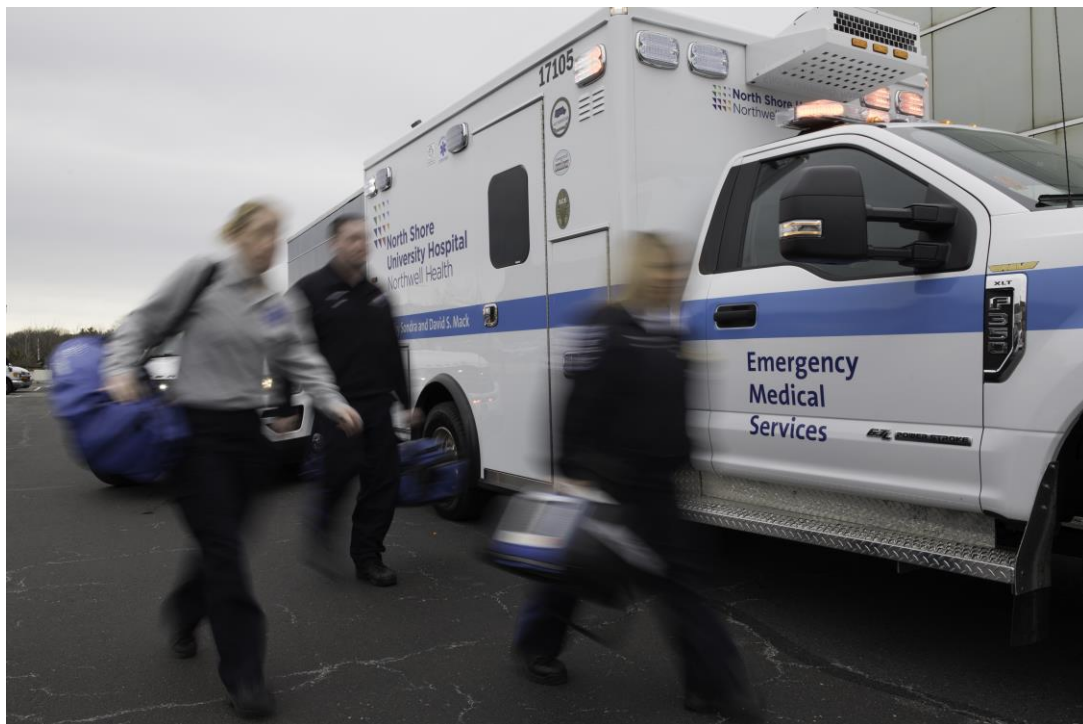


# New York State EMT-CC to Paramedic Bridge Program Policy & Procedure Manual

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## REFERENCES

- A. [New York State DOH BEMS Criminal Conviction Policy](#)
- B. [New York State DOH BEMS Written Examination Information](#)
- C. [New York State DOH BEMS Functional Job Description: EMT](#)
- D. [New York State DOH BEMS ADA Accommodations Policy](#)
- E. [New York State DOH BEMS EMT-Critical Care Certification Sunset/Transition](#)

## **1. Program Goal**

Within a timeframe set forth by the New York State Department of Health Bureau of EMS (NYS DOH BEMS), the goal of this program is to build upon previously established and administered EMT-Critical Care curriculum, and will address identified gaps in both didactic and psychomotor objectives, in an effort to bridge currently certified EMT-CC's to the EMT-Paramedic level in New York State.

## **2. Course Description**

This program is approved by the New York State Department of Health Bureau of Emergency Medical Services (NYS DOH BEMS), and addresses information and techniques currently considered to be within the scope of practice of the Paramedic as per the National Educational Standards, and Instructional Guidelines. This course will be conducted in accordance with New York State Standards, Policies, Procedures, and Guidelines. All course records will be retained in compliance with New York State Department of Health requirements.

The following three components must be completed successfully to bridge from EMT-CC to Paramedic:

1. The Northwell Health bridge program is a web-based didactic instruction consisting of:
  - Web-based Lectures
  - Quizzes
  - Case Studies
  - Videos
  - Module Exam Prep
  - Formative and Summative Assessments
2. Participating local ALS Course Sponsors will provide:
  - Practical Skills Labs
  - Optional Practical Skills Exam Preparation
  - New York State Practical Skills Exam
3. Students, who successfully complete all requirements of this program, will be eligible for the NYS written certification examination. NYS Computer Based examinations will occur at designated Testing Sites or be remote proctored.

