



Bolivar City Fire Department



www.equipmentintensive.com/bcfd.htm

Training Division Policies and Procedures

Admission Requirements

Some exceptions may apply. Please contact the Fire Chief or Training Officer with specific questions.

- 1) Complete Registration Form.
- 2) Applicant shall be at least 18 years of age for firefighting and EMS courses. 14 years of age is acceptable for community courses.
- 3) High School Diploma or GED for EMS courses.
- 4) Current Missouri Drivers License for firefighting and EMS courses.
- 5) Space may be limited and be on a first-come, first-serve basis.
- 6) Participants may be required to attend an interview with the Fire Chief, Training Officer, and/or Lead Instructor.


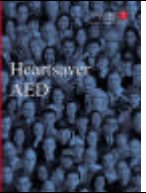
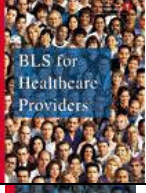
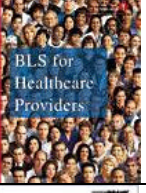



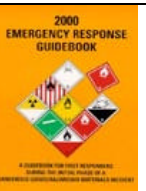
Special Needs

Students who require special assistance should contact the Fire Chief or Training Officer as soon as possible. All efforts will be made to accommodate the special needs of students.

Course Fees

The following course fees are for the general public and first responders who are not Bolivar City employees. City employees can receive these courses for free (unless they want to keep the book) with approval of their supervisor.

Additional course cost can be obtained by contacting the Fire Chief or Training Officer or by visiting the Bolivar City Fire Department website at www.equipmentintensive.com/bcfd.htm.

<p>- CPR – Heartsaver AED 6-hour initial course \$15.00 per student Includes book</p>		<p>- CPR – Heartsaver AED 3-hour refresher course \$12.50 per student</p>	
<p>- CPR – Basic Life Support (BLS) for First Responders 6-hour initial course \$25.00 per student Includes book</p>		<p>- CPR – BLS for First Responders 3-hour refresher course \$20.00 per student</p>	
<p>- CPR for Family and Friends \$5.00 per student Includes book</p>		<p>- Medical First Responder 20-hour course \$150.00 per student Includes book Additional \$15.00 if the student wishes to take the National Registry exam</p>	
<p>- Incident Management System 12-hour course \$10.00 per student</p>		<p>- Hazardous Materials Incident Response – Awareness Level 8-hour course \$5.00 per student</p>	



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Fee Refund

Full refund will be made up to the start date of the course. In the case of multi-day courses, reimbursement requested after the second class will be refunded at 75%, and after the third class will be 50%. No fees will be returned after the fourth class. In the case of any refund, all course materials shall be returned.

Books

Textbooks may be required for courses. The required texts will be purchased prior to each class (textbook title is the decision of the Medical Director and/or Training Officer), and available to students upon course payment.

City Name Badge

In the event of heightened security alerts, site visits to restricted areas, or clinical rotations, students will be issued a City of Bolivar photo ID badge. The photo will be taken at the first class session and the IDs issued at the second session. The ID badge shall be worn during every class, during testing, and during all clinical rotations. Students who do not wear their name badges may not be allowed entry to City-owned facilities or allowed to participate in class activities. Students who do not wear their name badges during clinical rotations will be sent home. The City name badge shall be returned to the Training Officer upon course completion (or having dropped the course). Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

Exams and Quizzes

Quizzes, written exams, practical exams, or final exams may be given during the course. All practical exams are Pass/Fail. Written exams will be worth 100 points each, and grades will be figured as follows:

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

To be eligible for National Registry testing, students must have a course grade of at least 80%. The practical exam may be taken up to three times to achieve a passing score. Once the practical exam is passed, the student will be able to take the written exam. Each student will be given a National Registry Certification Requirement Brochure at the beginning of each course.

To be eligible for Missouri State Department of Public Safety – Division of Fire Safety testing, students must have a course grade of at least 70%.

If the student misses an exam (practical or written), the student shall receive a score of zero unless the absence is excused by the Training Officer. Students will be allowed to retest two times for each practical station failed. Questions regarding test failure should be directed to the Training Officer.

Homework

Students may be assigned homework during the course. Homework may consist of essay papers, reading assignments, take-home quizzes, practical evolutions, etc. Assignments must be turned in by the due date – late work will not be accepted.

