time to the completion of 64 hours class time, students must pay for all fees and 50% of tuition. After 64 hours of class time to the completion of 88 hours of class time, students must pay for all fees and 75% of tuition. After 88 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EMS Program Coordinator, or his designate.

Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EMS Program Coordinator. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Anatomy & Physiology student is 10% of the total classroom time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy is defined as 10 minutes or later to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three absences in a 9-week period will count as an absence. More than three (3) tardies will count for a total of one absence.

Anatomy & Physiology students must complete an assignment or make up day provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

Attendance records are maintained in class and kept on file in the adult education office. A request for a leave of absence from EMS programs may be made to the EMS Program

Coordinator. Leave requests for Anatomy & Physiology and Advanced programs will be denied, due to the short duration of each program. Leave requests for Anatomy & Physiology students will be handled per the Anatomy & Physiology Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements:

- The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received
- The student must have paid the entire balance of the program prior to being accepted into the following program.
- The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EMS Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the Anatomy & Physiology program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper business casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Auburn Career Center Fire / EMS uniforms, Fire or EMS type Employment uniforms, or business casual are acceptable attire for the program. No scrubs, tight fitting clothes, or street clothes will be permitted.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building, and are not permitted to be carried, regardless of whether the student has a conceal & carry permit.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell phone use / texting in class
- Foul language or profanity
- Excessive absences
- Academic dishonesty
- Sleeping in class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety violations
- Sexual harassment
- Horseplay
- Fighting
- Hippa violation
- No call, no show to classes or clinicals
- Lack of cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating hostile learning environment intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Disciplinary Counseling

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills

- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to pass any of the comprehensive final exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A- 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B- 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C- 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D- 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F- 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc.) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook). All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center Anatomy & Physiology final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Course Objectives

This course is designed to cover all the materials an aspiring health care student would need to know and understand concerning gross anatomy and physiology. The course is a combination of Anatomy & Physiology lessons and Medical Terminology Lessons in the Cognitive, Psychomotor and Affective realm of education.

The course utilizes the following text books:

Anatomy & Physiology for Health Professionals Third Edition The book has the following overall learning objectives, however, each chapter has more in-depth objectives that will be followed during each lesson. Those lesson plans are available for review.

- Unit 1 Levels of Organization, This Unit begins by providing a general introduction to human anatomy and physiology along with organization of the levels through which the body is understood.
- Unit 2 Support and Movement, This unit focuses on the body systems that support the body and allow for a range of motion.
- Unit 3 Control and Coordination, This unit tackles the critical components of the body that control all body functions.
- Unit 4 Transport, This Unit focuses on the cardiovascular and lymphatic systems which keep the body running.
- Unit 5 Environmental Exchange, This unit considers the systems and processes that balance what the body intakes with what it expels.
- Unit 6 Continuity of Life, This unit the focus shifts to male and female reproductive systems, which, while not essential to survival of an individual, are needed to ensure the continued existence of the human species.

Essential Medical Terminology Fifth Edition, The book has the following overall objectives, however, each chapter has more in-depth objectives that will be followed during each lesson. Those lesson plans are available for review.

- Unit 1 Word Parts and Medical Terminology, This unit is an overview of the break down and construction of medical terms.
- Unit 2 Root Words, Medical Terminology and Patient Care, This unit continues to break down the different parts of medical terms and help to build the parts up for better understanding.
- Unit 3 Abbreviations, This unit show the standard abbreviations used for medical practice and how to properly abbreviate words.

- Unit 4 Review, This unit serves to reinforce prior lessons before to going into specific body regions and specific medical terms.
- Unit 5 Medical Terminology of Body Systems, this unit breaks down each specific body system, using prior medical terminology lessons learned.

Video of Human Autopsy, Students will complete the program by observing a human Autopsy, and filling out specific questions learned while observing the autopsy, this is an activity of understanding all body systems and how the function.

Dissection of Fetal Pig, Students for a final Lab grade will complete a dissection of a fetal pig, labeling body systems, organs, and showing understanding of the Anatomy & Physiology of the dissected fetal pig.

Completion Requirements

In order for a student to successfully complete the Auburn Career Center Anatomy & Physiology Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program Complete the classroom requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above
- Prove mastery of all basic clinical skills, including passage of the Anatomy and Physiology Practical Exam
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion.

Report of Anatomy & Physiology Student “On Duty Illness or Injury”

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during Anatomy & Physiology or Anatomy & Physiology Didactic (class/lab) or Clinical time.

Payment Responsibility

It is the student’s responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during Anatomy & Physiology is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center EMS Program Coordinator

A “report of the on-duty illness or injury” form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on-duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or EMS Program Coordinator is responsible for routing the incident report to the appropriate individual, as stated in this report.

EMS Coordinator: _____

Date: _____

Student Name: _____

Date: _____

Student Signature: _____

Course Schedule

Date	Topic	Time	Assignment or Lab
Day 1 3/10/23 12:00pm - 3:00pm	<p style="text-align: center;"><u>In Person</u></p> Orientation and Outline of course Intro to A+P (AP) <p style="text-align: center;"><u>Online Activities</u></p> Chemical Basics Of life (AP) Word Pronunciations (MT) Word Parts and Word Building Rules (MT)	1 hr. 2 hr. 2 hr. 2 hr. 2 hr.	<p style="text-align: center;"><u>Online A&P Assignments</u></p> <ul style="list-style-type: none"> • Online exams for each chapter • Assorted labs and Activities from class <p style="text-align: center;"><u>Online Med Term Assignments</u></p> <ul style="list-style-type: none"> • Online lecture • Online activity
Day 2 3/17/23 12:00pm - 3:00pm	<p style="text-align: center;"><u>In Person</u></p> Cells & Cellular Metabolism (AP) <p style="text-align: center;"><u>Online Activities</u></p> Tissues (AP) Bacteria and Color (MT) Body Openings and Plural Endings (MT)	3 hr. 2 hr. 2 hr. 2 hr.	<p style="text-align: center;"><u>Online A&P Assignments</u></p> <ul style="list-style-type: none"> • Online exams for each chapter • Assorted labs and Activities from class <p style="text-align: center;"><u>Online Med Term Assignments</u></p> <ul style="list-style-type: none"> • Online lecture • Online activity
Day 3 3/31/23 12:00pm - 3:00pm	<p style="text-align: center;"><u>In Person</u></p> Integumentary System (AP) Bone Tissue and Skeletal System (AP) Muscle Tissue (AP) <p style="text-align: center;"><u>Online Activities</u></p> Muscular System (AP) Articulations (AP) Numbers, Positions, and Directions (MT) Medical and Health Professions (MT) Medical Abbreviations (MT) Integumentary System (MT)	1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr.	<p style="text-align: center;"><u>Online A&P Assignments</u></p> <ul style="list-style-type: none"> • Online exams for each chapter • Assorted labs and Activities from class <p style="text-align: center;"><u>Online Med Term Assignments</u></p> <ul style="list-style-type: none"> • Online lecture • Online activity
Date	Topic	Time	Assignment or Lab
Day 4 4/14/23 12:00pm - 3:00pm	<p style="text-align: center;"><u>In Person</u></p> Nervous System (AP) <p style="text-align: center;"><u>Online Activities</u></p> Special Senses (AP) Nervous System (MT) Eyes and Ears (MT) Diagnostic and Laboratory Abbreviations (MT) Body Organs and Parts (MT) Review of Word Part from Prior Content (MT)	3 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr.	<p style="text-align: center;"><u>Online A&P Assignments</u></p> <ul style="list-style-type: none"> • Online exams for each chapter • Assorted labs and Activities from class <p style="text-align: center;"><u>Online Med Term Assignments</u></p> <ul style="list-style-type: none"> • Online lecture • Online activity

Date	Topic	Time	Assignment or Lab
Day 5 4/21/23 12:00pm - 3:00pm	<p style="text-align: center;"><u>In Person</u></p> Endocrine System (AP) The Blood (AP) <p style="text-align: center;"><u>Online Activities</u></p> Endocrine System (MT) Cardiovascular System (MT) Musculoskeletal System (MT)	2 hr. 1 hr. 2 hr. 2 hr. 1 hr.	<p style="text-align: center;"><u>Online A&P Assignments</u></p> <ul style="list-style-type: none"> • Online exams for each chapter • Assorted labs and Activities from class <p style="text-align: center;"><u>Online Med Term Assignments</u></p> <ul style="list-style-type: none"> • Online lecture • Online activity
Day 6 4/28/23 12:00pm - 3:00pm	<p style="text-align: center;"><u>In Person</u></p> The Heart (AP) Vascular System (AP) <p style="text-align: center;"><u>Online Activities</u></p> Urinary System (AP) Fluid, Electrolyte, and Acid Base Balance (AP) Respiratory System (MT) Cancer Medicine	2 hr. 1 hr. 2 hr. 2 hr. 1 hr. 1 hr.	<p style="text-align: center;"><u>Online A&P Assignments</u></p> <ul style="list-style-type: none"> • Online exams for each chapter • Assorted labs and Activities from class <p style="text-align: center;"><u>Online Med Term Assignments</u></p> <ul style="list-style-type: none"> • Online lecture • Online activity
Day 7 5/5/23 12:00pm - 3:00pm	<p style="text-align: center;"><u>In Person</u></p> Respiratory System (AP) Lymphatic System and Immunity (AP) <p style="text-align: center;"><u>Online Activities</u></p> Digestive System (AP) Reproductive System (AP) Pregnancy, Development, and Heredity (AP) Digestive System (MT) Genitourinary and Reproductive Systems (MT) Autopsy Video Series	2 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 4 hrs.	<p style="text-align: center;"><u>Online A&P Assignments</u></p> <ul style="list-style-type: none"> • Online exams for each chapter • Assorted labs and Activities from class <p style="text-align: center;"><u>Online Med Term Assignments</u></p> <ul style="list-style-type: none"> • Online lecture • Online activity • View All Autopsy Videos
Day 8 5/12/23 12:00pm - 3:00pm	<p style="text-align: center;"><u>In Person</u></p> Pig Dissection Lab <p style="text-align: center;"><u>Online Activities</u></p> General Review (MT)	3 hr. . 1 hr.	Final lab activity to reinforce human anatomy and physiology
Day 9 5/19/23 12:00pm - 3:00pm	<p style="text-align: center;">Final Exam*- A&P</p> <p style="text-align: center;">Final Exam*- Medical Terminology</p>	5 hr.	<p style="text-align: center;">*Testing not counted as class time</p>



PARAMEDIC

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

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Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn EMS Program Mission

Promote EMS Education for all by developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal

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

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.



Auburn Career Center Paramedic Programs are CAAHEP accredited. This means that Auburn Career Center Paramedic Program has met certain standards in terms of administration, resources, faculty and facilities.

Introduction to the Paramedic Program

We welcome you to Auburn Career Center's Paramedic Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Paramedic program,

The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Paramedic Training

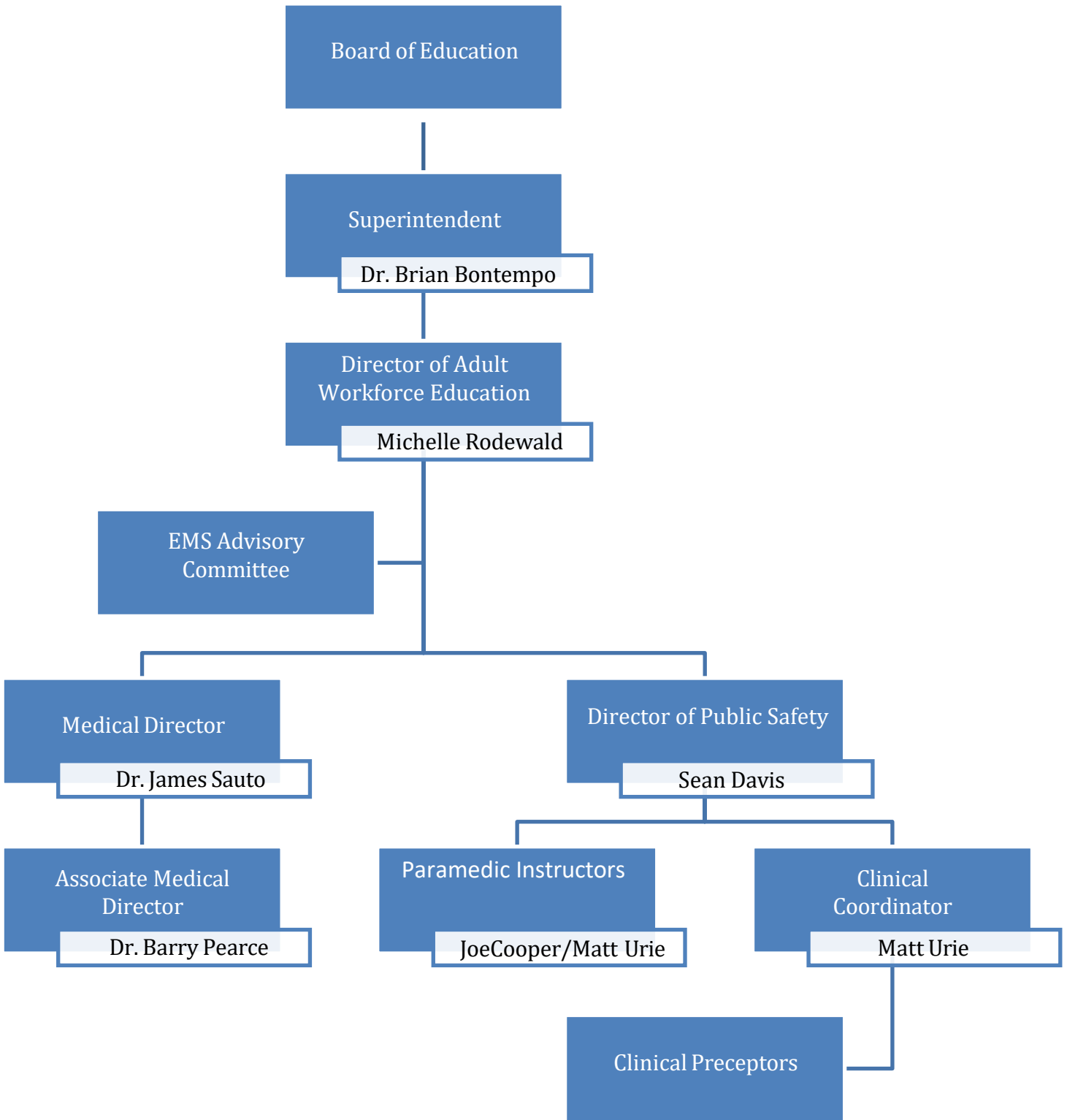
- Hold high school diploma, GED certificate, current Ohio EMT certificate, and hold a valid Ohio Driver's license.
- Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).
- Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and a passing drug screed
- Must read and sign attached liability waiver.
- Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
- Paramedic students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 80% on each of the Auburn Career Center summative final exams in order to be permitted to take the National Registry written exam.
- Students must complete 100 Adaptive questions on EMS testing per section of class and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank, to be permitted to take the National Registry.
- Students cannot start the capstone phase of the program until they have passed the core component of the program first, including core clinical requirements. The class cannot and will not be extended for student to complete capstone time.
- Students must pass the three comprehensive exams during the capstone phase of the program (Cognitive, Psychomotor, and Affective) to be permitted to take the National Registry written exam.
- Paramedic students must complete the Companion Workbook, all homework assignments, online assignments, and DOT Objectives to be permitted to take the National Registry written Exam.
- Paramedic students must complete all Clinical time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.
- Paramedic students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
- Paramedic Students cannot miss more than 16 hours per six months of class time.

I, hereby, state that I have read, understand, and will comply with all of the above listed Paramedic training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____ Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center

440.357.7542 or 800.544.7542

8140 Auburn Road

Concord, OH 44077

Michelle Rodewald

Director of Adult Workforce Education

440.357.7542 Ext. 8028

mrodewald@auburncc.org

Dr. James Sauto

Medical Director

sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director

hpearce@auburncc.org

Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program

440.357.7542 Ext. 8026

Cell 440-336-2113

sdavis@auburncc.org

Matt Urie, B.S. NRP, EMSI

Lead Evening Paramedic Instructor

Clinical Coordinator

440.357.7542 Ext. 8246

urie@auburncc.org

Joe Cooper, A.S. NRP, EMSI

Lead Day Paramedic Instructor

440.357.7542 Ext. 8247

jcooper@auburncc.org

Carmen Tibaldi, NRP, EMS-I

Lead Emergency Medical Technician Instructor

jcooper@auburncc.org

General EMS Program Information

Office Hours

The Paramedic Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule

Each Paramedic Program begins at the beginning of a semester, Paramedic class A in August, Paramedic class B in March, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Mondays and Wednesdays from 6:00pm-10:00pm, and every other Saturday 8:00am -5:00pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Clinical rotations begin upon direction by the Director of Public Safety Education and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed. Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Paramedic Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

Eligibility Requirements:

- Application Completed, including physical exam
- Possess a valid EMT-Basic card from the State of Ohio
- Possess a valid AHA Healthcare Provider CPR Card
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation: one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.
- All students will take the Work Keys Tests and Emergency Medical Technician screening tests as part of the first segment of the course.

- Student must complete a minimum 60-hour Anatomy and Physiology course that includes Medical terminology education to be permitted into the program. Students can start the Anatomy and Physiology course in conjunction with the start of a paramedic program, if approved by the Director of Public Safety Education.

A student may be denied admission for any of the following reasons:

- Has not met all the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following:
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence, or assault, etc.)
 - Violation of any federal, state, or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Functional Job Analysis

Paramedic Characteristics

The Paramedic must be a confident leader and skilled practitioner who can accept the challenge and high degree of responsibility demanded by the position. The Paramedic must have excellent judgement and be able to prioritize care, make clinical decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. A paramedic must be able to function both independently and as part of a team at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two- person team generally working with a lower skill and knowledge level EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsion, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anti-cholinergic, cholinergic, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitic, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage, and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, are imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for

controlled substances/medications are essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient s age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient s system and be cognizant that route of administration is critical in relation to patients needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off -site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team m embers to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates.

Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in

excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patients, the Paramedics, and other workers well-being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the stresses inherent in the role of the Paramedic can vary, depending on place and type of employment. However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance.

The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient. Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment.

Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in an ambulance. Verbal skills and reasoning skills are used extensively.

Description of Tasks (Encompasses the range of all tasks performed by lower level EMTs)

1. Answers verbally to telephone or radio emergency calls from dispatcher to provide advanced efficient and immediate emergency medical care to critically ill and injured persons using a full range of equipment.
2. Drives ambulance to scene of emergency, reads map, responds safely and quickly to the address or location as directed by radio dispatcher. Observes traffic ordinances and regulations. Visually inspects and assesses or sizes up the scene upon arrival to determine if scene is safe, determines the mechanism of illness or injury, the total number of patients involved, and remains calm and confident while demonstrating leadership and responsibility.