In accordance with [NYS DOH BEMS Policy 13-01](#), this program is not accredited, and as such, students will not be eligible for National Registry examinations.

## **3. Course Objectives**

This program has identified knowledge gaps that exist between the current EMT-CC and Paramedic curricula, and will deliver learning based on these identified areas. Upon program completion, students will then have satisfied the objectives set forth by the [National Emergency Medical Services Educational Standards](#)

#### **4. Program Eligibility**

- On the date in which the program begins, a candidate must be a currently certified New York State EMT-CC with a minimum of 3 years of documented continuous practice, as defined by [10 NYCRR Part 800.3\(w\)](#).
- Students must possess and maintain their prehospital care credentials (minimum level EMT) throughout this entire program. Maintaining credentials at the EMT-CC level is strongly recommended, in the event that a student needs to exit the program, and re-enter (see previous bullet).
- At the time of application, students must present BLS\* (CPR) and ACLS\* certifications that were achieved no greater than 6 months prior to the start of the course.

*\*Internet courses for learning CPR and ACLS are not acceptable courses unless the course includes a classroom component to prove skill competency. Skill competency verification must be included.*

#### **5. Application Process**

The following documentation is required at the time of course application:

- Valid, government-issued, photo ID
- All applicants must complete a *NYS DOH BEMS CC to Paramedic Bridge Application (See Reference A for NYS DOH Criminal Conviction Policy)*
- Completed *Verification of Membership Form (DOH-3312)*
- All students must complete, or show proof of completion (not prior to 2013), the following web based courses:

[FEMA IS-100.C: Introduction to the Incident Command System](#)

[FEMA IS-200.B ICS for Single Resources and Initial Action Incidents](#)

[FEMA IS-700.B: An Introduction to the National Incident Management System](#)

[FEMA IS-5.A: An Introduction to Hazardous Materials](#)

#### **6. Tuition**

Tuition for this Program is \$2,000.00 (plus the cost of any texts and equipment). Tuition is due at the time of application payable by credit card, or Bank check only. Bank Checks are to be made payable to: *Northwell Health*

Checks that are returned due to insufficient funds will be assessed a \$60 returned check fee. Once a check has been returned, a guaranteed form of payment must be remitted no later than 10 business days from date of notification.

## **7. Tuition Refunds**

Tuition refunds will be granted according to the following schedule:

- Greater than 5 business days prior to course commencement 100% returned\*
- Within 5 business days of course commencement: 90% tuition returned\*
- 15 days beyond course commencement 75% returned
- 30 days beyond course commencement 50% returned
- 45 days beyond course commencement 25% returned
- After 45 days, no portion of the tuition is returned

\* An additional fee of 5% of the tuition amount will be retained for any tuition payment remitted by debit or credit card.

## **8. Recording Devices and Social Media**

At no time shall any portion of this program be reproduced without the expressed written consent of Northwell Health. Any unauthorized reproduction, in whole or part, will lead to an immediate course dismissal.

## **9. Required Texts & Equipment**

- New York State EMT-CC to Paramedic Bridge Educational Bundle created by Jones & Bartlett Custom [ISBN# 978-1-284-17760-2](#) containing:
  - 978-1-284-13727-9 Caroline Emergency Care in the Streets 8<sup>th</sup> Ed. with Premier Learning Package
  - 978-1-4496-0918-4 ECG Cases for EMS
  - 978-1-284-13197-0 FISDAP Assessment Package: Paramedic
- Laptop Computer or Tablet with Stable Internet Connection with compatible web browser (webcam strongly recommended).

*Students are required to purchase their own books/materials.*

## **10. Course Structure**

This is a web-based course that will require a significant degree of discipline and self-directed learning to achieve a successful outcome. This course will follow a rigid timetable. Students failing to complete required course work within the prescribed timeframes will be dismissed from the program.