Extra Credit

Extra credit worksheets or quizzes may be given at any time during a class. All extra credit work is voluntary. Any student wishing to complete extra credit work shall have it turned in on time.



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Clinical Requirements

Students may be required to complete clinical rotations prior to taking the final exam. If at any time during a clinical rotation a student is asked to perform outside his/her scope of training, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it.

First Responder clinical requirements:

Emergency Department – 4 hours

Ambulance Ride-Time – 4 hours

9-1-1 Communication Center – 1 hour

Emergency Medical Technician requirements:

Emergency Department – 24 hours

Ambulance Ride-Time – 24 hours

9-1-1 Communication Center – 4 hours

Emergency department clinical rotations enable students to have a working knowledge of the emergency department and the functions of its staff. Students are expected to follow all directions of the nursing staff and to dress appropriately. Students will be responsible for making sure time sheets and clinical rotation forms are completed by an approved course preceptor. Students will complete their emergency department training at Citizens Memorial Hospital in Bolivar, between the hours of 7 AM and 10 PM in 4- or 8-hour shifts. Students wishing to complete extra hours shall seek permission from the Training Officer. No students are allowed to arrive after 10 PM or before 7 AM.

Ambulance clinical rotations enable the students to acquire a basic “working knowledge” of EMS in the field. Students are expected to follow all directions from the pre-hospital staff members and to dress appropriately. Students will be responsible for making sure time sheets and clinical rotation evaluation forms are completed by an approved course preceptor. The CMH Dunnegan Critical Care Unit will be designated for all course ride time. Students may ride with either the Bolivar or Hickory county crews between the hours of 7 AM and 10 PM. Shifts shall last no longer than 12 hours, and the student's shift and the ambulance crew must start at the same time. Any student wishing to ride extra hours shall seek the permission of the Training Officer. Students are not permitted to ride after 10 PM or before 7 AM.

9-1-1 communications center clinical rotations allow the students a basic understanding of how a 9-1-1 system works. When completing clinical rotation hours in the Communications Center, students will be expected to follow all directions of the dispatching staff. Students will be responsible for making sure time sheets and clinical rotation forms are completed by an approved preceptor. Clinical rotations will be held at Central Dispatch of Polk County between the hours of 7 AM and 7 PM. Students wishing to complete extra hours shall seek permission from the Training Officer. No students are allowed to arrive after 7 PM or before 7 AM.

Course Schedule

A course schedule will be handed out the first night of class and will also be located on the Bolivar City Fire Department website at www.equipmentintensive.com/bcfd.htm. This schedule may be changed, revised, or updated during the course.

Course Cancellation

In the event of course cancellation, for any reason, registrants will be notified immediately and course fees will be refunded when all course materials are returned. In the event of poor weather, City of Bolivar courses will be cancelled if Bolivar Public School classes are cancelled. In the event that a class is cancelled, that class will be rescheduled and students should prepare for the next class already on the schedule.



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Dress Code

During class time, students should dress comfortably; however, a clean, professional appearance is expected. Students may wear shorts, but their length and appearance is at the discretion of the Course Coordinator or Individual Instructor.

When performing clinical rotations, the student should wear blue or black pants, dark shoes, and a white polo-style shirt. Students not wearing the proper uniform will be sent home. Any time that patient contact is made, participants with long hair should keep it pulled back, nails should be kept short; and perfume, cologne, and jewelry should be kept to a minimum.

Attitude

Students are expected to display courteous and professional behavior during classroom, lab, and clinical sessions. Disruptive behavior during a lecture, practical, or clinical session is grounds for dismissal.

Class Interruptions

Students are not permitted to leave early or interrupt class with pagers, cell phones, or radios. Students should turn them off, silence them, or not bring them into the classroom. All emergency contacts should be made by calling 417-328-0276. City employees may, at the instructor's discretion, be allowed to respond to emergencies during class at the request of the Fire Chief or Incident Commander.

Absences

Any time a student must be absent from class, the Training Officer or Instructor should be contacted. Due to the compact time frame of most courses, it is important that all classes are attended.

Students are allowed only two excused absences. Any more than two absences may be reason for dismissal, unless the student can show just cause. Excused absences will be at the discretion of the Training Officer and Instructor. Having a total of two unexcused absences may result in dismissal from the program.