3. Radios dispatcher for additional help or special rescue and /or utility services. Reports verbally to the responding EMS unit or communications center as to the nature and extent of injuries and the number of patients. Recognizes hazards, conducts triage, sorting out and classifying priorities for most immediate need for treatment. Uses excellent judgement to identify priorities based on the most critical needs for patient survival.
4. Searches for medical identification as clue in providing emergency care, i.e. identification bracelet for patient who is diabetic. Reassures patient and bystanders while working in a confident and efficient manner, avoids misunderstandings and undue haste while working expeditiously to accomplish the task.
5. Extricates patient from entrapment, works with other EMS providers in rendering emergency care and protection to the entrapped patient. Performs emergency moves, assists other EMS providers in the use of prescribed techniques and appliances for safe removal of the patient.
6. Determines nature and extent of illness or injury in patient, takes pulse, blood pressure, and temperature, visually observes patient, recognizes the mechanisms of injury, takes comprehensive medical history of patient, including patient's current usage of prescribed and non- prescribed medications / drugs. Communicates with and provides verbal direction to EMT to assist with tasks within the EMT's scope of practice. Obtains consent and refusal. Uses good judgement to draw conclusions with often, limited information; verbally communicates effectively to provide quality treatment to diverse age and cultural groups. Provides family support, manages the difficult patient, conducts fundamental mental status assessment, restrains patient, and intervenes pharmacologically.
7. Positions unresponsive patient, protects the seizing patient, identifies, and treats the hypoglycemic patient, provides heating/cooling interventions, manages burns and exposures, overdoses, conducts ingestion management. Manually stabilizes neck and body of child and adult, immobilizes extremities, straightens selected fractures, and reduces selected dislocations. Delivers newborn. Provides pre-hospital emergency care of simple and multiple system trauma such as controlling hemorrhage, bandaging wounds, manually stabilizing painful, swollen joints and injured extremities, and immobilizing spine.
8. Uses basic and advanced life support equipment to open airway and upper airway adjuncts, removes foreign bodies, uses upper airway suction devices, performs orotracheal intubation, nasotracheal intubation, and oral intubation with pharmacologic al assistance and surgery on airway. Uses dual or single lumen airway devices. Provides mouth to mouth barrier device ventilation, oxygen administration, chest injury management, bag-valve mask resuscitation. Uses powered ventilation devices, handheld aerosol nebulizer. Performs cardio-pulmonary resuscitation, uses automatic defibrillator apparatus in application of electric shock to heart, manages amputation, uses anti-shock garment, conducts peripheral venous access, intraosseous infusion, manual defibrillation, interprets EKGs, uses external pacemaker.
9. Administers medication (narcotics), determines the patients most appropriate body route based on

patient diagnosis. Calculate s amount of medication to be given in relation to patients weight, age, and other factors that warrant adjustment of volume. Uses oral, auto -injection, sublingual, inhalation, subcutaneous, intramuscular, intraosseous, transcutaneous, rectal, endotracheal, and intravenous routes including central and peripheral lines and venesection as well as infusion pumps to administer medications.

10. Assists other EMS providers in lifting patient onto stretcher, places patient in ambulance, and secures stretcher. Continues to monitor patient enroute to hospital.
11. Checks, maintains vehicles, and provides mechanical report. Restocks and replaces used supplies, uses appropriate disinfecting procedures to clean equipment, checks all equipment to insure adequate working condition for next response. Takes inventory of and accounts for all medications (narcotics) given. Keeps log of all transactions. Prepares accurate and legible medical reports. Provides medical reports to staff.
12. Transports non-emergency patients to regularly scheduled appointments, for example, transport geriatric patients in nursing homes. Uses computer to enter data for EMS reports.
13. Supervises the activities and educational experiences of assigned observers and students. Complies with regulations in handling the deceased.
14. Functions as the primary direct care provider of emergency health care services to sick and injured patients in pre-hospital settings. Works primarily in advanced life support units affiliated with fire departments, police departments, rescue squads, hospitals, or private ambulance services under the off-site supervision of a physician, usually through radio communication, is usually the senior level member of a two- person team, working in conjunction with an EMT.
15. Accepts primary responsibility for all aspects of advanced life support given to the patient, including use of advanced life support equipment and administration of medication that includes narcotics; responsible for thorough written documentation of all activity related to patient care and medication dispensation. Successfully completes continuing education and refresher courses as required by employers, medical direction, and licensing or certifying agencies. Meets qualifications within the functional job analysis.

Qualifications

Must be at least 18 years of age and be a high school graduate or equivalent. Must have proof of valid driver's license. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret and respond to written, oral, and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations and take on role of leader.

Must have the ability to read road maps; drive vehicle, accurately discern street signs and address numbers, read medication/prescription labels and directions for usage in quick, accurate, and expedient manner, ability to communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders, and ability to discern deviations/changes

in eye/skin coloration due to patient's condition and to the treatment given. Must be able to document, in writing, all relevant information in prescribed format considering the legal ramifications of such; ability to converse with dispatcher and EMS providers via phone or radio as to status of patient.

Good manual dexterity with ability to perform all tasks related to advanced emergency patient care and documentation. Ability to bend, stoop, balance, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care. Must be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patients' conditions, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must be able to perform mathematical calculations/ratios and apply them in expedient, practical manner. Must be independent, confident, able to work independently without structure, have good stable reasoning ability and able to draw valid conclusions quickly relevant to patients' conditions, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in practical fashion in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must have successful completion of approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines. Re-certification is dependent upon an individual's successful completion of inter-agency approved Paramedic continuing education refresher courses. At any given time, performs any or all tasks performed by a lower level EMT. May supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis.

Transfer Students/Advanced Placement

Paramedic students may not transfer into the program from another program. Auburn Career Center does not give life credit or experiential credit for time served in EMS. Students who did not complete the program must reapply and start over.

Students can apply on a case by case basis for advanced placement based off prior certifications or training, each case will be reviewed by program director, medical director, advisory council members, and senior paramedic education staff for final decision regarding advanced placement.

Costs for the Paramedic Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

For Classes 100 Hours of less regardless of time frame or delivery

Only the first day of class if a free for trial purposes, a full refund will be given if students do not continue after the first day of class. Students will still be responsible for the application fee and any course fees that have been incurred during the first day (trial period). After the first completed week, students must pay for all fees and 25% of the tuition. After the second completed week students must pay for all fees and 50% of the tuition. After the third completed week students must pay for all fees and 75% of the tuition. After the fourth completed week students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 100 hours but less than 600 hours

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 32 hours class time students must pay for all fees and 25% of tuition. After 32 hours class time to the completion of 48 hours class time, students must pay for all fees and 50% of tuition. After 48 hours of class time to the completion of 64 hours of class time, students must pay for all fees and 75% of tuition. After 64 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 600 hours (Full time)

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion

of 40 hours class time students must pay for all fees and 25% of tuition. After 40 hours class time to the completion of 64 hours class time, students must pay for all fees and 50% of tuition. After 64 hours of class time to the completion of 88 hours of class time, students must pay for all fees and 75% of tuition. After 88 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

Health Policies

All Emergency Medical Technician and Paramedic students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

All EMS students must show annual proof of Influenza vaccine.

Waiver of Liability

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT or Paramedic program (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student’s file.

Inappropriate Use Of EMS Students In Clinical Areas

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or Director of Public Safety Education or Clinical Coordinator if this practice is occurring.

State Certification & Exam

The Ohio Dept. of Public Safety - Division of EMS has designated that all Paramedic students take the National Registry Paramedic Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01.

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The **initial certification** examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

1. The passing score for the written portion of the examination shall be determined by the NREMT.
2. The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.
3. The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.
4. The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

The **reinstatement examination** and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Paramedic student is 10% of the total classroom time per semester.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or later to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three tardies in a 4- week period will count as an absence (6 hours).

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EMS programs may be made to the Director of Public Safety Education. Leave requests for Emergency Medical Technician and Advanced programs will be denied, due to the short duration of each program. Leave requests for Paramedic students will be handled per the Paramedic Program handbook.

Students can leave the program for valid health reason and return to the following program if they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received.

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an EMS program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old).

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Any student, who is going to be absent from a clinical session, MUST contact the clinical site AND the Lead Instructor as soon as possible. (see phone list).

Dress Code

The dress code for the Paramedic program provides for a professional appearance.

General Uniform and Dress Code Requirements:

- In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook and is consistent with a positive classroom environment.
- Your Auburn I.D. badge must be worn and visible at all times.
- Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.
- Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.
- Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinical rotations, regardless of whether the student has a conceal & carry permit or not.

Clinical Areas- also see clinical guidelines

- Black or dark blue pants, black shoes, and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.
- Your Auburn I.D. badge must be worn and visible at all times. At UH Lake Hospital sites, students must wear the assigned UH Lake Hospital I.D.
- Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.
- Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.
- Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.
- Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPAA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 80% on any Summative Final exam (with in two attempts)
- Failure to successfully pass ACLS
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms

- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to complete 100 Adaptive questions on EMS testing per section, questions are completed after completion of each section of class a passing score average is required by the end of the class as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank prior to the end of class
- Failure to pass any of the comprehensive final exams (Cognitive, Psychomotor, Affect)
- Failure to complete capstone period of the program

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards:

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on a number of topics and items. Assessment of these topics can include but are not limited to tests, quizzes, homework related assignments (such as take-home tests, journal reviews, etc.). Each graded item whether it is an outside the class assignment, formative or summative exam is graded at base point value. This means that a hundred-point formative exam carries the same weight as a hundred-point summative exam, the only different being is that the summative exam has to be passed with a minimum score of 80%. Attendance is expected however it will not affect a student's grade. Students cannot exceed 16 hours of absence time per semester.

There are many tests and quizzes given throughout the program. Each chapter of each book will have a test and/or quiz to prove knowledge in each topic (formative exams) to measure mastery. The Anatomy and Physiology book, Medical Terminology book, Paramedic Textbook, and EKG books are each divided into sections. Each section will have a summative final required to show competency for the section. These section finals must be passed with a 80% or better score with in two attempts on the exam. At the halfway point of the program, there will be a summative mid-term final, this test must be passed with a 80% or better with in two attempts. At the end of the program, there will be a final summative exam over all the material and topics covered in class. This final summative exam must be passed with a minimum score of 80% within two attempts. If a student fails a summative exam, they will be given a single retest attempt Per summative exam to prove knowledge of the content, if the student fails a second attempt they will be dismissed from the program.

The Paramedic Program Medical Director reviews all high stakes exams and ensures they are fair and meet the objectives for the section. The summative testing process is used to ensure that students are understanding the objectives of the different sections of the class, the paramedic program will utilize a validated testing resource. Each lead instructor will review the student results and use those specific class results to ensure students are understanding the content. Examples being that the majority of a class misses a specific subject, the instructor will not change the test question, but spend time reviewing the subject material and ensure the class has gained understanding. Students shall then utilize adaptive release test bank to continue to reaffirm the subject areas of concern.

In the capstone phase of the program, students will take several pre-prepared certification classes which further expand on care of special patient populations. Examples can include, but are not limited to, Pre-Hospital Trauma Life Support (PHTLS), Pediatric Education for Pre-hospital Professionals (PEPP), & Geriatric Education for Emergency medical Services (GEMS). These pre-prepared certification classes are subject to change. Students will be required to meet all program goals as established by the organization that forms and certifies the course. If a student fails to meet the course objectives, they will still be permitted to graduate from the program but will not receive the additional certification from the accrediting body of the certification class.

Psychomotor Skills testing is an additional graded point for the paramedic student. Students must show competency in each skill taught throughout the program within the laboratory setting. Each psychomotor skill has an appropriate grading sheet to go with each skill. For a student to be deemed competent with a psychomotor skill, they must earn 80% of the available points. Critical Criteria has been established for each skill and must be met in order to demonstrate mastery. Skill testing sheets are taken from the National Registry of Emergency Medical Technicians (NREMT) and mirror the psychomotor skills testing

assessed by NREMT for certification at the completion of the program. Each skill set is tested once the didactic learning and proficient knowledge is demonstrated by the student. To successfully graduate from the program, the student must pass the summative paramedic psychomotor skills final exam. This exam is structured closely to mimic the current NREMT exam which includes all six (6) stations that are currently involved with the psychomotor testing process. The student must score a minimum of 80% of the points and hit no critical fails. (see Paramedic Summative Psychomotor Final Exam)

Affect grading (measurement of attitude and behavior) is an essential part of the paramedic's student development. The Lead Instructor or Director of Public Safety Education will conduct affect evaluations on paramedic students evenly throughout the program. Students will have no less than 3 affective evaluations completed prior to the summative Affect evaluations, this way students can have a clear path for improvement and growth. The summative affect evaluation will be completed during the capstone phase of the paramedic program. Students must get passing scores to be considered competent for graduation. In the event that the student affect score and the instructor affect score are more than 5 points apart from one another, the Director of Public Safety education will review and make the final score ruling. In the event that the Director of Public Safety Education was responsible for giving the original instructor score the Program Medical Director will give the final score. The Affect evaluation form will be reviewed and approved by the Medical Director, Director of Public Safety Education, and the Public Safety Advisory Council.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass each summative section final exam and the Auburn Career Center Paramedic final exam with a minimum score of 80% within two attempts.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. Questions regarding grading, shall be address with the Lead Instructor or Director of Public Safety Education if satisfactory conclusion is not met.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will convene with the Lead Instructor to formulate a plan for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund.

The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Competency Requirements

In order for a student to “graduate” from the Auburn Career Center Paramedic Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program which is assessed via an affective evaluation performed by both the student and the instructor throughout the program.
- Complete both cognitive and clinical /field learning requirements as described within the syllabus and within the allotted time set forth to complete the paramedic program.
- Maintain an overall grade average of 80% throughout the program, and pass each of the final summative exams with a minimum score of 80% within two attempts.
- Complete all psychomotor skills and functions including all psychomotor skills within the EMT scope of practice and all advanced psychomotor skills within the Paramedic scope of practice including passage of the paramedic psychomotor skills summative final exam
- Maintain certification as a State of Ohio EMT
- Maintain current certification in American Heart Association BLS CPR for Health Care Providers, must take and complete the AHA CPR course offered in the paramedic program at ACC.
- Pass Summative affective evaluation at the completion of the program with at least a score of 27 from both the student and the lead paramedic instructor.
- Successfully complete the American Heart Association ACLS certification Complete the FEMA NIMS 100 & 700 certifications prior to the final day of class Meet all financial obligations of the program as set forth by Auburn Career Center.
- Students must complete 100 Adaptive Test questions (on EMS Testing) per section of class, students will complete the adaptive questions for the prior section during the current section (IE section 1 adaptive questions are done during section 2 this is a review and refreshing method) and achieve a passing average score by the last month of class.
- Students must pass at least one (1) timed comprehensive final (on EMS Testing) during the capstone period of the program, Students must take no less than 7 timed comprehensive finals during the Capstone period of the program.
- Students must pass the Paramedic Final Exam (on EMS Testing) with a 80% or better with in two attempts.
- All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion and will be eligible to sit for the National Registry Paramedic Computer-Based Exam.

Report of Paramedic Student “On Duty Illness or Injury”

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or Paramedic Didactic (class/lab) or Clinical time.

Payment Responsibility

It is the student’s responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or Paramedic clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A “report of the on-duty illness or injury” form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on-duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date

Vendor Terms of Service Student Agreement

Auburn Career Center Public Safety programs use multiple vendors and affiliates to assist in education our students. Those vendors and affiliates all have their own rules of use and terms of service. When you sign up for these different vendors accounts or visit auburn affiliates you will be made aware of these terms of use agreements. If you are unsure you may contact customer support of the specific vendor or the Officer in Charge of the affiliate. The Director of Public Safety Education can also help to clarify these agreements as well.

The use of certain vendors or affiliates can become integral to the completion of your specific program, therefore if you violate the terms of service or rules of use and can no longer utilize the vendor product or affiliate location, you will not be permitted to continue in the program. Auburn Career Center is not required and will not provide alternate means of course completion to those who are removed from a vendor or affiliate location due to a terms of use or rules violation.

By signing the form, you agree to follow all terms of service or rules of use for each vendor the Auburn Career Center Public Safety programs utilize and that if you have your privileges to use a vendor's program or affiliate location revoked you will not be permitted to continue in the program you are enrolled in.

Print Name: _____

Signature: _____

Date: _____

National Registry of Emergency Medical Technicians (NREMT) Licensure Process Support Agreement

Upon the successful completion of the Auburn Career Center (Auburn) Paramedic program, as a graduate, you are eligible to be licensed both nationally and in the State of Ohio by passing the NREMT Exam.

When you registered, you paid a National Registry Support Fee (\$175) for which Auburn will:

1. Register and submit payment for you as a program graduate to sit for the NREMT Exam up to a maximum of six (6) times; and
2. Provide instructional support should the graduate not pass the NREMT Exam on their first attempt for up to a maximum of five (5) additional attempts (six total attempts).

Prior to your first attempt to pass the NREMT exam following graduation, you must complete the Crash course book tests and review (provided by Auburn). If you choose to not use the Crash course book tests and review, you must complete another review software that has been approved by the Director of Public Safety.

The first NREMT Exam must be taken within five (5) days following the last scheduled class of your EMT program. If you do not pass the NREMT exam in up to five attempts, you must:

- a. Contact Auburn's Director of Public Safety, Sean Davis (sdavis@auburncc.org; 440-358-8026), that same day and provide the exam results;
- b. Sit for their next NREMT exam within twenty (20) days of the previous attempt; and
- c. Complete work assigned by Auburn's Director of Public Safety or his designee before sitting for the next NREMT exam. Your Crash course book tests and review, or approved equivalent, will provide a basis for the material to be completed but may be augmented as deemed appropriate by Auburn's Director of Public Safety or his designee. Assignments are deemed complete when approved by Auburn's Director of Public Safety or his designee, the approval of which shall not be unreasonably withheld.

I agree to receive NREMT licensure process support as outlined above.

Student Signature

Date

Student Printed Name

Copy of this agreement given to the student

Director of Public Safety or Designee

Date

Clinical Policies and Procedures

Clinical Overview

The Auburn Career Center EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation. The clinical requirements set forth in this handbook were instituted from the guidelines set forth by the Ohio Department of Public Safety Approved EMS Curriculum Standards from the Ohio Administrative Code Rule 4765-17-04 and recommendations from the CoAEMSP Student Minimum Competency. These clinical requirements have been approved in conjunction by the Director of Public Safety (CoAEMSP Program Director), Clinical Coordinator, Medical Director, Advisory Counsel.

General

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator will maintain all schedules, records and tally all time and skills required throughout the program. Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they sequence into the program based on skills checkoff and learning competencies. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or Director of Public Safety must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments, or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed. To be considered complete the student must fill out all paperwork and enter the data into

Platinum Planner skills tracker. Paperwork is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed were indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must fill that line in with N/A (non-applicable). If paperwork is turned in with missing data then it will be considered incomplete and not counted. Students must scan or take a picture of all completed clinical paperwork and attach it to the Platinum Planner rotation day.

It is important for the student to understand that the paperwork and the Platinum Planner data entry are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 48 hours from the completion of the clinical rotation to complete the Platinum Planner data entry. Failure to complete the Platinum Planner data entry in 48 hours will result in the clinical rotation not counting towards the students completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with Auburn Career Center. If a student is an employee at one of Auburn Career Centers affiliated facilities they can perform clinical rotations and skills after properly scheduling themselves via Platinum Planner at the affiliated facility and ensuring that a licensed paramedic will be their preceptor. The student must be active in- patient care and be directly supervised by a licensed Paramedic. This only applies to EMS Field Learning Experience. When a student is at a clinical facility they must be additional personnel and cannot be counted towards staffing levels.