The nine (9) units of this course are as follows:

- |                           |                             |
|---------------------------|-----------------------------|
| ▪ Preparatory             | ▪ Pediatrics                |
| ▪ Pathophysiology         | ▪ Medical                   |
| ▪ Airway                  | ▪ Trauma                    |
| ▪ Cardiology              | ▪ Course Summary and Review |
| ▪ Obstetrics & Gynecology |                             |

Each unit is comprised of materials that contained within the National EMS Education and Paramedic Instructional Guidelines. It is presented with the expressed purpose of bridging the knowledge gaps between the New York State Emergency Medical Technician-Critical Care curriculum and the National EMS Paramedic Education Standards. ***It should be clearly understood that each unit is not a comprehensive presentation of all paramedic-level material on a specific topic.*** Students are responsible for knowing and reviewing all topic materials up to and including the current Emergency Medical Technician-Critical Care (EMT-CC) curriculum.

Students shall be guided through each unit, completing learning modules with activities, and having their knowledge evaluated with formative and summative assessments. Once students have completed all activities and assessments for a specific unit, they must complete a comprehensive summative assessment of the unit topic material through an external examination platform (FISDAP). The assessments, as part of the online course, are intended to only evaluate the student's knowledge of the bridge (gap) material. The external summative assessment is intended to evaluate the student's base knowledge within the context of the entire National EMS Education Guidelines.

Evaluation/assessments include the following:

- Learning module quizzes & case studies.
- Topic area quizzes.
- FISDAP Unit Examinations.
- FISDAP Course Final Examination.
- Successful completion of all web based course objectives

## **11. Student Behavior**

Students shall conduct themselves as professional and responsible adult learners. Use of a personal electronic device is permitted provided the device is being used to further student education. Students are prohibited from possessing or utilizing any electronic (or similar) device while taking FISDAP examinations.

**A student who fails to complete any portion of their required web based course work will not be allowed to continue in the program.**

Administration, Faculty, and any other Support Team Members will be afforded the utmost respect and courtesy at all times.

## **12. Appropriate Student Attire**

Anytime the student is required to appear in-person, or via web-based video communications, appropriate attire is required. Participants should be prepared to have their web-based communications recorded. Participants should make all efforts to arrange for a location free of environmental disruptions and/or potentially inappropriate items that may be visible to others.

Students shall be warned of inappropriate dress and/or environmental disruptions. Additional occurrences will result in appropriate disciplinary action.

Appropriate dress for lab sessions will be at the discretion of the host course sponsor.

## **13. Student's Personal Conduct and Ethics**

All students will be required to conduct themselves in a professional and ethical manner throughout this course. Students are expected to perform their own work with honesty and integrity. Cheating on exams or other course assignments will not be tolerated, and will lead to disciplinary action and/or dismissal.

## **14. State Examination Requirements**

Upon successful program completion, New York State Practical and Written Examinations shall be administered. These exams ensure that participants can properly demonstrate the technical skills, and knowledge that were presented throughout this program.

In order to advance to the New York State Examinations each participant must have successfully satisfied the following program requirements:

- Successful completion of all on-line course components
- Passing grade on all Fisdap Unit Exams
- Passing grade on Fisdap Comprehensive Exam
- Satisfactory performance at laboratory skills sessions

Students must not have any convictions for a misdemeanor or felony (10 NYCRR 800) unless the NYS Department of Health has deemed that such a conviction or charge does not demonstrate a present or potential risk and/or danger to patients (See Reference A).

## **15. Computer Based Certification Examination (CBT)**

All New York State certification exams are no longer administered as written exams at regional or on-site testing locations. All examinations are being delivered by computer at computer-based testing centers located throughout the state.

In accordance with your end of course date, this schedule will identify when the student eligibility information shall be uploaded to the testing company for eligibility.

Within approximately 5 business days from the date of upload, the student may receive an eligibility email with scheduling directions for their examination from the computer based testing company PSI/AMP customer service.

Once the student receives the eligibility email from the testing company, they then follow the directions to schedule the examination on the date, time and location of their choosing. All candidates who register for CBT will receive an immediate report indicating their pass/fail status.

The NYS DOH BEMS also offers EMT candidates the opportunity to complete, and have their exams graded immediately. This testing is only conducted at pre-determined New York State Testing Sites. For candidates who pass this examination, they will receive a temporary certificate that should enable them to begin practicing immediately or following local, regional credentialing procedures.