Any student who is absent is responsible for any and all information, materials, and instructions given during a class. The student will be held responsible for material presented and for the reading assignment in the missed class.

Tardiness

Students should realize that tardiness to class is very disruptive and that disciplinary measures may be taken for tardiness. Any student who is tardy more than five minutes on three occasions will have an absence marked on their attendance log.

Student Evaluation

All students will be under constant evaluation for the duration of the course. This will include the listed written testing as well as practical examinations. Students will have a practical check-off sheet that must be completed for course completion. The Medical Director will review all evaluations, written and practical test results, and skill performance sheets at his convenience.

Grievances

A line of authority shall be followed when a grievance occurs. If there are any problems, students should contact their instructor. If the problem is not resolved or the problem is with the instructor, they should contact the Training Officer. If the problem is still not resolved, they should contact the Fire Chief.



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Dispute Resolution Procedure

The City of Bolivar is responsible for managing and resolving all disputes, complaints, or problems that arise from a course offered by an instructor employed by the City of Bolivar. The City of Bolivar Training Officer and Instructors are responsible for day-to-day operations of the EMS training. They will become involved in resolving any disputes, complaints, or problems arising from courses taught by the City of Bolivar.

Health and Safety

- Students shall report any dangerous environmental situations or safety hazards to their instructor immediately (i.e. Spills, loose wires, unsafe equipment, etc.).
- While working clinical hours, students may occasionally be exposed to communicable or other medical diseases. When performing clinical rotations, students should take appropriate Body Substance Isolation (BSI) precautions. This may include (but is not limited to) gloves, eye shields, and gowns. If a student is exposed to a known case, he/she will be **required** to report this immediately to the instructor and seek necessary medical treatment.
- Any participant who has a communicable disease (common cold, flu, hepatitis, herpes or cold sore, HIV-related illness, etc.) should not participate in practical skills stations or have direct patient care/contact during the clinical setting. Participants will be expected to attend classes (unless their condition will not permit attendance) and observe others in the practical stations. The student will be expected to practice on his/her own time to maintain skill levels.
- When practicing skills, students should operate all equipment appropriately and properly clean all equipment.
- The clinical preceptor(s) have final authority over the student during rotations. Students are not permitted to operate **any** City of Bolivar vehicles while functioning within the scope of the course. Students shall always ride in a seated position and wear a seat belt. If at any time the student performs actions not approved by the preceptor(s), the participant may be sent home or possibly expelled from the course.
- Directions given by training personnel should be followed and if not understood, the student should ask for clarification before continuing the task.

Substance Use/Abuse

No tobacco use permitted during class on City property. Students under the influence of any illegal substance or alcohol during class will be dismissed and may be subject to further discipline or legal action. Students under the influence of even prescribed and legal substances that may impair judgment, reflexes, or drowsiness may have certain restrictions placed on them (i.e. cannot participate in laboratory, clinical, or evolutions). Illegal use of controlled substances outside of class can lead to dismissal.



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Conditions for Dismissal

Any violation of the medical ethics for patient care and patient confidentiality will result in a meeting with the Medical Director, Fire Chief, and/or Training Officer. The meeting will determine the proper course of discipline or dismissal.

Infractions which may result in disciplinary action or dismissal from the class are:

- Dishonesty;
- Cheating in **any** form;
- Illegal use of controlled substances;
- Vulgarity or derogatory language;
- Harassment of instructors or fellow students;
- Inappropriate attire worn for clinical times or field internship or wearing a City of Bolivar name tag other than to class, clinical times, or field internship;
- Breach of patient confidentiality, giving out information, or copying trip sheets;
- Falsification of any information of student application, records, or evaluations;
- Violations of absence/tardiness policies;
- Failure to meet the minimum scholastic, clinical, or field internship requirements as listed in the policies;
- Unexcused absence from clinicals;
- Theft of any property;
- Unprofessional conduct; or
- Behavior indicating drug or alcohol abuse.

Conditions for Reinstatement

Once a student has been dismissed for any of the reasons listed, he/she may seek reinstatement through a personal interview with the Medical Director, Fire Chief, and/or Training Officer. If all agree, the student may return for a probationary period of four weeks. After the four-week period, the student will be reevaluated and may be fully reinstated, dismissed, or the probationary period extended.