Behavior

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

Clinical Uniform Policy

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds

for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however, they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy-blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other "casual" attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone's living environment, whether Fire House or residence.

Respect the belongings, property and space of these individuals and treat them with respect.

Clinical Scheduling

Clinical scheduling will begin after specific relevant material has been covered relevant to course sequencing and skills and learning competency. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Platinum Planner web site, each rotation has a specific timeframe for which the student can schedule themselves. Students are not permitted to be at the clinical rotation site outside of the hours listed on Platinum Planner. Since the student is self-scheduling, they will be responsible to attend all clinicals they have scheduled. If a student will be absent from the program they must request a drop of the shift on Platinum Planner with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Documentation

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or assessments performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation.

This includes all relevant documentation with the preceptor's signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 48 hours to enter the data into Platinum Planner. Failure to enter the clinical information within 48 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Platinum Planner they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork monthly at the start of each month. Failure to meet the time frame will result in forfeiting the clinical rotation and skills. Students must scan in, or place a picture of all clinical paperwork for each shift into the electronic documentation of the rotation in Platinum Planner. Scanners are available at Auburn Career Center for students use.

Successful completion of the clinical rotation is dependent on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

Clinical Files

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center Director of Public Safety Education or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

Evaluations

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the need for improvement. The evaluations are completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education. Evaluations are done electronically for each shift on platinum planner.

Privacy

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act (HIPAA). This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

Clinical Concerns

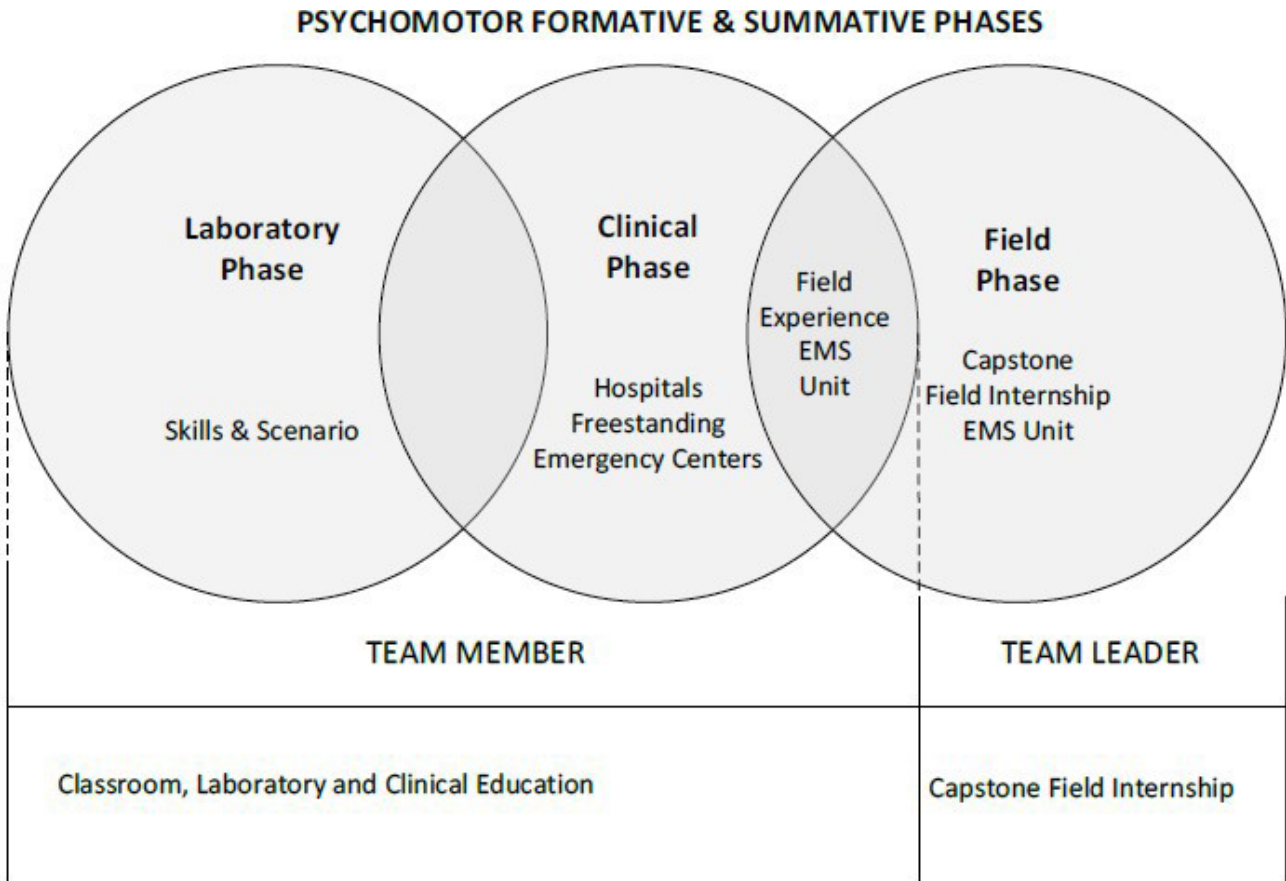
The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student shall contact the Director of Public Safety Education or clinical coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas.

Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills without direct supervision from a preceptor. Also, students should never perform any skills that they have not been checked off on in the class following the course sequence and skill competency requirements.

Lab And Clinical Sequencing



Just like in the cognitive realm of paramedic education, the clinical and field learning part of the program has a sequence that must be implemented and followed to ensure learning take place in a productive and safe manner. The next section outlines the goals and skills that all students must complete to be eligible for graduation. This section reviews the order in which the goals must be completed. Students will first learn about the skills performed by paramedics in the cognitive realm of education, then students will have psychomotor skills demonstrated by an instructor, followed by students performing the skill in a controlled setting on an appropriate training aid. After students show proficiency through peer and instructor reviewed skill performance, the students will start to perform the skills in a scenario-based learning. After scenario-based learning is performed with peer and instructor review the students will do final instructor reviewed complex high-fidelity scenario competencies. Finally, after the student has shown this progression of learning they will perform the skills in the clinical and/or field setting on live patients.

Being that there are many different topics of learning and the class has specific sections that build on one another, students will repeat the learning process many times throughout the class, each time a student completes the process they will be adding to the amount and type of skills that can be performed in the clinical and/or field setting.

Objectives and Goals

Lab (psychomotor learning)

In the lab part of paramedic learning students must complete the following lab skills/ goals to be considered competent for graduation. These skills will be learned and tested throughout the learning process of the course and are divided into each section of the class.

Skills

Skills will have a minimum number of both peer reviewed skills completion and instructor reviewed completion. Only successful skill completions will count towards the minimum number completed. These skills include both raw skills separate from a scenario and skills completed while in a scenario. These numbers are separate from the skills performed in the clinical and field setting. Minimum raw skills must be completed prior to performing the skills in the field on live patients.

- Establish IV Access – 10 Peer/2 Instructor documented lab skills
- Administer IV Infusion Medication – 3 Peer/2 Instructor documented lab skills Administer IV Bolus Medication- 3 Peer/2 Instructor documented lab skills Administer IM Injection – 3 Peer/2 Instructor documented lab skills
- Establish IO access – 3 Peer/2 Instructor documented lab skills Perform PPV with BVM - 4 documented lab skills
- Perform oral endotracheal intubation - 10 Peer/2 Instructor documented lab skills Perform endotracheal suctioning - 3 Peer/ 2 Instructor documented lab skills
- Perform FBAO removal using Magill Forceps – 3 Peer/ 2 Instructor documented lab skills
- Perform cricothyrotomy – 3 Peer/2 Instructor documented lab skills Insert supraglottic airway – 3 Peer/2 Instructor documented lab skills
- Perform needle decompression of the chest – 3 Peer/2 Instructor documented lab skills Perform synchronized cardioversion – 3 Peer/ 2 Instructor documented lab skills Perform defibrillation - 3 Peer/2 Instructor documented lab skills
- Perform transcutaneous pacing - 3 Peer/ 2 Instructor documented lab skills Perform chest compressions - 2 documented lab skills
- Perform uncomplicated delivery – 3 Peer/2 Instructor documented lab skills

Successful completion of the Health Care Provider (AHA) CPR during the course by Auburn Career Center instructors will serve as the basic competency check offs in all aspects of CPR, Choking, AED, and Rescue breathing. Completing this course at ACC as part of the class is a requirement for graduation.

Successful completion of the Advanced Cardiac Life Support (AHA) ACLS during the course by Auburn Career Center instructors will serve as the basic competency check offs in all aspects of ACLS meds, Defibrillation, Pacing, Cardioversion, and Mega code.

Completing this course at ACC as part of the class is a requirement for graduation.

Scenarios

Scenarios are completed after the student has shown basic competency in raw skills. Students must take part in all the patient types below. Again, each patient type and scenario will take place in the appropriate sections of the course.

- Trauma – 1 pediatric simulated scenario and 1 adult simulated scenario Psych – 1 simulated scenario
- Complicated Obstetric Delivery – 2 simulated scenarios (breech and prolapsed cord) Distressed Neonate – 1 simulated scenario
- Cardiac pathologies or complaints – 1 simulated scenario (cardiac related chest pain) Cardiac Arrest – 1 simulated scenario
- Medical neurologic pathologies or complaints – 1 geriatric simulated scenario (stroke)
- Respiratory pathologies or complaints – 1 pediatric simulated scenario, 1 geriatric simulated scenario (respiratory distress/failure)
- Other medical conditions or complaints – 1 geriatric simulated scenario (sepsis)
- **12 total simulated scenarios**

Clinical/Field Time

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally, the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.

The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the guidelines as set forth by the recommendations from the CoAEMSP Student Minimum Competencies as well as the ODPS requirements as set forth in the OAC Rule 4765-17-04.

Throughout your time at Clinical Sites and Field Experience rotations, you will be responsible for seeing the patients with the following complaints listed below prior to starting your Capstone Field Internship phase of learning:

Patient Age Groups

These patient age groups are split up between formative exposure in clinical or field experience and exposure in clinical or field experience and capstone field internship settings. For formative exposure, the student should conduct patient assessments (primary and secondary), perform motor skills if appropriate and available, and assist with development of a management plan in patient exposures with some assistance for evaluation. For the exposure in clinical, field experience or capstone, the student should conduct a patient assessment and develop a management plan for evaluation on each patient with minimal to no assistance. These will be tracked in Platinum Planner and the student will document

appropriately. Each student is required to see a minimum a total of 110 patients.

Adults (Age 19 to 65 years of age):

60 patients (30 formative skill, 30 competency skill)

Geriatrics (Age 65 and older):

30 patients (minimum of 9 formative exposure, minimum of 9 competency skill)

Pediatrics:

30 patients of the following age groups:

2 Newborns (birth to 30 days)

2 Infants (1 month – 12 months)

2 Toddlers (1 year to 2 years)

2 Preschoolers (3 years to 5 years)

2 School Age/ Preadolescent (6 years to 12 years)

2 Adolescent (13 years to 18 years)

From the total number of patients above, you are required to see patients with the following complaints/impressions. These numbers are the minimum and will describe if more are required per complaint:

Trauma:

27 total patient complaints (18 formative skill, 9 competency skill)

Psychiatric/Behavioral:

18 total patient complaints (12 formative skill, 6 competency skill)

Obstetrics:

6 total patient complaints (2 formative Obstetric delivery with normal newborn care, 2 formative Complicated obstetric delivery, 2 competency skill. Simulation permitted)

Obstetric delivery with normal newborn care:

2 total patient complaints (Simulation permitted) Complicated obstetric delivery:

2 total patient complaints (Simulation permitted)

Distressed neonate:

4 total patient complaints (2 formative skill, 2 competency skill. Simulation permitted)

Cardiac pathologies or complaints (ACS or Cardiac Chest Pain):

16 total patient complaints (12 formative skill, 6 competency skill) minimum of 15 chest pain complaints.

Cardiac Arrest:

3 total patient complaints (2 formative skill, 1 competency skill. Simulation permitted)

Cardiac Dysrhythmias:

16 total patient complaints (10 formative skill, 6 competency skill)

Medical neurologic pathologies or complaints (TIA, CVA, AMS presentation:

minimum 12 total patient complaints (minimum 8 formative skill, minimum 4 competency skill),
minimum of 15 AMS patient complaints

Respiratory pathologies or complaints:

12 total patient complaints (minimum 8 formative skill, minimum 4 competency skill)

Other medical conditions (GI, GU, OB/GYN, ABD, ID, Endocrine, OD, Toxicology, Hematologic, non-traumatic musculoskeletal, EENT):

18 total patient complaints (12 formative skill, 6 competency skill) minimum of 15 ABD patient complaints.

From the pool of the patients above or in addition to, 30 of the patients must be managed in the back of the ambulance while completing the Field Experience Rotations and 20 must be in an ambulance as the Team Leader during your Field Internship rotations (Capstone). The Field Internship rotations will start only after you have shown competency in all Paramedic Curriculum and will take place the last 2 months each program or after completion of the minimum skills/patient encounters/scenarios. The above numbers are for required patient assessments, when you are writing your patient assessment in PLATINUM PLANNER you will write a complete narrative explaining your entire patient encounter and treatment. A good narrative should be around 500 words, the content MUST demonstrate Paramedic Level learning. Paramedic level learning means that the student must show that during the patient encounter, they had to make an observation, decision, care plan or treatment that only a paramedic level provider would be capable of doing. This means that a pediatric patient might not have any ALS skills performed, however the assessment was at a level of a paramedic because reasoning was given as to why ALS interventions were ruled out and the care plan did not need to include the ALS interventions. PLATINUM PLANNER has check boxes for all the complaints listed above and a place to document your patient's age. It is acceptable for one patient to suffer from more than one of the above complaints. An example would be 34-year-old male who complains of Chest pain, Shortness of breath and who is altered in mentation because of the complaints. This one patient would cover 3 of the required patient complaint/impressions you are required to see during your clinical/field internship time.

Lastly while at your clinical/field experience you must complete the list of skills below:

- Medication Administration IV Route..... 50 Hours
- Medication Administration SQ Route..... 2 Hours
- Medication Administration IM Route 2 Hours
- Total Medication Administration of both SQ/IM 10 Hours
- Medication Administration Nebulizer..... 20 Hours
- IV Start/Blood Draw/Vein Cannulation..... 50 Hours

(success rate of all successful and unsuccessful will be documented)

80 percent success rate needed to pass

- Live Adult Patient Intubations..... 12 Hours
 (2 scenario-based intubations) (success rate of successful and unsuccessful will be documented)
 80 percent success rate needed to pass
- Pediatric Intubations 12 Hours
 (10 lab-based intubations, 2 scenario-based intubations)
- Live Births of Newborn 2 Hours
- EKG Interpretations 30 Hours
- Cardiac Cath Lab Time..... 10 Hours
- Emergency Department 156 Hours
- ICU..... 16 Hours
- Field Learning Time..... 180 Hours
- Field Internship Time 70 Hours
- Respiratory Therapy 24 Hours
- Anesthesiology 24 Hours
- Obstetrics..... 24 Hours
- Medical Director* 6 Hours
- **Total..... 510 hours**

Due to the requirement of the hospital system and COVID vaccine status, medical director experience may be substituted with input from the Medical Director, Director of Public Safety, Clinical Coordinator and Lead Paramedic Instructor.

Auburn Career Center Paramedic Clinical Contract and Disclaimer

Student Disclaimer:

I understand that as a student of Auburn Career Center's Paramedic program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in Platinum Planner and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the Paramedic program. Finally, I agree to follow all the guidelines listed above and will verbalize any questions or concerns to my instructor.

Student's Signature: _____

Date: _____

Notes or comments:

Course Objectives

The following web link will take you to the National Standard Paramedic Curriculum: [EMT-Paramedic National Standard Curriculum](#)

Auburn Career Center Paramedic Programs follow the curriculum that meets or exceeds the content that is within the latest edition of the National EMS Education Standards and follows the National Standard Paramedic Curriculum set forth by the NHTSA.

Example for the class objective are as follows.

- Interpret and analyze assessment findings to formulate clinical judgment regarding individuals requiring emergency intervention, their families, and defined populations across the life span.
- Utilize critical thinking processes and problem-solving skills to effectively prioritize management of individuals in an emergency setting to achieve the most positive outcome.
- Manage the direct provision of emergency care through effective organizational skills, appropriate delegation, and supervision within the scope of practice.
- Reflect integrity, responsibility, ethical practices, and an evolving identity as a paramedic committed to excellence in the delivery of emergency care aimed at limiting morbidity and mortality.
- Recognize changes in the patient's response to care as well as special situations that occur in the emergency environment and be able to initiate appropriate changes in care or transportation.
- Provide emergency support services to patients according to established protocol. Demonstrate safe, ethical, and legal practice as a Paramedic.
- Function as an effective health care provider within the community and health care system.
- List reasons for continuing education as a member of the Paramedic profession. Demonstrate problem solving skills in administering emergency care procedures.

Course Goals, Objectives, Topics, and Hands-On Learning

Auburn Career Center Paramedic Program follows a strict sequence of learning in all aspects of Paramedic education. This education environment involves students in many different layers of EMS and education styles. Each topic is taught in a manner that builds on previous learning. Each book used by Auburn Career Center Paramedic Program has built in chapter objectives that are keys in success in being proficient in paramedic level learning. Information is taught in a variety of methods including but not limited to interactive lecture, flipping the class rooms, video and audio recordings, etc. After students are instructed within the classroom setting, students have the opportunity to learn skills in the laboratory setting prior to being tested on these skills. Goals for both classroom and laboratory settings are found in the first page(s) of each chapter in the corresponding textbook. Students will be tested on knowledge both in the form of quizzes and tests as well as skill station formative tests. Students will need to show a competency in both hands-on skills and didactic learning prior to performing any clinical or field internship time. Students will increase their knowledge of skills and didactic knowledge by attending clinical time and field learning experience. After the student has proved proficient competency in all aspects of didactic learning, clinical learning and field learning experience, the student may start the field internship and capstone portion of the program. After successful completion of all aspects of didactic, clinical, field learning experience and field internship, the student will show competency via a summative psychomotor exam and summative written exam.

Definitions of Class Schedule Components

Lecture – Lecture is any in classroom activities that include didactic teaching about subjects within the paramedic level curriculum set forth by the standards and the curriculum that meets or exceeds the content that is within the latest edition of the National EMS Education Standards.

Lab – Lab is any activity that includes hands on learning. This can include but is not limited to all skills within the EMT-Basic and Paramedic level curriculum. Hands on learning builds on didactic learning and assists the paramedic student in becoming proficient in hands on skills.