For candidates who fail the examination, the immediate notification will allow them to schedule a re-examination as quickly as possible. Within two to four weeks after the exam administration, the NYS Bureau of EMS will send all candidates a detailed score report with all passing candidates receiving their credentials. *See Reference B or for more information in regards.*

#### **16. Unavailable Day of the NYS Written Exam**

Any student who is unable to take the NYS Certification Examination Exam must contact the PSI/AMP's customer service prior to their exam date and time. If a student should miss there examination they are responsible for submitting a DOH 4245 to reschedule there exam. *See Reference B for NYS DOH Examination Information.*

#### **17. Results of the NYS Certification Exam**

Please do not contact the Northwell Health EMI Offices or Staff Members for results of the New York State Certification Exam. In most instances, students receive examination results before we do. The NYS DOH will forward results via US Mail approximately two to four weeks after the written examination date.

#### **18. New York State Certification Terms**

Each participant successfully completing this program and achieving a minimum passing grade on the NYS Written Exam will receive certification as a Paramedic for a three-year period. Please begin to prepare for re-certification at least nine months prior to the expiration of your certification. This will ensure that your certification remains current while awaiting a refresher program to begin.

#### **19. Functional Job Description**

*To view the most recent NYS Functional Job Description for Emergency Medical Technician please see Reference C.*

#### **20. Ongoing EMS Education**

This course is only the beginning of the student's experience in EMS. Every Paramedic should plan to devote sufficient time and effort to maintain an appropriate level of knowledge and proficiency in patient care skills.



## **21. Participant Safety**

Safety is one of the utmost concerns you will possess as a Paramedic. Please consider the safety of yourself and others when participating in any and all areas of your learning experience.

## **22. Student Disciplinary Actions / Dismissal**

It is expected that all students will conduct themselves in a professional and safe manner throughout this course. The following behaviors are among those that may be deemed inappropriate and may result in disciplinary action up to, and including, dismissal from this course:

- Unsafe or unlawful behavior.
- Participating in any learning experience intoxicated or under the influence of drugs.
- Behavior that disrupts or impedes learning.
- Other acts of unprofessional or malicious behavior.
- Failure to meet academic standards for the course.

## **23. Student Appeals Process**

- A. The appeals process for the didactic portion will begin with written notification to the Northwell Health Emergency Medical Institute (EMI) Course Sponsor Administrator within five calendar days of having been served with a disciplinary action or dismissal. The Administrator will schedule a conference with the student.
- B. Within three business days, the Northwell Health EMI Course Sponsor Administrator will issue a decision in writing to the student.
- C. If the student wishes to appeal the Northwell Health EMI Course Sponsor Administrator's decision, he/she may do so in writing within five calendar days of the Administrator's decision to the EMI Medical Director, who will schedule a meeting with student.
- D. Within three business days, the Northwell Health EMI Medical Director will issue a decision in writing to the student.
- E. If the student wishes to appeal the Medical Director's decision he/she may do so by contacting the local NYS DOH BEMS Representative at (212) 417-4455. The Area Representative will evaluate the request and refer it to the NYS DOH Bureau of EMS for a decision.
- F. For issues involving course sponsors managing the skills portion of the bridge program, all appeals will follow those designated by the host course sponsorship's academic policies.

During the appeals process, the student will be permitted to continue in the course unless their attendance poses a danger or distraction to the instructor or other students enrolled in the course. Once dismissed from a program, a student may not re-enter the program under any circumstances.

#### **24. Student Disabilities and Accommodations**

The Americans with Disabilities Act allows people with certain types of disabilities to request an accommodation for the New York State written certification examination. This may be accomplished only after providing proper documentation of their disability. See *Reference D for NYS DOH BEMS ADA Policy*.

To preserve the rights of all students, an Instructor cannot discuss or screen for disabilities or consider addressing any potential disabilities before a student's admission to a training program. An inquiry cannot be made of a prospective student about any disability. Requests for ADA accommodations can be sent to [EMS.ADA.testing@health.ny.gov](mailto:EMS.ADA.testing@health.ny.gov) or electronically through the ADA portal at <https://apps.health.ny.gov/pubpal/builder/survey/adarequest>. All requests for reasonable accommodations must be received by the Department no later than 8 weeks prior to the end date of the class in which the individual is enrolled. Ideally, the request should be made at the start of the course or as soon as possible.

All students will be required to sign and date one of the two statements provided by your Instructor Coordinator.