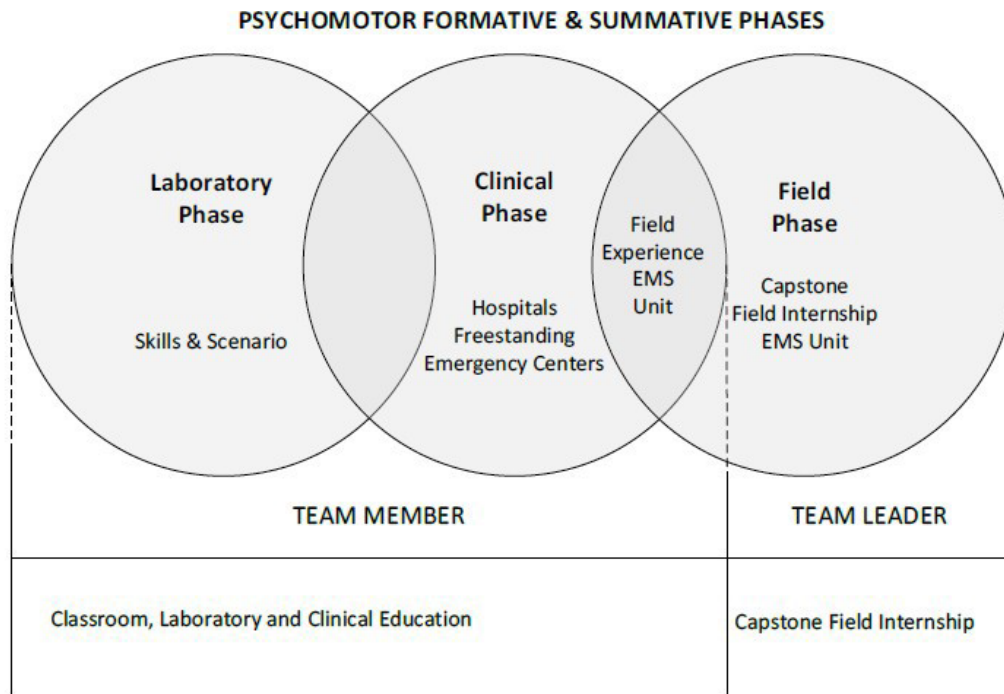
Clinical – Clinical time is planned, scheduled, educational student experience with patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers.

Field Learning Experience – Field Learning Experience is planned, scheduled, educational student time that is spent on an EMS unit, which may include observation and skill development but does not include team leading and does not contribute to the CoAEMSP definition of field internship.

Field Internship – Field Internship is planned, scheduled educational student time on an advanced life support unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic level decision making associated with pre-hospital patients.

Course Sequence For Progressive Learning

Core Content



Section 1 & 2

EMS Operations in conjunction with a basic review of anatomy and physiology with medical terminology to ensure student have the same baseline education. Chapter objectives for each chapter covered are listed in the textbook as well and the instructor course outlines (please reference those documents separately). Each chapter will have a formative exam. There will be formative psychomotor skills in each section as well. Upon completion of all section formative cognitive and psychomotor objectives with a minimum 80% average grade percentage, students will have to take a summative cognitive and psychomotor test at the end of the section. All summative testing must be passed with a minimum 80% score in order for the student to progress to the next section.

Cognitive Tests During The Section

Prior to the end of the first month of class students must have completed the 7 base line learning assessments provided by EMS testing to help establish a baseline of learning During the section there will be a formative exam for each chapter of content, including the A+P and Medical term, 4 summative exams on chapter content and 1 section 1 summative final (all content for section 1 high full range of bloom scale). After the section of class all students will be responsible for 100 adaptive release question done on own time outside of class each month.

Skills tested out for Paramedic competency

- Administer oxygen by face mask
- Administer oxygen by nasal cannula
- Apply a cervical collar
- Apply a tourniquet
- Apply an occlusive dressing to an open wound to the thorax
- Assess vital signs
- Dress and bandage a soft tissue injury
- Inserting an NPA
- Inserting an OPA
- Lift and transfer a patient to the stretcher
- Perform a Comprehensive Physical Assessment Perform CPR – Adult
- Perform CPR – Neonate
- Perform CPR – pediatric
- Performing FBAO – Adult
- Perform FBAO – infant
- Perform oral suctioning
- Perform spine motion restriction
- Perform uncomplicated delivery
- Splint a suspected joint injury
- Splint a suspected long bone injury
- Stabilize an impaled object
- Ventilate a neonate patient with a BVM
- Ventilate a pediatric patient with a BVM
- Ventilate an adult patient with a BVM

Scenarios Tested Out For Competency

Basic Trauma and Medical assessment to establish a base line.

AHA HCP CPR Course completed at this time

Basic scenarios incorporating the above skills, none of the dynamic team leading scenarios at this section

Section 3 and 4

Patient Assessment and Pharmacology. Due to the size of each section and class structure, these two sections are combined into one. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section.

Cognitive Tests During This Section

100 adaptive release questions for the prior section of class. One formative test per chapter, 4 summative exams (mid-range bloom scale), and 1 Section 3&4 final

Section 5

Airway Management. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections.

Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

Cognitive Tests during this section

100 adaptive release questions for the prior section of class. 1 formative test for each chapter, 1 summative exam for A+P and Medical Term, 2 airway summative exams (mid-range bloom scale), 1 section 5 final.

Section 6

Medical Emergencies in conjunction with Cardiology, and ACLS. Chapter objectives for each chapter covered are listed in the textbook as well and the instructor course outlines (please reference those documents separately). Each chapter will have a formative exam. There will be formative psychomotor skills in each section as well.

Upon completion of all section formative cognitive and psychomotor objectives with a minimum 80% average grade percentage, students will have to take a summative cognitive and psychomotor test at the end of the section. All summative testing must be passed with a minimum 80% score in order for the student to progress to the next section. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

Cognitive Tests this section

100 adaptive release questions for the prior section of class. 1 formative exam for each chapter including the EKG book. 3 Cardiology summative exams (mid-level bloom range), 1 cardiology section final, 8 medical summative exams (mid-level bloom range), 1 Section 6 Final.

Section 7

Trauma. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the section. Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log.

Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

Cognitive Tests This Section

100 adaptive release questions for the prior section of class.

1 formative exam for each chapter, 6 trauma summative exams (mid-level bloom scale), 1 Section 7 final.

Section 8 & 9

Shock and Resuscitation and Special Patient Populations. Due to the size of each section and class structure, these two sections are combined into one. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

Cognitive Tests This Section

100 adaptive release questions for the prior section of class. 1 Formative exam per chapter, 3 Shock resuscitation and Special Patient populations summative exams (mid-level bloom scale), 1 Section 8&9 Final.

Section 10

Operations. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section.

Capstone Content

The Capstone portion of the Paramedic program serves to give the students time to review and increase cognitive and psychomotor learning from all the different sections of the program. Being that all students have successfully completed all formative and summative learning objectives to this point in the class, having maintained a minimum score of 80% cumulatively and 80% minimum on all summative exams while completing the clinical and field learning objectives, students will now focus on review and summative completion of the program. In order to do a systematic review of the entire course and allow students to enter into the field internship of the clinical learning environment, students will go through several preformed certification courses and completed assorted review activities with instructional staff.

Cognitive Tests This Section

100 adaptive release questions for the prior section of class. Minimum 8 Comprehensive Timed Exams over all course content, must pass no less than 1 of the exams. These exams are done outside of class time. Instructors will review the results anonymously in class and base review off student body results. 1 Summative Class Final.

Pre-Hospital Trauma Life Support (PHTLS), Pediatric Emergency Prehospital Provider (PEPP), and Geriatric Education for Emergency Medical Services (GEMS) are the three review courses chosen for student review. Each course will have premade learning objectives and specific course requirements as outlined by the organizations that developed the course content. Course outlines and requirements for each of the courses can be found on the students' online classroom and will be reviewed prior to the start of each specific course. Passing of the courses is not a class requirement, however failure to pass the course will affect the student's average grade and the student will not graduate with the added certification in their portfolio.

After the students have completed the pre-made courses, field internship rotations, and overall class review, students will take the full course summative cognitive final exam (minimum 80% score), Psychomotor Summative skills test (minimum 80% points and no critical fail criteria) and complete a Summative Affect Evaluation meeting all passing guidelines as outline in the Affect evaluation. Upon meeting all course objectives and grading criteria, students will graduate from the program and be permitted to start the NREMT testing processes.

Course Schedule

Section 1&2- Preparatory

Preparatory

Integrates comprehensive knowledge of EMS systems, the safety/well-being of the paramedic, and medical/legal and ethical issues which is intended to improve the health of EMS personnel, patients, and the community.

During Section 1: The student will complete all of the formative exams for each section and a Summative Final Exam.

Day	Date	Chapter/Section	Lecture or Lab Hours	Assignment
Mon.	3/6/23	Orientation	Lecture 6	Completion of forms
Wed.	3/8/23	MB Ch 1- EMS Systems MB Ch 2- Workforce Safety MB Ch 3- Public Health	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam
Mon.	3/13/23	MB Ch 4- Medical, Legal, Ethical Issues MB Ch 5- Communications MB Ch 6- Documentation	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam
Wed.	3/15/23	Basic Skills Lab AHA BLS Part 1	Lecture/Lab 6	AHA Course
Spring Break 3-20-23 thru 3-24-23				
Mon.	3/27/23	AHA BLS Part 2 Section 1 Review	Lecture/Lab 6	Formative Exam
Wed	3/29/23	<u>Section 1 Final Exam</u> Final Exam Review Basic Skills Competency	Testing 2 Testing 1 Lab 3	Summative Exam
At the end of Sections 1 and 2, all students will be responsible for 200 adaptive questions specific to the topics covered in this section. The adaptive questions are to be completed by the date of the final exam.				

Section 3&4- Patient Assessment, Pharmacology

Pathophysiology

Integrates comprehensive knowledge of pathophysiology of major human systems.

Patient Assessment

Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.

Pharmacology

Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.

NOTE: Section 2 in the EMS curriculum is Anatomy & Physiology and Medical Terminology. The A&P/Med Term course exceeds the requirements for this content. Content from the paramedic textbook may still be utilized, but ultimately the learning objectives and content are taken from the A+P and Medical Term Books.

During Section 3&4: The student will complete all of the formative exams for each section and a Summative Final Exam.

Day	Date	Chapter/Section	Lecture or Lab Hours	Assignment
Mon.	4/3/23	MB Ch 9- Pathophysiology MB Ch 10- Lifespan Development	Lecture 4 Lecture 2	Formative Exam Formative Exam
Wed	4/5/23	MB Ch 11- Patient Assessment	Lecture 6	Formative Exam

Easter Break 4-10-23				
Wed.	4/12/23	MB Ch 12- Critical Thinking Patient Assessment Labs	Lecture 1 Lab 5	Formative Exam
Mon.	4/17/23	P/MB Ch 13- Pharmacology	Lecture 6	Formative Exam
Wed.	4/19/23	P/MB Ch 14- Medication Administration	Lecture 6	Formative Exam
Mon.	4/24/23	Medication Administration Labs	Lab 6	Formative Exam
Wed.	4/26/23	Patient Assessment, Pharmacology and Medication Administration Labs	Lab 6	Formative Labs
Mon.	5/1/23	Platinum Planner Scheduling	Lecture 6	
Wed.	5/3/23	<u>Section 3 & 4 Final Exam</u> <u>Final Exam Review</u> <u>Patient Assessment, Pharmacology and Medication Administration Competencies</u>	Testing 2 Testing 1 Labs 3	Summative Exam Summative Exam Summative Labs
Mon.	5/8/23	<u>Patient Assessment, Pharmacology and Medication Administration Competencies</u>	Labs 6	Summative Labs
At the end of Sections 3 and 4, all students will be responsible for 200 adaptive questions specific to the topics covered in this section. The adaptive questions are to be completed by the date of the final exam.				

Section 5- Airway Management and Ventilation

Airway Management

Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.

During Section 5: The student will complete all of the formative exams for each section and a Summative Final Exam.

Day	Date	Chapter/Section	Lecture or Lab Hours	Assignment
Wed.	5/10/23	P/MB Ch 15- Airway Assessment	Lecture 6	Formative Exam
Mon.	5/15/23	Airway Labs P/MB Ch 15- Advanced Airway	Labs 4 Lecture 2	Formative Exam
Wed.	5/17/23	P/MB Ch 15- Advanced Airway	Labs 6	Formative Exam
Mon.	5/22/23	Advanced Airway Labs	Labs 6	Formative Labs
Wed.	5/24/23	<u>Airway Competencies</u>	Labs 6	Summative Labs
Memorial Day 5-29-22				
Wed.	5/31/23	<u>Airway Competencies</u> Final Exam Review	Lecture 2 Labs 4	Summative Labs

**June goals for clinical rotations:
8 Hours Respiratory
30 Hours ER
12 Hours OR (No OR rotations until after Airway Sign off)**

Mon.	6/5/23	Section 5 Final Exam Final Exam Review	Testing 4 Testing 2	Summative Exam
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At the end of Section 5, all students will be responsible for 100 adaptive questions specific to the topics covered in this section. The adaptive questions are to be completed by the date of the final exam.

Section 6- Cardiology / Medical Emergencies

<p><u>Medical Emergencies</u> Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.</p>	<p><u>Cardiology</u> Interpret fundamental EKG features and rhythm disturbances. Interpret arrhythmias that include more sophisticated features such as sinus arrest, pacemakers, aberrancy, and heart blocks. Distinguish subtle EKG findings.</p>	<p><u>ACLS</u> The ACLS course is designed for healthcare providers who participate in the management of cardiovascular emergencies. Through instruction and active participation, students will enhance their skills in recognition and intervention of cardiopulmonary arrest, post-cardiac arrest care, acute dysrhythmia, stroke, and ACS.</p>
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During Section 6: The student will complete all of the formative exams for each section and a Summative Final Exam.

Cardiology

Day	Date	Chapter/Section	Lecture or Lab Hours	Assignment
Wed.	6/7/23	MB Ch 17- Cardiac A&P/Assessment MB/EKG- Electrophysiology	Lecture 3 Lecture 3	Formative Exam Formative Exam
Mon.	6/12/23	MB/EKG - Electrocardiography MB/EKG - Rhythm Strip Interpretation MB/EKG - Sinus/Atrial Rhythms	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam Formative Exam
Wed.	6/14/23	MB/EKG - Junctional/Ventricular MB/W- Blocks MB/W- Implantable Devices	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam

No School 6-19-23 Juneteenth

Wed.	6/21/23	Cardiology Labs	Labs 6	Formative Labs
Mon.	6/26/23	MB/EKG - 12 Lead EKG	Lecture 6	Formative Exam
Wed.	6/28/23	MB/EKG - 12 Lead EKG 12 Lead EKG Lab	Lecture 4 Lab 2	Formative Exam Formative Lab

**July Clinical Goals:
8 Hours Respiratory
50 hours ER
12 OR
8 Hours Cath Lab**

Mon.	7/3/23	P/MB Ch 17- Pathophysiology	Lecture 6	Formative Exam
Wed.	7/5/23	ACLS- Overview ACLS- Pulseless Arrest ACLS- Bradycardia	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam Formative Exam

Mon.	7/10/23	ACLS- Bradycardia ACLS- Tachycardia ACLS- ACS	Lab 2 Lab 2 Lab 2	Formative Exam Formative Exam Formative Exam
Wed.	7/12/23	ACLS- Megacode Practice ACLS- Mega Code Evaluation	Lab 2 Lab 4	ACLS Formative Labs Summative Labs
Mon.	7/17/23	ACLS- Mega Code Evaluation Final Exam Review	Lab 4 Lecture 2	Summative Labs
Wed.	7/19/23	<u>Cardiology & ACLS Final Exams</u> Final Exam Review	Testing 4 Testing 2	Summative Exam

Medical Emergencies

Mon.	7/24/23	P/MB Ch 16- Respiratory	Lecture 6	Formative Exam
Wed.	7/26/23	P/MB Ch 18- Neurology	Lecture 6	Formative Exam
Mon.	7/31/23	P/MB Ch 19- Eyes, Ears, Nose, Throat	Lecture 6	Formative Exam

August Clinical and Field Goals:

8 Hours Respiratory
60 Hours ER
12 Hours OR
8 hours Cath Lab total
12 Hours Complete

Wed.	8/2/23	P/MB Ch 20- Abdominal/GI P/MB Ch 21- GU/Renal	Lecture 4 Lecture 2	Formative Exam Formative Exam
Mon.	8/7/23	P/MB Ch 22- Gynecology P/MB Ch 23- Endocrinology	Lecture 2 Lecture 4	Formative Exam Formative Exam
Wed.	8/9/23	P/MB Ch 24- Hematology P/MB Ch 25- Immunology P/MB Ch 26- Infectious Diseases	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam Formative Exam
Mon.	8/14/23	P/MB Ch 27- Toxicology P/MB Ch 28- Psychiatric	Lecture 3 Lecture 3	Formative Exam Formative Exam
Wed.	8/16/23	Medical Labs	Lecture 6	Formative Exam
Mon.	8/21/23	<u>Medical Labs- Scenario Final</u>	Labs 6	Summative Labs
Wed.	8/23/23	Medical Review	Lecture 6	Formative Exam
Mon.	8/28/23	<u>Section 6 Final</u> Final Exam Review	Testing 4 Testing 2	Summative Exam

At the end of Section 6, all students will be responsible for 100 adaptive questions specific to the topics covered in this section. The adaptive questions are to be completed by the date of the final exam.

Section 7- Trauma

Trauma

Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.

During Section 7: The student will complete all of the formative exams for each section and a Summative Final Exam.

Day	Date	Chapter/Section	Lecture or Lab Hours	Assignment
Wed.	8/30/23	MB Ch 31- Soft Tissue Injury MB Ch 32- Burn Injury MB Ch 33- Face and Neck Trauma	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam Formative Exam

Labor Day 9-4-22

September Clinical and Field Goals

8 Hours Respiratory

8 Hours ICU

12 hours OR

60 Hours Field Learning Experience (No Team Leads)

Wed.	9/6/23	MB Ch 34- Head and Spine Trauma MB Ch 35- Chest Trauma MB Ch 36- Abdominal/GU Trauma	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam
Mon.	9/11/23	MB Ch 37- Orthopedic Trauma MB Ch 38- Environmental Trauma Trauma Labs	Lecture 2 Lecture 2 Labs 2	Formative Exam Formative Exam Formative Labs
Wed.	9/13/23	Trauma Competencies Final Exam Review	Testing 4 Lecture 2	Summative Lab Formative Exam
Mon.	9/18/23	Section 7 Final Exam Final Exam Review Trauma Competencies	Testing 3 Testing 1 Testing 2	Summative Exam

At the end of Section 7, all students will be responsible for 100 adaptive questions specific to the topics covered in this section. The adaptive questions are to be completed by the date of the final exam.

Section 8&9- Shock and Resuscitation, Special Patient Populations

<p><u>Shock</u> Integrates a comprehensive knowledge of the causes and pathophysiology into the management of shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest.</p>	<p><u>Resuscitation</u> Integrates comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and peri-arrest states.</p>	<p><u>Special Patient Populations</u> Integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.</p>
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During Section 8&9: The student will complete all of the formative exams for each section and a Summative Final Exam.

Day	Date	Chapter/Section	Lecture or Lab Hours	Assignment
Wed.	9/20/23	MB Ch 41- Obstetrics OB Labs	Lecture 4 Lab 2	Formative Exam Formative Labs
Mon.	9/25/23	MB Ch 42- Neonatology	Lecture 6	Formative Exam
Wed.	9/27/23	OB/Neonate Labs	Lab 6	Formative Labs

October Clinical and Field Goals:

8 Hours Respiratory

8 Hours ICU

12 Hours OR

60 Field Learning Experience (No Team Leads)

Mon.	10/2/23	OB/Neonate Lab Check Off	Lab 6	Summative Labs
Wed.	10/4/23	MB Ch 43- Pediatrics	Lecture 6	Formative Exam
Mon.	10/9/23	Pediatric Labs	Lab 6	Formative Labs
Wed.	10/11/23	MB Ch 44- Geriatrics	Lecture 6	Formative Exam
Mon.	10/16/23	Geriatrics Lab	Lab 6	Formative Labs
Wed.	10/18/23	MB Ch 39- Field Code MB Ch 40- Critical Patient MB Ch 45- Special Challenges	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam Formative Exam

Mon.	10/23/23	Section 8/9 Summative Labs Final Exam Review	Lab 4 Lecture 2	Summative Lab
Wed.	10/25/23	Section 8 & 9 Final Final Exam Review	Testing 4 Testing 2	Summative Exam
At the end of Sections 8 and 9, all students will be responsible for 200 adaptive questions specific to the topics covered in this section. The adaptive questions are to be completed by the date of the final exam.				
Section 10- Operations				
<u>Operations</u> Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.				
During Section 10: The student will complete all of the formative exams for each section and a Summative Final Exam.				
Mon.	10/30/23	MB Ch 46- Transport Operations MB Ch 47- Incident Management/MCI MB Ch 48- Vehicle Extrication	Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam Formative Exam
November Clinical and Field Goals: 12 Hours OR if not done 60 Hours Field Learning Experience (no Team Leads) 12 Hours OB Rotation				
Wed.	11/1/23	MB Ch 49- Hazardous Materials MB Ch 50- Terrorism Response	Lecture 3 Lecture 3	Formative Exam Formative Exam
Mon.	11/6/23	MB Ch 51- Disaster Response MB Ch 52- Crime Scene Awareness	Lecture 3 Lecture 3	Formative Exam Formative Exam
Wed.	11/8/23	Operations Labs Section 10 Review	Lecture 4 Lab 2	Formative Exam Formative Labs
Mon.	11/13/23	Section 10 Final Final Exam Review	Testing 4 Testing 2	Summative Exam Summative Exam
Capstone				
<u>Capstone</u> Capstone EMS Curriculum Objective: This serves as a capstone experience course at the end of the paramedic program and prepares the student for final examinations including didactic and psychomotor. Topics include but are not limited to PHTLS, PEPP, GEMS, cumulative practical skill evaluations, cumulative didactic evaluations and preparation for the National Registry written and practical paramedic examination			<u>Capstone Cognitive Exams</u> Minimum 8 Timed Comprehensive Finals done throughout capstone assigned by instructor. Instructors will use anonymous student's results to lead class review time. Minimum of one Timed Comprehensive Exam passed with a score of GOOD or higher to be permitted to take the Course Final Exam Final Summative Course Exam.	
Wed.	11/15/23	PHTLS	Lecture/Lab 6	Formative PHTLS
Mon.	11/20/23	PHTLS	Lecture/Lab 6	Formative PHTLS
Thanksgiving Break 11-22-23 thru 11-27-23				
Wed.	11/29/23	PHTLS Testing	Lab/Testing 6	Summative PHTLS
December Clinical and Field Goals: 70 Hours Field Internship Time (20 Team Lead Patients Required 18 successful in of the 20) 12 Hours OB 12 Hours OR if not done				
Mon.	12/4/23	PEPP	Lecture/Lab 6	Formative PEPP
Wed.	12/6/23	PEPP	Lecture/Lab 6	Formative PEPP
Mon.	12/11/23	PEPP Testing	Lecture/Lab 6	Formative PEPP

Wed.	12/13/23	GEMS	Lecture/Lab 6	Formative GEMS
Mon.	12/18/23	GEMS	Lecture/Lab 6	Formative GEMS
Christmas Break 12-20-23 thru 1-3-24				
January Clinical and Field Goals: Finish Capstone Team Leads No Goals all time should be completed finish up all skill requirements by 2/1/2023				
Mon.	1/8/24	GEMS Testing	Lecture/Lab 6	Summative GEMS
Wed.	1/10/24	General Review	Lecture/Lab 6	Capstone Review
MLK Day 1-15-24				
Wed.	1/17/24	General Review	Lecture/Lab 6	Capstone Review
Mon.	1/22/24	General Review	Lecture/Lab 6	Capstone Review
Wed.	1/24/24	General Review	Lecture/Lab 6	Capstone Review
Mon.	1/29/24	General Review	Lecture/Lab 6	Capstone Review
Wed.	1/31/24	General Review	Lecture/Lab 6	Capstone Review
Mon.	2/5/24	General Review	Lecture/Lab 6	Capstone Review
Wed.	2/7/24	General Review	Lecture/Lab 6	Capstone Review
Wed.	2/12/24	General Review	Lecture/Lab 6	Capstone Review
Wed.	2/14/24	Final Exam Review Skills Review	Lecture/Lab 6	Capstone Review
Minimum 1,000 Self-paced Adaptive questions completed on the subjects specific to each section due by today.				
Minimum of one timed comprehensive test with minimum score of GOOD prior to being permitted to take the course Final Exam				
Mon.	2/19/24	Class Final Exam Final Exam Review	Testing 4 Testing 2	Course Summative
Wed.	2/21/24	Final Skills Test Retest Class Final Exam if needed Final Affect Evaluation Student Surveys / Job Placement	Lab 6	Summative Skills Exam Summative Affect Exam
TBD	TBD	Set Up NREMT Skill Exam	NCT	NCT
TBD	TBD	NREMT Skill Test	Testing 8	NREMT
TBD	TBD	Student Classroom / Lab Room Clean Up	NCT	NCT
TBD	TBD	Class Graduation	NCT	NCT



Emergency Medical Technician

*Student Handbook,
Course Objectives, Goals, & Syllabus*

ODPS Accreditation # 302

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AUBURN CAREER CENTER

Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.
Attitude and goals drive achievement.
All people can learn.
All people can make positive contributions.
Change is exciting and essential for growth.

The Auburn EMS Program Mission

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for
continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal

To prepare competent entry-level EMTs in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

The Faculty, Staff, and Administration of the Auburn Career Center

Requirements for Auburn Career Center EMT Training

1. Hold high school diploma or GED certificate along with a Valid Driver's License
2. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).
3. Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and passing drug screen.
4. Must read and sign attached liability waiver
5. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn EMT final exam.
6. EMT students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 80% on all Auburn Career Center Summative Final exams to be permitted to take the National Registry written exam.
7. Students must complete 100 Adaptive questions on EMS testing per class Section and get a passing score average as well as pass 1 Timed Comprehensive Exam in the Adaptive testing EMS Testing test bank, to be permitted to take the National Registry.
8. EMT students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the National Registry written Exam.
9. EMT students must complete all Clinical training time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.
10. EMT students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. EMT Students cannot miss more than 16 hours per six months of class time.

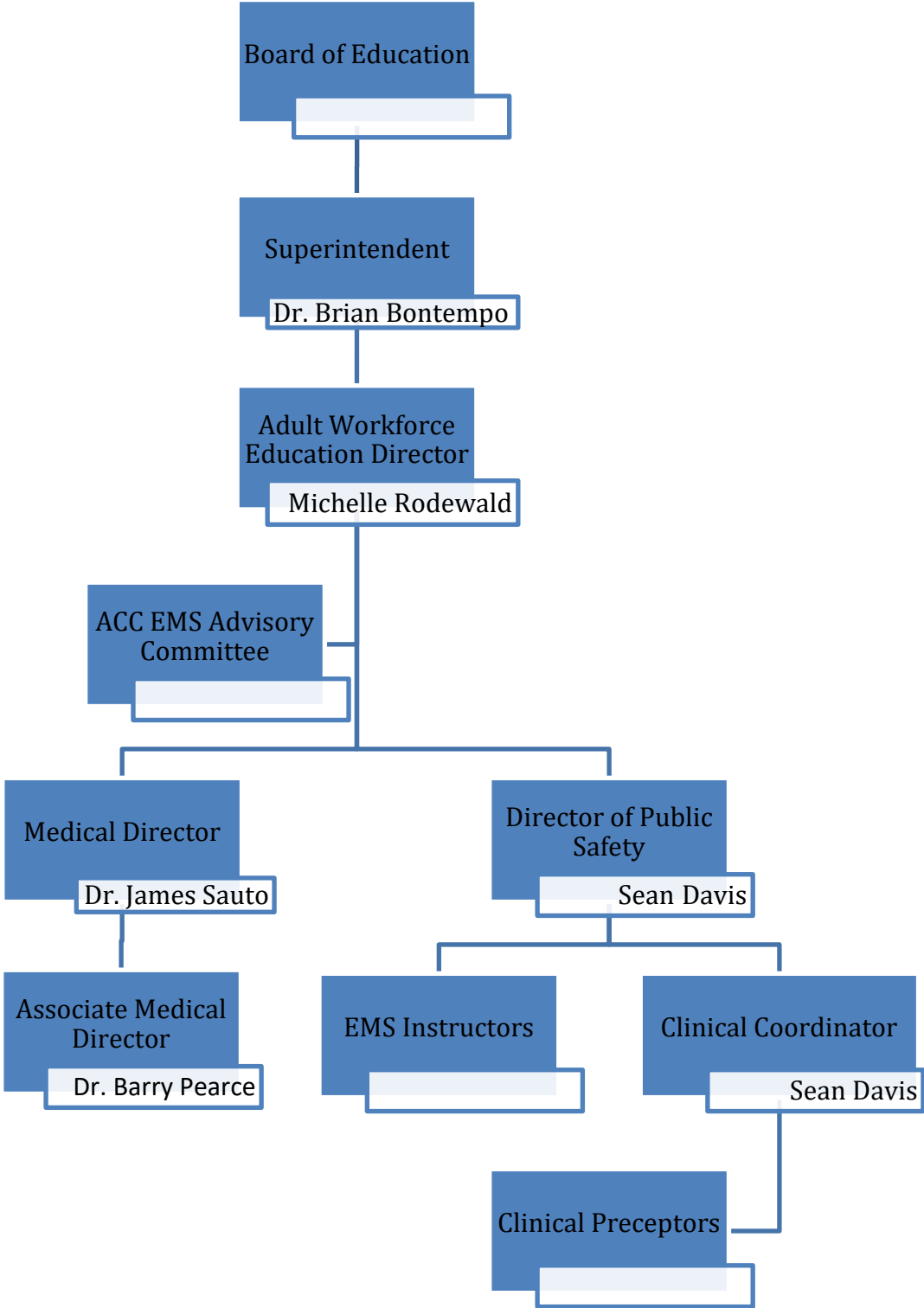
I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center

8140 Auburn Road
Concord, OH 44077
440-357-7542 or 800-544-7542

Michelle Rodewald

Director of Adult Education Workforce Ext. 8028
mrodewald@auburncc.org

Dr. James Sauto

Medical Director
sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director
hpearce@auburncc.org

Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program Director
Ext. 8026
Cell 440-336-2113
sdavis@auburncc.org

Matt Urie, B.S. NRP, EMS-I

Lead Evening Paramedic Instructor
Ext. 8246
murie@auburncc.org

Joe Cooper, A.S. NRP, EMS-I

Lead Day Paramedic Instructor
Ext. 8247
jcooper@auburncc.org

Carmen Tibaldi, NRP, EMS-I

Lead EMT Instructor
ctibaldi@auburncc.org

General EMS Program Information

Office Hours

The EMT Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule

Each EMT Program begins at the beginning of a semester or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays and Thursdays from 6:00pm-10:00pm, or as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Clinical rotations begin upon direction by the EMS Program Coordinator, and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed. Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of EMT Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED (excludes High School seniors currently enrolled in a secondary school and that are in the 12th grade)
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.
- All students will take the WorkKeys Tests and EMT screening tests as part of the first segment of the course.

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Transfer Students/Advanced Placement

EMT students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the EMT Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

For Classes 100 Hours of less regardless of time frame or delivery

Only the first day of class if a free for trial purposes, a full refund will be given if students do not continue after the first day of class. Students will still be responsible for the application fee and any course fees that have been incurred during the first day (trial period. After the first completed week, students must pay for all fees and 25% of the tuition. After the second completed week students must pay for all fees and 50% of the tuition. After the third completed week students must pay for all fees and 75% of the tuition. After the fourth completed week students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 100 hours but less than 600 hours

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 32 hours class time students must pay for all fees and 25% of tuition. After 32 hours class time to the completion of 48 hours class time, students must pay for all fees and 50% of tuition. After 48 hours of class time to the completion of 64 hours of class time, students must pay for all fees and 75% of tuition. After 64 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 600 hours (Full time)

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 40 hours class time students must pay for all fees and 25% of tuition. After 40 hours class time to the completion of 64 hours class time, students must pay for all fees and 50% of tuition. After 64 hours of class time to the completion of 88 hours of class time, students must pay for all fees and 75% of tuition. After 88 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

Health Policies

All EMT and EMT students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and EMS Program Coordinator and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student’s file.

Inappropriate use of EMS Students in clinical areas

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or EMS Program Coordinator if this practice is occurring.

State Certification & Exam

The Ohio Dept. of Public Safety - Division of EMS has designated that all EMT students take the National Registry EMT Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), **4765-8-05(A)(4)**, **4765-8-01**.

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

(1) The passing score for the written portion of the examination shall be determined by the NREMT.

(2) The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.

(3) The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.

(4) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EMS Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EMS Program Coordinator. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any EMT student is 10% of total classroom time. Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three absences in a 9-week period will count as an absence. More than three (3) tardies will count for a total of one absence.

EMT students must complete an assignment or make up day provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EMS programs may be made to the EMS Program Coordinator. Leave requests for EMT and Advanced programs will be denied, due to the short duration of each program. Leave requests for EMT students will be handled per the EMT Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an EMS program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EMS Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Any student, who is going to be absent from a clinical session, MUST contact the clinical site AND the Lead Instructor as soon as possible. (see phone list).

Dress Code

The dress code for the EMT program provides for a professional appearance:

- **General Uniform and Dress Code Requirements**

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinicals, regardless of whether the student has a conceal & carry permit.

- **Clinical Areas (also see clinical guidelines)**

Black or dark blue pants, black shoes and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.

Your Auburn I.D. badge must be worn and visible at all times. At Lake Hospital sites, students must wear the assigned Lake Hospital I.D.

Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.

Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.

Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the EMS Program Coordinator.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels Of Disciplinary Action Are As Follows:

Disciplinary Counseling:

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand:

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation:

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination:

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal:

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 80% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to complete 100 Adaptive questions on EMS testing per class section completed after each section (IE adaptive for section 1 will be done during section2) and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank prior to the end of class
- Failure to pass any of the comprehensive finals exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Director of Adult Education will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will

result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center EMT final exam with a score of 80% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements

In order for a student to “graduate” from the Auburn Career Center EMT Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program

- Complete the classroom and clinical requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 80% or above
- Prove mastery of all basic clinical skills, including passage of the NREMT Practical Exam
- Maintain current certification in AHA BLS CPR
- Pass Affect Evaluation
- Take 100 adaptive EMS testing questions per section of class and get a passing score by the last month of class
- Pass a minimum of 1 **Timed Comprehensive Exam** on EMS testing under the adaptive testing section
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the National Registry EMT Computer-Based Exam.

Report of EMS Student “On Duty Illness or Injury”

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or EMT Didactic (class/lab) or Clinical time.

Payment Responsibility

It is the student’s responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or EMT clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center EMS Program Coordinator

A “report of the on duty illness or injury” form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen ty the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or EMS Program Coordinator is responsible for routing the incident report to the appropriate individual, as stated in this report.

EMS Coordinator

Date

Student

Date

National Registry of Emergency Medical Technicians (NREMT)
Licensure Process Support Agreement

Upon the successful completion of the Auburn Career Center (Auburn) Emergency Medical Technician (EMT) program, as a graduate, you are eligible to be licensed both nationally and in the State of Ohio by passing the NREMT Exam.

When you registered, you paid a National Registry Support Fee (\$175) for which Auburn will:

- 1. Register and submit payment for you as a program graduate to sit for the NREMT Exam up to a maximum of six (6) times; and*
- 2. Provide instructional support should the graduate not pass the NREMT Exam on their first attempt for up to a maximum of five (5) additional attempts (six total attempts).*

Prior to your first attempt to pass the NREMT exam following graduation, you must complete the Crash course book tests and review (provided by Auburn). If you choose to not use the Crash course book tests and review, you must complete another review software that has been approved by the Director of Public Safety.

The first NREMT Exam must be taken within five (5) days following the last scheduled class of your EMT program. If you do not pass the NREMT exam in up to five attempts, you must:

- a. Contact Auburn's Director of Public Safety, Sean Davis (sdavis@auburncc.org; 440-358-8026), that same day and provide the exam results;*
- b. Sit for their next NREMT exam within twenty (20) days of the previous attempt; and*
- c. Complete work assigned by Auburn's Director of Public Safety or his designee before sitting for the next NREMT exam. Your Crash course book tests and review, or approved equivalent, will provide a basis for the material to be completed but may be augmented as deemed appropriate by Auburn's Director of Public Safety or his designee. Assignments are deemed complete when approved by Auburn's Director of Public Safety or his designee, the approval of which shall not be unreasonably withheld.*

I agree to receive NREMT licensure process support as outlined above.

Student Signature

Date

Student Printed Name

Copy of this agreement given to the student

Director of Public Safety or Designee

Date

Clinical Policies and Procedures

Clinical Overview

The EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation.

General

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator or training center coordinator will maintain all schedules, records and tally all time and skills required throughout the program. Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they become required throughout the program. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or another member of the training center must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed.

To be considered complete the student must fill out all paperwork and enter the data into Fisdap skills tracker. Paper work is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed were indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must fill that line in with N/A (non applicable). Also in the narrative the student will explain all N/A lines. If paperwork is turned in with missing data then it will be considered incomplete and not counted. It is important for the student to understand that the paperwork and the Fisdap skills tracker are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 24 hours from the completion of the clinical

rotation to complete the Fisdap skills tracker. Failure to complete the Fisdap skills tracker in 24 hours will result in the clinical rotation not counting towards the students completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with The Auburn Career Center. A student cannot be compensated in any way for their involvement at a clinical rotation. If a student is an employee at one of the Auburn Career Centers affiliated facilities they can only perform clinical rotations and skills while not being compensated and only after properly scheduling themselves at the affiliated facility.

Behavior

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

Clinical Uniform Policy

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other "casual" attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone's living

environment, whether Fire House or residence. Respect the belongings, property and space of these individuals and treat them with respect.

Clinical Scheduling

Clinical scheduling will begin after specific relevant material has been covered. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Fisdap web site (www.fisdap.net), each rotation has a specific timeframe for which the student can schedule themselves. Students are not permitted to be at the clinical rotation site outside of the hours listed on Fisdap. Since the student is self-scheduling, they will be responsible to attend all clinical they have scheduled. If a student will be absent from the program they must request a drop of the shift on Fisdap with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Documentation

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or applications performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation. This includes all relevant documentation with the preceptor's signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 24 hours to enter the data into Fisdap skills tracker. Failure to enter the clinical information within 24 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Fisdap skills tracker they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork within one week of each rotation. Failure to meet the time frame will result in forfeiting the clinical rotation and skills.

Successful completion of the clinical rotation is dependant on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to

performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

Clinical Files

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center EMS program Coordinator or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

Evaluations

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the need for improvement. The evaluations area completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education.

Privacy

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act. This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

Clinical Concerns

The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student should contact the EMS program coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas. Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills with direct supervision from a preceptor.

Objectives and Goals

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.

The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the ODPS clinical guidelines. In general throughout all of your Clinical Site, Field Experience, and Field Internship rotations you will be responsible for seeing the following patients, with the complaints listed below.

Adults	5 patients
Geriatrics	3 patients
Pediatrics	2 patients
Field Experience/Field Internship Hours	24
Emergency Room hours	8
Total Hours	32



Auburn Career Center ***EMT Clinical Contract and Disclaimer***

Student Disclaimer,

I, understand that as a student of Auburn Career Center’s EMT program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in EMS Platinum Planner, and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the EMT program. Finally, I agree to follow all of the guidelines listed above and will verbalize any questions or concerns to my instructor:

Student’s Signature

Date

Notes or comments:

Shift	Date/Hours	Chapter/ Section	Lecture or Lab Hours	Assignment
	02/21/2023 1800-2200	EMT Info Session		Course Orientation Only
	02/23/2023 1800-2200	Introduction to Class Hx of EMS	Lecture, 4	Complete next classes lecture Test/Tests
Pre Class Review 4 Hours Section 1 of EMT 20 Hours Cognitive Exams for Section 1 include: Due by end 4/9/19 EMS Testing Learning Assessment Exams 100 Adaptive Release Questions Formative Exam for Each Chapter 3 Summative Exams and 1 Summative Section Final				
	02/28/2023 1800-2200	Ch 1 EMS Systems Ch 2 Workforce Safety Ch 3 Legal/Ethical	Lecture, 1 Lecture, 1 Lecture, 1	Complete next classes lecture Test/Tests
	03/02/2023 1800-2200	Chapter 4 Coms/Doc Chapter 5 Med Term Chapter 7 Life Span	Lecture, 2 Lecture, 1 Lecture, 1	Complete next classes lecture Test/Tests
	03/07/2023 1800-2200	Chapter 6 A+P	Lecture 4.0	Complete next classes lecture Test/Tests
	03/09/2023 1800-2202	Chapter 8 Lift & Move Ch 9 Team	Lecture 4.0	
	03/14/2023 1800-2200	Lifting and Moving Labs	Labs 4.0	Complete next classes lecture Test/Tests
Section 2-5 of EMT 28 Hours Cognitive Exams for Section 2-5 include: 100 Adaptive Release Questions Formative Exam for Each Chapter 2 Summative Exams and 1 Summative Section Final				
	03/16/2023 1800-2200	Chapter 10 Pt Assessment	Lecture 4.0	Complete next classes lecture Test/Tests
		Spring Break		
	03/28/2023 1800-2200	Chapter 11 Airway	Lecture 4.0	Complete next classes lecture Test/Tests
	03/30/2023 1800-2200	In Class Test Time Airway / Pt Assess. Labs	In Class Test Sec 1 Labs 3.0	Section Final Complete next classes lecture Test/Tests
	04/04/2023 1800-2200	Sec 1 Final Review Ch 12 Pharmacology	Lecture 2.5 Lecture 1.5	Complete next classes lecture Test/Tests
	04/06/2023 1800-2200	Ch 13 Shock Ch 14 CPR	Lecture 2.5 Lecture 1.5	Complete next classes lecture Test/Tests
	04/11/2023 1800-2200	Chapter 15 Medical Overview	Lecture 4.0	
	04/13/2023 1800-2200	Section Final Lab skill general Paramedic Assist Labs	Sec. 2-5 Final 1.0 Labs 3.0	Section Final Complete next classes lecture Test/Tests
Section 6 of EMT 40 Hours Cognitive Exams for Section 6 include: 100 Adaptive Release Questions Formative Exam for Each Chapter				

3 Summative Exams and 1 Summative Section Final				
	04/15/2023 1800-2200	CPR Class	Labs 8.0	Lab Skills
	04/18/2023 1800-2200	Sec 2-5 Final Review Ch 16 Respiratory	Lecture 3.0	Complete next classes lecture Test/Tests
	04/20/2023 1800-2200	Ch 17 Cardio Ch 18 Neurological	Lecture 3.0 Lecture 1.0	Complete next classes lecture Test/Tests
	04/25/2023 1800-2200	Ch 18 Neurological start where left off last class Ch 19 Gastro	Lecture 1.0 Lecture 2.0	Complete next classes lecture Test/Tests
	04/27/2023 1800-2200	Ch 20 Endocrine Ch 21 Immunologic	Lecture 4.0	Complete next classes lecture Test/Tests
	05/02/2023 1800-2200	Ch 22 Toxicology Ch 23 Psychiatric	Lecture 2.0 Lecture 2.0	
	05/04/2023 1800-2200	Medical Labs	Labs 4.0	Complete next classes lecture Test/Tests
	05/09/2023 1800-2200	Chapter 24 Gynecologic	Lecture 4.0	Complete next classes lecture Test/Tests
<p>Section 7 of EMT 36 Hours Cognitive Exams for Section 7 include: 100 Adaptive Release Questions Formative Exam for Each Chapter 3 Summative Exams and 1 Summative Section Final</p>				
	05/11/2023 1800-2200	Chapter 25 Trauma Overview	Lecture 4.0	
	05/16/2023 1800-2200	Medical Labs	Labs 4.0	Lab Skills
	05/18/2023 1800-2200	In Class Test Time Introduce Clinical Rotations	In Class Test 1.0 Sec 6 Lecture 3.0	Section Final Complete next classes lecture Test/Tests
	05/23/2023 1800-2200	Section 6 Final Review Chapter 26 Bleeding	Lecture 2.0 Lecture 2.0	Complete next classes lecture Test/Tests
	05/25/2023 1800-2200	Ch 27 Soft Tissue Ch 28 Face & neck	Lecture 2.0 Lecture 2.0	Complete next classes lecture Test/Tests
	05/30/2023 1800-2200	Ch 29 Head & Spine Chapter 30 Chest	Lecture 2.0 Lecture 2.0	Complete next classes lecture Test/Tests
	06/01/2023 1800-2200	Ch 31 Abdominal Ch 32 Orthopedic	Lecture 4.0	
	06/06/2023 1800-2200	Trauma Labs	Labs 4.0	Complete next classes lecture Test/Tests
	06/8/2023 1800-2200	Ch 33 Environmental & Rescue Task Force	Lecture 4.0	
	06/13/2023 1800-2200	Trauma Labs	Labs 4.0	
	06/15/2023 0900-1700	Chapter 34 OB & Neonatal	Lecture 4.0	Complete next classes lecture Test/Tests
<p>Section 8 of EMT 20 Hours Cognitive Exams for Section 8 include: 200 Adaptive Release Questions Formative Exam for Each Chapter 2 Summative Exams and 1 Summative Section Final</p>				
	06/17/2023 1800-2200	In Class Test Time OB Labs	In Class Test 1.0 Sec 7 Labs 3.0	Section Final Complete next classes lecture Test/Tests
	06/20/2023	Section 7 Final Review	Lecture 4.0	

	1800-2200	Chapter 35 Peds		
	06/22/2023 1800-2200	Peds/ OB Labs	Labs 4.0	Lab Skills Complete next classes lecture Test/Tests
	6/27/2023 0900 -1730	Medical/Trauma Labs	Labs 8.0	
	06/27/2023 1800-2200	Ch 36 Geriatric Ch 37 Special Pt	Lecture 2.0 Lecture 2.0	Complete next classes lecture Test/Tests
Mid Term				
	06/29/2023 1800-2200	In Class Test Time Ch 38 Transport Ops	Sec 8 Test 1.0 Lecture 4.0	Complete next classes lecture BB Test/Tests
Section 9 of EMT 16 Hours Cognitive Exams for Section 9 include: 100 Adaptive Release Questions Formative Exam for Each Chapter 2 Summative Exams and 1 Summative Section Final				
	07/06/2023 1800-2200	Ch 39 Special Rescue Ch 40 NIMS & ICS Ch 41 Terrorism	Lecture 1.0 Lecture 1.5 Lecture 1.0	Complete next classes lecture Test/Tests
	07/11/2023 1800-2200	Section 8 Final Review General Labs	Labs 3.0	Section Final
	07/13/2023 1800-2200	Simulated Home Rescue	Labs 4.0	Lab Skills
	07/18/2023 1800-2200	In Class Test Time General Labs	Sec 9 Test 1.0 Labs 3.0	Lab Skills
	07/20/2023 1800-2200	Section 9 Final Review General Labs	Labs 4.0	Section Final Lab Skills
	07/25/2023 1800-2200	General Labs	Labs 4.0	Lab Skills
	07/27/2023 1800-2200	General Labs	Labs 4.0	Lab Skills
	08/01/2023 1800-2200	Class Final Exam	Class Final Testing 4.0	Class Final
	08/03/2023 1800-2200	State Skills Final	Class Final Testing 4.0	Class Skills Final Exam
	08/08/2023 1800-2200	Graduation		Graduation Ceremony
End of Class Review and Finals 28 Hours You are required to read the chapter or chapters prior to the lecture. All Schoology tests for the preceding class lecture need to be completed or you will not be allowed to attend the lecture and receive a 0 in the grade book. This will count as absent time. Clinical Learning Time starts 06/16/21 are Due 08/03/21 Complete 8 Hours of Emergency Room Time Complete 24 Hours Field Internship Time Total 32 Hours Clinical Learning Time				



Firefighter 1 & 2

*Student Handbook,
Course Objectives, Goals, & Syllabus*

ODPS Accreditation # 302

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AUBURN CAREER CENTER

Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn Firefighting Program's Mission

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the Firefighter Program

We welcome you to Auburn Career Center's firefighter Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of firefighting. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Firefighter program,

The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Firefighter Training

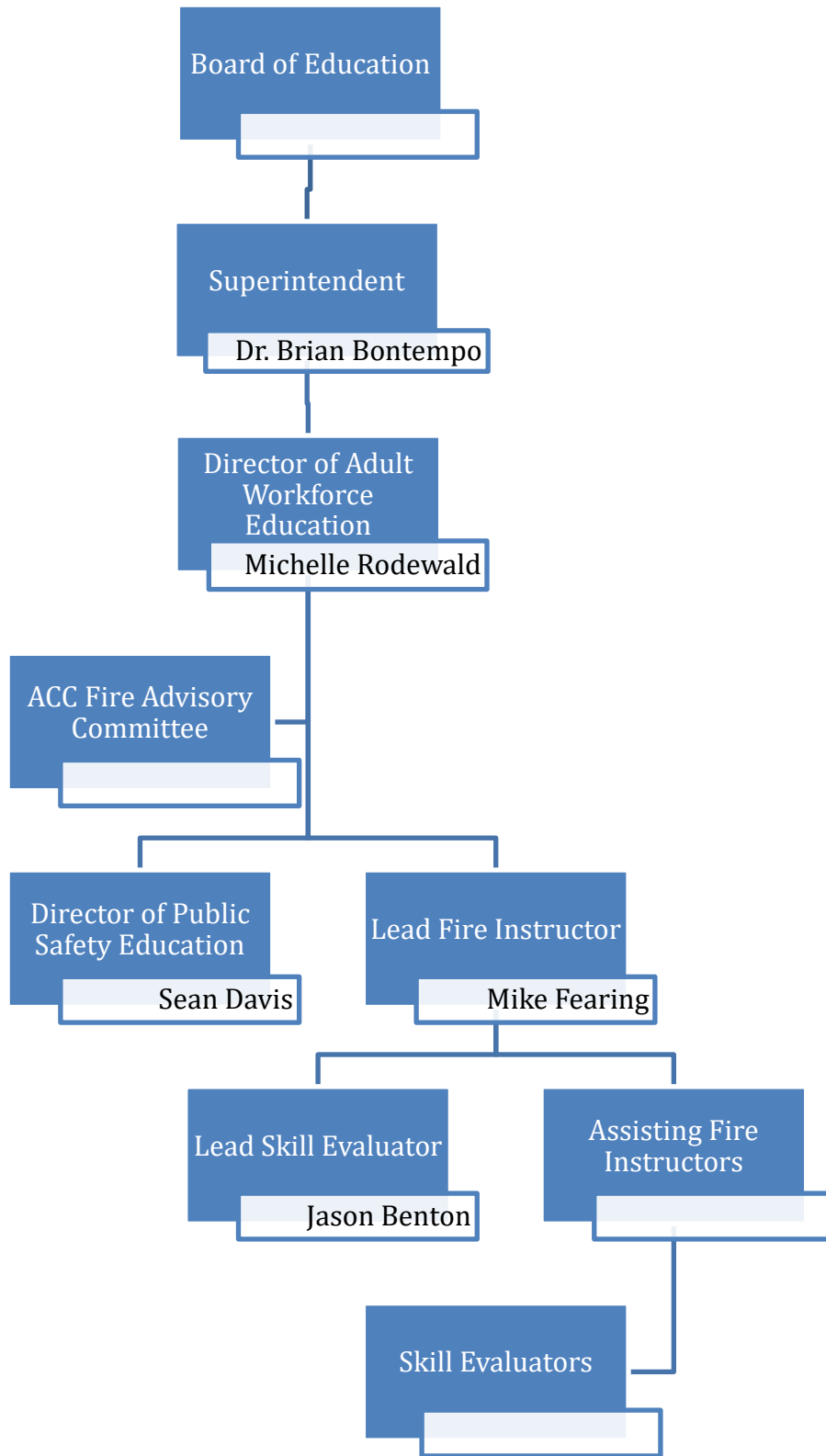
1. Hold high school diploma or GED certificate.
2. Hold a valid Ohio Driver's license.
3. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law). **Excluding 36 Hr FF**
4. Must provide evidence an NFPA complaint physical for firefighters as well as of immunizations, including hepatitis B, MMR, and a two-step Mantoux TB test within last year. **Excluding 36 Hr FF**
5. Must be drug tested (10-panel) from an agent of an Auburn-approved drug testing center (Lake Health Occupational Medicine). **Excluding 36 Hr FF**
6. Must read and sign attached liability waiver.
7. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
8. Firefighter students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center Mid Term & Final Exam in order to be permitted to take the State Firefighter written exam.
9. Firefighter students must complete the Companion Workbook, all homework assignments, and online assignments to be permitted to take the State Firefighter written Exam.
10. Firefighter students must complete an assignment provided by the Firefighter Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. Firefighter Students cannot miss more than 10% of class time. 3 tardies count as on day of absence time.

I, hereby, state that I have read, understand, and will comply with all of the above listed Firefighting training requirements and that I was given all course objectives, syllabus and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____ Date: _____

Organizational Chart



Firefighter Staff Directory

Auburn Career Center

8140 Auburn Road
Concord, OH 44077
440-357-7542 or 800-544-7542

Michelle Rodewald

Director of Adult Workforce Education
Ext. 8159
mrodewald@auburncc.org

Sean Davis, M.S.Ed, CICNRP, EMS I

Director of Public Safety Education
Ext. 8026
Cell 440-336-2113
sdavis@auburncc.org

Mike Fearing

Lead Firefighter 1 & 2 Instructor
mfearing@auburncc.org

Jason Benton

Fire Skills Coordinator
jbenton@auburncc.org

General Firefighter Program Information

Office Hours

All Firefighter Program's operate out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule

Each Firefighter Program begins at the beginning of a semester, Spring class in February, Fall class in August, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays from 1800-2200pm and Sundays 0800-1700, also on occasional Saturday's 0800-1700pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Firefighter Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.
- All career level students will take the Work Keys Tests (excludes Volunteer, Inspector, and continuing education classes)

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - -Any felony or is on probation for a felony
 - -Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - -Violation of any federal, state or municipal narcotics law
 - -Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - -Adjudicated as mentally incompetent by a court of law
 - -Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn Firefighter Program.

Teaching Strategies

The Auburn Career Center Firefighter Program's philosophy encourages faculty and students to view education as a process by which the instructor facilitates the student's skills to attain a competency level capable of achieving a Firefighter certification. In keeping with this, learning is conducted using a variety of methodologies. Course material may be presented in a variety of formats but not limited to lecture, discussions, handouts, digital media, role play, problem-based learning using case studies, student presentations, DVD presentations, computer aided instructions, demonstrations, individual and group projects.

Students are encouraged to take an active part in their learning. Individual and group tutoring is available by appointment with the instructors.

Students with Disabilities

Auburn Career Center is committed to complying with all federal, state and local requirements for persons with disabilities. Board Policy (ACC 2260) states "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices. The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District."

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that requires reasonable accommodations.

Transfer Students/Advanced Placement

Firefighter Students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Firefighter Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

For Classes 100 Hours of less regardless of time frame or delivery

Only the first day of class if a free for trial purposes, a full refund will be given if students do not continue after the first day of class. Students will still be responsible for the application fee and any course fees that have been incurred during the first day (trial period. After the first completed week, students must pay for all fees and 25% of the tuition. After the second completed week students must pay for all fees and 50% of the tuition. After the third completed week students must pay for all fees and 75% of the tuition. After the fourth completed week students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 100 hours but less than 600 hours

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 32 hours class time students must pay for all fees and 25% of tuition. After 32 hours class time to the completion of 48 hours class time, students must pay for all fees and 50% of tuition. After 48 hours of class time to the completion of 64 hours of class time, students must pay for all fees and 75% of tuition. After 64 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 600 hours (Full time)

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 40 hours class time students must pay for all fees and 25% of tuition. After 40 hours class time to the completion of 64 hours class time, students must pay for all fees and 50% of tuition. After 64 hours of class time to the completion of 88 hours of class time, students must pay for all fees and 75% of tuition. After 88 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

Health Policies

All Level 1 and higher Firefighter students must submit a NFPA 1001 compliant physical on Auburn Career Center paperwork completed by a physician of their choosing, or ones listed in the application.

All Firefighter Students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability

All students are required to waive rights and claims against affiliations for accidents, injuries, and civil liabilities while a student is enrolled in a Firefighter Program (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student’s file.

State Certification Exam

The Ohio Dept. of Public Safety - Division of EMS has designated that all Firefighter Students take the State Firefighting written exam and random skills test administered by the Lead Skills examiner.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general “life responsibilities” are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Firefighter Student is no more than 10% absence time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn Firefighter Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three (3) tardies will count for a total one absence.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from Firefighter Programs may be made to the Director of Public Safety Education. Leave requests for Firefighter Students will be handled per the Firefighter Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an Firefighter Program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the Firefighter Program provides for a professional appearance:

- **General Uniform and Dress Code Requirements:**

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

No facial hair below the level of the upper lip. Clean shaven appearance is expected.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during classes, regardless of whether the student has a conceal & carry permit.

Tattoos should be covered wherever possible.

Uniform requirements are subject to change. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty
- Sleeping in Class

- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling:

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand:

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation:

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination:

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal:

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or lab days without authorized absence
- Failure to make up missed lab time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to pass any of the comprehensive finals exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements

In order for a student to "graduate" from the Auburn Career Center Firefighter Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program
- Complete the classroom and skill requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above
- Prove mastery of all skills
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Firefighter Exam according to the level of class they completed.

Competencies for Firefighting

Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

- Fire Department Organization and Safety
- Life Safety Initiatives
- Fire Alarm and Communications
- Fire Behavior
- Overhaul
- Personal Protective Equipment
- Fire Hose, Appliances and Streams
- Foam Fire Streams
- Fire Control
- Fire Cause and Origin
- Rescue
- Water Supplies
- Fire Detection Alarm and Suppression Systems
- Fire Prevention, Fire Education
- Building Construction Forcible Entry
- Ventilation and Tools
- Ropes
- Salvage
- Fire Extinguishers
- Ground Ladders
- Emergency Medical Care
- Hazardous Materials
- Hazardous Materials
- ICS
- Practical Evolutions
- Live Fire Training
- Driving

Career Development Program Competencies

Job-Seeking Skills

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

Employability Skills

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace
- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

This course meets or exceeds all the guidelines set forth in the Ohio Administrative Code Firefighter 1 & 2 Guidelines OAC 4765-24-13, 4765-20-02, HazMat Guidelines OAC NFPA 1072, EVOC Guidelines 4765-24-10, 4765-24-11, 4765-24-02, & 4765-24-09

Report of Firefighter Student “On Duty Illness or Injury”

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during Firefighter Didactic (class/lab) time.

Payment Responsibility

It is the student’s responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during firefighter time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A “report of the on duty illness or injury” form is to be generated by the instructor or hospital personnel in charge at the assigned class area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen ty the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The instructor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date

Classroom Assignments and Schedule for Firefighter 1 & 2 Program

Firefighter 1 & 2 Spring Schedule		Tuesdays and Thursdays with pre scheduled Saturdays.		
Weekdays 4:00 PM to 10:00 PM				
Weekends 9:00 AM to 5:30 PM				
DATES/TIMES	SUBJECT	CHAPTER	LOCATION	HOURS
2/23/23 1800 - 2200	Information Session / Orientation to Class		Annex	4 NCT
2/28/23 1600- 2200	Orientation and History of the Fire Service Incident Command Systems		Annex	4 Hr LT 2 Hr LT
3/2/23 1600 2200	Firefighter Health and Safety		Annex	4 Hr LT 2 Hr PT
3/7/23 1600 - 2200	Personal Protective Equipment & SCBA		Annex	4 Hr LT 2 Hr PT
3/9/23 1600 - 2200	Personal Protective Equipment & SCBA		Annex / Red House	6 Hr PT
3/14/23 1600- 2200	Fire Service Communications Incident Command Systems/ Scene Ops		Annex	4 Hr LT 2 HR LT
3/16/23 1600-2200	Incident Command System/ Scene Operations Fire Service Communications			2 Hr Lt 4 HR PT 2 Hr PT
	SPRING BREAK			
3/28/23 1600-2200	Building Construction		Annex	6 Hr LT
3/30/23 1600-2200	Fire Behavior		Annex	6 Hr LT
4/4/23 1600-2200	Search and Rescue Tools and Equipment		Annex	3 Hr LT 3 Hr LT
4/6/23 1600-2200	Search and Rescue		Annex / Red House	6 Hr PT

4/11/23 1600-2200	Ladders		Annex / Red House	4 Hr LT 2 Hr PT
4/13/23 1600-2200	Ladders		Annex	6 Hr PT
4/18/23 1600-2200	Firefighter Rehab Portable Extinguishers		Annex	4 Hr LT 2 HR LT
4/20/23 1600-2200	Scene Lighting / Portable Power Portable Fire Extinguishers		Annex	1 Hr LT 1 Hr PT 4 Hr PT
4/25/23 1600 - 2200	PPE / Search & Rescue / Ladders Extra PT Time		Annex / Red House	6 Hr PT
4/27/23 1600-2200	Water Supply Fire Hose and Streams		Annex	3 Hr LT 3 Hr Lt
5/2/23 1600-2200	Fire Hose and Streams		Annex	2 Hr LT 4 Hr PT
5/4/23 1600-2200	Fire Hose and Streams Advanced Fire Suppression Hose Deployment		Annex	6 Hr PT
5/9/23 1600-2200	Fire Hose and Stream Hose Advancement Hose Loads		Annex	6 Hr PT
5/11/23 1600-2200	Ventilation		Annex / Red House	4 Hr LT 2 HR PT
5/16/23 1600-2200	Ventilation		Annex House	6 Hr PT
5/18/23 1600 - 2200	Fire Suppression Structure Fires Advanced Fire Suppression Coordinated Interior Fire Attack		Annex	4 Hr LT 2 Hr LT
5/23/23 1600-2200	Fire Suppression, hose Line Movement, Search and Rescue Testing (Flip the Switch)		Red House	6 Hr PT
5/25/23 1600-2200	Mid Term Courage To Be Safe		In Class Testing Annex	2 NCT 4 Hr LT

5/30/23 1600-2200	Fire Protection Systems Firefighter Survival		Annex	4 Hr LT 2 Hr Lt
6/1/23 1600-2200	Advanced Suppression Gas Cylinder/ Flammable Liquid Fire Attack		Annex	4 Hr LT 2 Hr PT
6/3/23 0900 - 1730 Saturday	Water Supply / Water Shuttle		Horticulture	8 Hr PT
6/6/23 1600-2200	Advanced Suppression Gas Cylinder/ Flammable Liquid Fire Attack Advanced Fire Suppression Foam and Appliances		Annex / Red House	6 Hr PT
6/8/23 1600-2200	EVOC		Annex 2 Hours (Take Home Work of Schoology)	6 Hr LT
6/10/23 0900 - 1730 Saturday	EVOC		Annex	8 Hr PT
6/13/23 1800-2200	Advanced Suppression Gas Cylinder/ Flammable Liquid Fire Attack (LIVE FIRE)		Lubrizol	5 Hr PT
6/15/23 1600-2200	Fire Suppression Structure Fires Fire Behavior Lab		ACC Fire Bhavior Lab	6 Hr PT
6/20/23 1600-2200	Fire Suppression Wildland Fires / Ground Cover Fires Vehicle Rescue and Extrication Vehicle Fires		Annex	2 Hr Lt 3 Hr LT 1 Hr LT
6/22/23 1600-2200	Vehicle Rescue and Extrication		Annex / Red House	6 Hr PT
6/27/23 1600-2200	Fire Suppression Control Building Utilities / Energized Utility Fires Vehicle Fires		Annex / Red House	2 HR PT 4 Hr PT

7/6/23 1600-2200	Salvage and Overhaul			2 Hr Lt 4 Hr Pt
7/11/23 1600-2200	Salvage and Overhaul Firefighter Survival		Annex / Red House	2 Hr PT 4 Hr PT
7/13/23 1600-2200	Force Entry		Annex	4 Hr LT 2 Hr PT
7/18/23 1600-2200	Fire and Life Safety Programs (Fire Prevention / Preplans) Fire Origin and Cause		Annex	3 Hr LT 3 Hr Lt
7/20/23 1600-2200	Fire and Life Safety Programs (Fire Prevention / Preplans) Fire Origin and Cause		Annex	3 Hr PT 3 Hr PT
7/22/23 0900-1730 Saturday	Force Entry		Annex / Red House	8 Hr PT
7/25/23 1600-2200	Ropes and Knots Tech Rescue Support		Annex	5 Hr LT 1 Hr LT
7/27/23 1600-2200	Ropes and Knots Tech Rescue Support		TBA	6 Hr PT
8/1/23 1600-2200	HazMat Day 1		Lubrizol	6 HR Lt
8/3/23 1600-2200	HazMat Day 2		Lubrizol	6 Hr LT
8/8/23 1600-2200	HazMat Day 3		Lubrizol	6 Hr PT
8/10/23 1600-2200	HazMat Day 4		Lubrizol	6 Hr PT
8/12/23 0800 -1730 Saturday	Fire Suppression Structure Fires Advanced Fire Suppression (Live Fire)		NFPA 1403 Building TBA	8 Hr PT

8/15/23 1600-2200	Class Final Exam			4 Hr NCT
8/17/23 1400 -2200 Long Week day	Class Skills Testing			8 Hr NCT
8/22/23 1800 - 1900	Class Graduation at ACC 1800 in Auburn Room		No instructors needed Just FYI	
8/21/23 1800-2200	State Exam at ACC 1800 in TLC		No instructors needed Just FYI	



EKG TECHNICIAN

*Student Handbook,
Course Objectives, Goals, &
Syllabus*

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Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn EMS Program Mission

Promote EMS Education for all by developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal

To prepare competent entry-level EKG Technician's in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the EKG Technician Program

We welcome you to Auburn Career Center's EKG Technician Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EKG Technician program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for EKG Technician Training

1. EKG Technician students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 75% on all Auburn Career Center exams to be eligible to take the EKG Technician certification exam.
2. EKG Technician students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to graduate.
3. EKG Technician students must complete an assignment provided by the EKG Technician Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
4. EKG Technician Students cannot miss more than 10% of the total hours of class time.

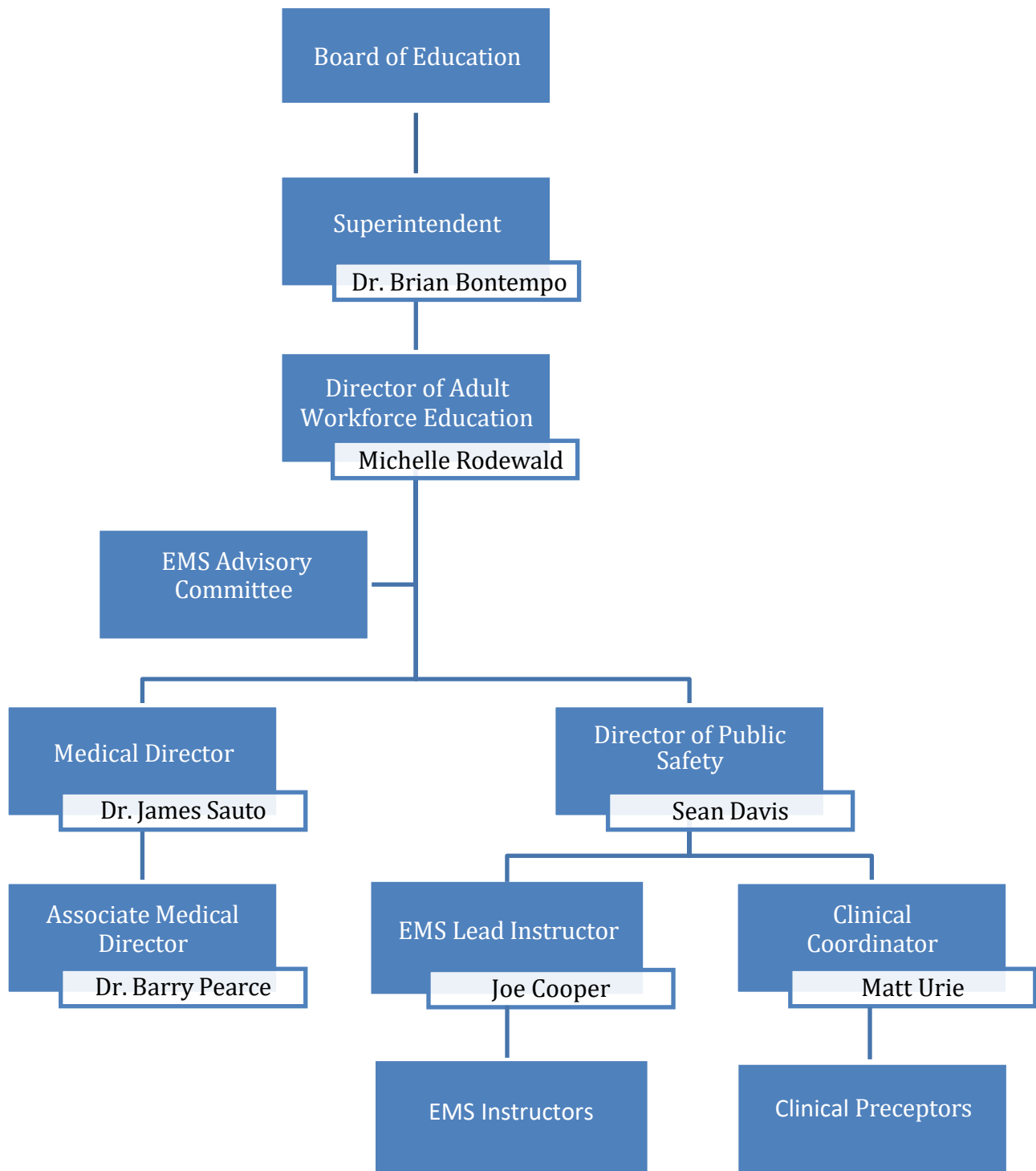
I, hereby, state that I have read, understand, and will comply with all of the above listed EKG Technician training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center

440-357-7542 or 800-544-7542

8140 Auburn Road

Concord, OH 44077

Michelle Rodewald

Director of Adult Workforce Education

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Dr. James Sauto

Medical Director

sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director

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Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program Director

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Joe Cooper, A.S. NRP, EMSI

Lead Day Paramedic Instructor/Lead A&P Instructor/Lead EKG Instructor

440.357.7542 Ext. 8247

jcooper@auburncc.org

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Lead Night Paramedic Instructor/Clinical Coordinator

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General EKG Technician Program Information

Office Hours

The EKG Technician Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Costs for the EKG Technician Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

For Classes 100 Hours of less regardless of time frame or delivery

Only the first day of class if a free for trial purposes, a full refund will be given if students do not continue after the first day of class. Students will still be responsible for the application fee and any course fees that have been incurred during the first day (trial period. After the first completed week, students must pay for all fees and 25% of the tuition. After the second completed week students must pay for all fees and 50% of the tuition. After the third completed week students must pay for all fees and 75% of the tuition. After the fourth completed week students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 100 hours but less than 600 hours

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 32 hours class time students must pay for all fees and 25% of tuition. After 32 hours class time to the completion of 48 hours class time, students must pay for all fees and 50% of tuition. After 48 hours of class time to the completion of 64 hours of class time, students must pay for all fees and 75% of tuition. After 64 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 600 hours (Full time)

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 40 hours class time students must pay for all fees and 25% of tuition. After 40 hours class time to the completion of 64 hours class time, students must pay for all fees and 50% of tuition. After 64 hours of class time to the completion of 88 hours of class time, students must pay for all fees and 75% of tuition. After 88 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EKG Technician Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EKG Technician Program Coordinator. Requests for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general “life responsibilities” are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any EKG TECHNICIAN student is 10% the total classroom time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy is defined as 10 minutes or later to class. The Auburn EKG Technician Program is much like employment. As such, habitual tardiness is subject to the following penalties; more than three tardies in a 9-week period will count as an absence.

EKG Technician students must complete an assignment or make up day provided by the EKG Technician Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis. Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EKG Technician programs may be made to the EKG Technician Program Coordinator. Leave requests for the EKG Technician program may be denied, due to the short duration of the program. Leave requests will be handled per the EKG Technician Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class from which they withdrew. No medical diagnosis need be provided, the paperwork just must list the dates of care received.

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EKG Technician Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the EKG Technician program provides for a professional appearance:

General Uniform and Dress Code Requirements

In the classroom, proper business casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment. Auburn Career Center Fire / EMS uniforms, Fire or EMS type Employment uniforms, or business casual are acceptable attire for the program. No scrubs, tight fitting clothes, or street clothes will be permitted.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried, regardless of whether the student has a conceal & carry permit.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EKG Technician professionals

If the student is able to complete all the Didactic and Lab hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education may still choose to fail the student. The meeting of the minimum academic standards does not guarantee that the student will meet all affect requirements of an EKG Technician.

Levels of disciplinary action are as follows

Disciplinary Counseling

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EKG Technician Instructor as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand

For any infraction, whether minor or more serious, the student may be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed didactic or practical tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony

- Failure to pass any of the comprehensive final exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale.

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc.) that the instructor might give. Attendance is expected. All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center EKG Technician final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EKG Technician Program Coordinator.

Academic Probation

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Course Objectives

This course is designed to cover all the materials an aspiring health care student would need to know and understand for the EKG Technician. The course provides lessons in the Cognitive, Psychomotor and Affective realm of education.

The course utilizes the following text books:

Interpreting ECG's, A Practical Approach Third Edition, and *Hartman's Complete Guide for the EKG Technician*. The books have objectives for each chapter and instructors will follow those objectives via a lesson plan. Each objective will not be listed here but will meet the overall objectives listed below.

- Detailed anatomy and physiology of the heart
- Medical disease processes and terminology
- Medical ethics and legal aspects of patient contact
- Electrocardiography and echocardiography
- An Introduction to the components, function, and proper use of an EKG machine
- The normal anatomy of the chest wall for proper lead placement
- 12 lead placement and other practices
- Pacemakers
- Holter monitoring and echocardiogram

Graduation Requirements

In order for a student to “graduate” from the Auburn Career Center EKG Technician Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program Complete the classroom requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above
- Prove mastery of all basic practical skills, including passage of the EKG Technician Practical Exam
- Meet all financial obligations of the program
- All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion.

Course Schedule

Date	Topic	Time	Assignment or Lab
Section 1 Preparatory			
Day 1 6/9/2023 1200 - 1700	Intro to Course, Course Overview (I) A+P and Electrophysiology (S Ch 1, H Ch 3) The Electrocardiogram (S Ch 2) Role of EKG Tech (H Ch 1) Basic Pt Care Skills (H Ch 2)	<u>In Person</u> 5 Hrs. <u>Online</u> 1.5 hrs.	Online Exams for each Topic Assorted Lab and reinforcement activities during the day Due by start of class on 6/24/2022
Section 2 The Nine Steps			
Day 2 6/16/2023 1200 - 1700	Analyzing the ECG (S Ch 3) Heart Rate (S Ch 4) Regularity (S Ch 5) P waves (S Ch 6) Introduction to EKG Technology and Applications (H Ch 5)	<u>In Person</u> 5 Hrs. <u>Online</u> 1.5 hrs.	Online Exams for each Topic Assorted Lab and reinforcement activities during the day Due by start of class on 7/1/2022
Day 3 6/23/2023 1200 - 1700	QRS Complexes (S Ch 7) PR Intervals (S Ch 8) ST Segments, T waves, QT intervals, and U Waves (S Ch 9) Common Cardiovascular Diseases (H Ch 4)	<u>In Person</u> 5 Hrs. <u>Online</u> 1.5 hrs.	Online Exams for each Topic Assorted Lab and reinforcement activities during the day Due by start of class on 7/8/2022
Section 3 Origin and Clinical Aspects of Dysrhythmias			
Day 4 6/30/2023 1200 - 1700	Overview of Dysrhythmias (S Ch 11) Sinus Dysrhythmias (S Ch 12) Atrial (S Ch 13) Junctional (S Ch 14) Ventricular (S Ch 15) Cardiac Conduction System (H Ch 8) Overview of Rhythm Interpretation (H Ch 9)	<u>In Person</u> 5 Hrs. <u>Online</u> 1.5 hrs.	Online Exams for each Topic Assorted Lab and reinforcement activities during the day Due by start of class on 7/15/2022

Date	Topic	Time	Assignment or Lab
Day 5 7/7/2023 1200 - 1700	AV Blocks (S Ch 16) Pacemakers and ICD's (S Ch 17) EKG Lab: (Placing Leads, Obtaining Rhythm EKG's Basic EKG Procedures (H Ch 6) EKG Adaptations (H Ch 7)	<u>In Person</u> 5 Hrs. <u>Online</u> 1.5 hrs.	Online Exams for each Topic Assorted Lab and reinforcement activities during the day Due by start of class on 7/22/2022
Section 4- 12 Lead EKGs			
Day 6 7/14/2023 1200 - 1700	Overview of 12 lead/Electrical Axis (S Ch 18) Myocardial Ischemia, Injury, and Infarction (S Ch 19)	<u>In Person</u> 5 Hrs. <u>Online</u> 1.5 hrs.	Online Exams for each Topic Assorted Lab and reinforcement activities during the day Due by start of class on 7/29/2022
Day 7 7/21/2023 1200 - 1700	BBB (S Ch 20) Atrial/Ventricular Enlargement (S Ch 21) Other Conditions (S Ch 22) EKG Lab: Placing Leads and obtaining EKG's	<u>In Person</u> 5 Hrs. <u>Online</u> 1.5 hrs.	Online Exams for each Topic Assorted Lab and reinforcement activities during the day Due by start of class on 8/5/2022
Section 5 Review and Assessment			
Day 8 7/28/2023 1200 - 1700	Section 4 Review Putting it all together (S Ch 23) Heart Disease (S Ch 10) Emergency Situations (H Ch 10)	<u>In Person</u> 5 Hrs. <u>Online</u> 1.5 hrs.	Online Exams for each Topic Assorted Lab and reinforcement activities during the day Due by start of class on 8/12/2022
Day 9 8/4/2023 1200 - 1700	Final Exam Written Final Exam Practical Application	Not Class Time	

**Auburn
Career Center**



Attachment Item #13B

Consent Agenda

College Credit Plus

Partnership Agreement

College Credit Plus Partnership Agreement

WHEREAS, Chapter 3365 of the Ohio Revised Code establishes the College Credit Plus Program (Program), under which students in grades 7-12 may enroll at a college and complete courses for both high school and college credit, and may elect to have the college reimbursed under Section 3365.06(B) of the Ohio Revised Code; and

WHEREAS, the “default floor amount” is defined under Section 3365.07 of the Ohio Revised Code; and

WHEREAS, Lakeland Community College (Lakeland) has developed a College Credit Plus Partnership to provide access and opportunity for public school district students from Lake County and surrounding areas to enhance those students’ college and career readiness and postsecondary success. The Partnership is a collaboration between Lakeland and Auburn Career Center (Partner), a public school district, to offer Lakeland post-secondary programs and courses for Partner’s students; and

WHEREAS, Lakeland and Partner wish to create a seamless transition of learning for Partner students allowing those students to earn both transcribed high school and college credit upon successful completion of Lakeland courses; and

WHEREAS, Lakeland and Partner seek to enhance the options for time and/or place bound Partner students; and

WHEREAS, Lakeland and Partner intend to commence a comprehensive educational collaboration that mutually benefits the students they serve through the Partnership,

THEREFORE, in consideration of these and other mutual promises and covenants and for valuable and sufficient consideration, the receipt and sufficiency of which are hereby acknowledged, Lakeland and Partner hereby enter into this Partnership Agreement designed to affect the above stated aims in a manner which shall provide the participating students with a quality completion program.

A. PARTNERSHIP PARAMETERS:

1. Both parties will operate the Agreement in accordance with the Ohio Revised Code Chapter 3365 and all corresponding rules associated with governance of the State of Ohio’s College Credit Plus legislation.
2. Lakeland and Partner will equally promote the Agreement to Partner’s students and their families, as well as to the communities served by the Partner.

3. Lakeland and Partner shall agree and follow in all aspects this Agreement's section E, funding, and procedures for payment.
4. If Partner is a public school district, Lakeland and Partner will not charge a Partner's student participating in this Agreement for tuition, textbooks, or fees.
5. Lakeland and Partner will comply with all required reporting in accordance with the Ohio Revised Code and all corresponding rules associated with the State of Ohio's College Credit Plus legislation, including, but not limited to, the annual submission of an executed copy of this Agreement to the Ohio Department of Higher Education and the Ohio Department of Education, and academic term and annual reporting of Partner students' enrollments, grades, and credits under the Program.

B. STUDENT REQUIREMENTS:

1. In order to be eligible, a Partner's student must meet all State of Ohio College Credit Plus student requirements.
2. For acceptance into the Program, a student must:
 - a. Submit an online College Credit Plus admissions application.
 - b. Submit an official high school transcript.
 - c. Place into college level English either through identified high school grade point average, successful completion of the Lakeland's placement exam or submission of acceptable ACT/SAT scores. To participate in math courses through CCP, students must have successfully completed Algebra 2 and place into college-level math.
3. Partner students enrolled in Lakeland courses will be considered Lakeland students for the purposes of that course and are subject to all Lakeland policies and procedures, including, but not limited to, Lakeland's Student Conduct Code.
4. Partner's students are eligible for up to thirty credit hours per academic year, beginning June of said year. The thirty credit hours threshold is calculated by adding credit hours enrolled at Lakeland to any credit hours being taken during the same academic year from other IHE and any courses being taken at the high school. (One high school course equals three college credit hours.) Students are financially responsible for the tuition and books for courses that exceed the thirty-hour threshold.

C. LAKELAND SHALL:

1. Designate administrative, academic, student services, and marketing personnel to act as liaisons to their counterparts at Partner and designate a Lakeland staff member to serve as the Partnership coordinator.
2. Identify an advisor for all of Partner's students.
3. Schedule at least one meeting of a Partner's student and Lakeland advisor prior to Lakeland's effective no-fault course drop out date.
4. Provide College Credit Plus application and registration support services for Partner's students.
5. Provide Partner students access to Lakeland facilities and support services.
6. Coordinate with Partner to provide placement testing.
7. Upon course completion, submit and transcript official grades to Partner in a timely manner.
8. Provide any necessary information to Partner or State of Ohio needed for Education Management Information Systems reporting.
9. When offering a Lakeland course taught at a Partner facility or through any of the Partner's digital or electronic capacities that are taught by a Partner instructor:
 - a. Coordinate the review, selection, and assignment of a Partner instructor, which will parallel the process used by Lakeland to assign adjunct faculty.
 - b. Confirm that Partner instructors possess the credentials in accordance with the Higher Learning Commission, the Ohio Department of Higher Education, Lakeland, and other applicable program accrediting agencies.
 - c. Provide copies of Lakeland course outlines/syllabi to Partner instructors selected to teach Lakeland courses.
 - d. Require that Partner instructor teaching Lakeland courses follow Lakeland syllabus and/or course outlines.
 - e. Provide a Lakeland representative for Partner instructor orientation to college course work, discussions on course outlines, expected learning outcomes of the courses, peer review in the classroom, monitoring of student and teacher progress, and review of final exam/assessments' grades and grading procedures.

- f. Provide a Lakeland representative to conduct up to two observations of each Lakeland course and Partner instructor per semester.
- g. Provide professional development opportunities to all Partner instructors who instruct Lakeland courses as adjunct faculty.
- h. Require Program students to complete major common student assessments of each college course (e.g., exams, projects, presentations, papers) and be held to the same grading standards as Lakeland.
- i. Maintain contact with the Partner representatives and assess the Program at the end of each school year with the Partner.
- j. Reserve the right to cancel any Lakeland course provided that any ongoing current term will continue until enrolled students have had the opportunity to complete the scheduled courses for that term and receive final grades and full credit.
- k. Provide comprehensive liability insurance coverage for the delivery of Lakeland instruction.
- l. Provide oversight to Partner instructors for the learning outcomes and expectations of Lakeland's course.

D. THE PARTNER SHALL:

- 1. Issue a notice, prior to February 1 of each year, providing information about College Credit Plus and identifying this Agreement with Lakeland.
- 2. Designate administrative, academic, student services, and marketing personnel to act as liaisons to their counterparts at Lakeland.
- 3. On behalf of Lakeland, recruit qualified students to participate in Lakeland courses.
- 4. Provide at its own expense, appropriate and protected learning space, power and internet connectivity, and proctor coverage for any agreed to distance learning programs.
- 5. Confirm the number of college credits a Partner student participant may earn during the academic year by September 15.
- 6. When offering Lakeland courses at the Partner's facilities or through any of the Partner's digital or electronic capacities that are taught by a qualified high school instructor:

- a. Provide appropriate classroom space and equipment for those courses.
 - b. Establish proposed course offerings by February 1 prior to each academic year.
 - c. Schedule all courses to run in the normal Partner cycle and term.
 - d. Reserve the right to cancel any course.
 - e. Ensure courses consist of Partner's students who have enrolled at Lakeland and have been appropriately placed into the course. Partner shall follow Ohio Revised Code Chapter 3365 and all corresponding rules for any other Partner student attending that course but not enrolled at Lakeland.
 - i. Recruit qualified Partner instructors to teach courses or allow Lakeland faculty on premises to teach those courses. Partner instructors must be employees of the Partner, and the Partner shall be solely responsible for paying their salaries and benefits. Furthermore, Partner instructors must possess the credentials in accordance with the Higher Learning Commission, the Ohio Department of Higher Education, Lakeland, and other applicable program accrediting agencies.
 - f. Require that the applicable college textbook(s), and textbook edition, be used in a course.
 - g. Facilitate the monitoring of student and Partner instructor progress.
 - h. Allow Lakeland academic liaisons to conduct course and instructor evaluations in accordance with departmental practices which may include classroom visits by authorized Lakeland representatives.
 - i. Provide comprehensive liability insurance coverage for the delivery of instruction and provide Lakeland with a certificate of insurance naming Lakeland as an additional insured.
7. When Program courses are taught at the Partner's facilities or through any of the Partner's digital or electronic capacities by Lakeland faculty:
- a. Courses must meet Lakeland's course enrollment minimums.
 - b. Courses must be aligned with Lakeland's semester calendar and course scheduling pattern unless a modification is requested and approved in advance of the course offering.

E. FUNDING AND PROCEDURES FOR PAYMENT

Payment

1. Excluding compensation for "textbooks," Lakeland agrees to accept payment from the State of Ohio Department of Education for each credit hour taught in the following amounts:
 - a. For courses taught at a Partner facility by a Partner instructor, the amount designated as that academic year's "default floor amount" (\$41.64 per credit hour) as defined under Ohio Revised Code Chapter 3365 and all corresponding rules.
 - b. For courses taught at a Partner facility by a Lakeland instructor, \$68.90 per credit hour.
 - c. For courses taught at a Lakeland facility by a Lakeland instructor, \$105.00 per credit hour.
2. Excluding its obligation for "textbooks," Partner agrees to release payment from the State of Ohio Department of Education, for each credit hour taught, at any balance designated as above the amount paid to Lakeland as described in paragraph 1 (above), and in compliance with Chapter 3365 of the Ohio Revised Code and all corresponding rules, and in conformance with all State of Ohio Department of Education funding requirements.
3. Partner is required to bear the cost of and provide Program students with textbooks as assigned by Lakeland. "Textbooks" for purposes of this section are defined under Ohio Revised Code Chapter 3365 and all corresponding rules and include hardbound, software, and other purchased coursework materials.
 - a. For courses taught at Lakeland's facilities or through any of Lakeland's digital or electronic capacities, Partner will directly reimburse Lakeland for rental of "textbooks" at a rate of \$15.00 for each credit hour taught to Partner's students, with credit hours taught calculated in a manner consistent with the Ohio Revised Code and all administrative rules associated with the State of Ohio's College Credit Plus legislation. Reimbursement from Partner to Lakeland shall be made in full and shall occur within thirty days after receipt of invoice.
 - b. For courses taught at Partner's facilities or through any of Partner's digital or electronic capacities, Partner shall work directly with Lakeland on developing a program to secure textbooks through Lakeland's Bookstore for Partner's students, and where possible, develop opportunities to re-circulate textbooks. Textbooks used at Partner's facilities must be the most recently approved version by Lakeland and must be available for students when classes begin.

- c. Partner's students who take courses at Lakeland must return their rented textbooks to the bookstore by the last day of the semester. If a student drops the class within the drop period, textbooks must be returned to Lakeland's Bookstore in the condition they were purchased. If a student fails to return rented textbook(s), the Partner will be billed for the cost of replacement four weeks into the next term. Term schedule deadline for summer is August 30, fall is February 28 and spring is June 30. No returns will be accepted after the Partner school has been billed.

Fees

1. Lakeland is required to bear the cost of fees for each Program student. "Fees" for purposes of this section are defined under Ohio Revised Code Chapter 3365 and all corresponding rules and include, but are not limited to, costs or fees charged for postsecondary enrollment application, activities required by the postsecondary institution that may enhance a student's likelihood of academic success, and course-related or laboratory fees.

Agreement Termination

1. Upon termination of this agreement, payment to Lakeland and Partner from the State of Ohio Department of Education for each credit hour taught for a Lakeland course immediately reverts to the "default ceiling," "fifty percent of the default ceiling," or "default floor" amounts based on the manner of instructional delivery as designated for that academic year and as defined under the Ohio Revised Code Section 3365(A)(1) and all corresponding rules.
2. Partner shall immediately reimburse Lakeland for any outstanding invoices related to the reimbursement of textbooks.

F. NON-DISRUPTION:

1. Neither Partner nor Lakeland shall take any action against the other which would violate any contracts affecting the operations or delivery of instruction at Lakeland's or Partner's facilities or which would create or contribute to any work stoppage, strike, picketing, labor disruption or dispute, or which would interfere in any way with the rights and privileges of any invitee, licensee, employee or any other person lawfully in and upon Lakeland's or Partner's property, or which could cause any impairment or reduction of the good will and reputation of Lakeland or Partner.
2. Insofar as permitted by law, Lakeland and Partner shall maintain confidentiality with regard to information about one another's programs, methods of delivering instruction, or other trade secrets as may be discovered or communicated for the duration of this Agreement and required to execute the terms of this Agreement.

G. MARKETING:

1. Lakeland and the Partner shall cooperatively market the Program by:
 - a. Promoting the Program through each entity's website including details of the current agreement.
 - b. Partner shall provide Lakeland with reasonable access to Partner students, parents, and counselors to allow Lakeland to market and promote the Program.
 - c. Meet all other requirements of Ohio Revised Code Chapter 3365 and all corresponding rules.
2. The Partner shall market the Program by:
 - a. Identifying this Agreement with Lakeland in the required annual notice to students, in the required annual informational session, and on the school website.
 - b. Providing Lakeland with an opportunity to present during the Partner's annual informational session.
 - c. Holding an annual informational session for Partner counselors to meet with Lakeland regarding the Program.
 - d. Assisting Lakeland in mailing promotional materials to Partner students and parents by providing their home addresses.
 - e. Assisting Lakeland in surveying Partner students, parents, counselors, and instructors to gather feedback on how to improve the Program.
3. Each party shall, prior to the issuance of any news or press release (release) marketing the Program, provide notification and a copy of the release to the other Party.
4. The Partner must adhere to use of the Lakeland logo and signage guidelines which will be provided to Partner upon request.

H. TERM AND TERMINATION:

1. The term of this Agreement shall begin May 22, 2023 (first day of Lakeland's summer term) and, unless earlier terminated, extend through May 21, 2024. As of February 3, 2024, the parties may execute, in writing, signed by authorized representatives of the parties, a successor agreement incorporating the same or similar terms as those set forth herein, which shall not exceed one academic year.

I. LIMITATION OF LIABILITY:

Each party agrees to be responsible for any personal injury or property damage caused by the negligent acts or omission by or through itself or its agents, employees, and contracted servants, and each party further agrees to defend itself and be responsible for those judgments and costs which arise from such negligent acts or omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

J. MISCELLANEOUS:

1. **Severability.** If a court of competent jurisdiction finds that any Section or provision of this Agreement is illegal, unenforceable, or in conflict with any law, such Section or provision shall be deemed severed from this Agreement without affecting the validity of the remainder of the Agreement.
2. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of Ohio, applicable to contracts made and to be enforced wholly within Ohio.
3. **Jurisdiction-Venue.** The parties to this Agreement each specifically consent to jurisdiction in Ohio in connection with any dispute between the parties arising out of this Agreement or pertaining to the subject matter hereof. Venue for any dispute between the parties arising out of this Agreement or pertaining to the subject matter hereof will be in the state courts of Ohio sitting in Lake County.
4. **Notices.** All notices or other written communications required or permitted under this Agreement will be effective when received in accordance with this sentence and must be given in writing by courier or reputable overnight delivery services, or by certified mail return receipt requested to either party at its address set forth below (or to such other address as such party may substitute, by providing a written notice in the manner specified in this Section) with an additional copy addressed to each party's "Legal or General Counsel":


For Partner:
Superintendent

For Lakeland:
President
7700 Clocktower Drive
Kirtland, Ohio 44094

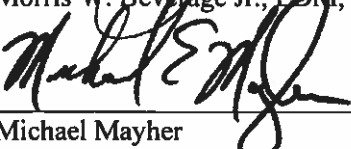
5. **Waivers and Amendments.** The waiver by either party of any provision of this Agreement on any occasion and upon any particular circumstance shall not operate as a waiver of such provision of this agreement on any other occasion or upon any other circumstance. This Agreement may be modified or amended only by a writing signed by both parties.
6. **Assignment.** Neither party may assign its rights or delegate its duties under this Agreement. Any attempted assignment or delegation in violation of this Section will be null and void.
7. **No Third-Party Beneficiaries.** This Agreement is not a third-party beneficiary contract and confers no rights on any third party, including but not limited to students and/or employees of either Party.
8. **Independent Contractors.** The parties are independent contractors, and no agency, partnership, franchise, joint venture, or employment relationship is intended or created by this Agreement and neither party may make any commitment on behalf of the other or inference that such a relationship exists.
9. **Complete Agreement-Integration.** This Agreement contains the complete understanding of the parties with respect to the subject matter hereof and supersedes all other agreements, understandings, communications, and promises of any kind, whether oral or written, between the parties with respect to such subject matter.
10. **Compliance with the laws.** In performing their obligations under this Agreement, the parties will comply with all applicable state and federal laws and regulations including but not limited to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Education Rights to Privacy Act, and shall not unlawfully discriminate against any employee or student of the Partner or Lakeland on the basis of race, sex, religion, disability, age, national origin, color, or veteran status.
11. **Counterparts: Facsimile Signatures.** This Agreement may be executed in multiple counterparts, all of which shall be originals, and which taken together shall constitute a single agreement between the Parties. For the purpose of interpretation, facsimile signatures shall be equivalent to original signatures.

Intending to be legally bound by this agreement, the parties sign below.

ON BEHALF OF LAKELAND COMMUNITY COLLEGE:



Morris W. Beverage Jr., EDM, President Date 12/15/2022



Michael Mayher Date 12/15/2022
Executive Vice President & Treasurer

ON BEHALF OF PARTNER:

Superintendent Date

Treasurer Date