



Victor Valley College
Emergency Medical Technician Academy
Orientation Packet

Introduction:

Welcome to the field of Emergency Medicine! This is a field that can be very exciting and rewarding. Many previous students have gone on to use the knowledge and skills they have learned here in numerous ways. The majority use their position as an Emergency Medical Technician (EMT) to lay the groundwork for entrance into a career as a firefighter, paramedic, flight EMS, emergency responder, industrial safety officer, or law enforcement officer. Others use their newfound knowledge inside Emergency Rooms, EMS units, health clinics, doctors' offices, disaster teams, and search and rescue teams. Also, some others choose just this class to be more prepared to handle home crisis and emergency situations. However, you choose to use your experience, having the confidence to handle a crisis or emergency will allow you to make a difference in someone else's life.

EMT Training:

EMT education includes training in the recognition of signs and symptoms of illnesses and injuries and the appropriate treatment modalities.

This course is designed to give you the basic knowledge and skills necessary to provide safe and effective care to the ill and injured members of our community. The primary focus will be providing emergency medical care in the field setting. This course will consist of classroom lectures, manipulative skills in a lab setting, and clinical internships. The internships require a minimum of two (2) twelve-hour shifts; twelve hours in the Emergency Room setting, and twelve hours on the ambulance). You will not be allowed any night shifts on the ambulance.

Statement of Access:

Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and referral to Disabled Students Programs and Services (DSPS) and services per Administrative Procedure (AP 3440)

Course Syllabus:

The course syllabus will address policies unique for each course. The syllabus will not attempt to supersede the policies addressed in this manual. If a situation arises in which a policy in this manual is contradicted by a syllabus, this manual's policy will be used and the policy referred to in the syllabus will be invalid.

Attendance Policy:

Class attendance is not a measure of performance or proficiency. Whether a student is just physically present in the class is not a valid basis for grading. Reference Title 5 section 55002 of the California Code of Regulations: (A) Grading Policy. The course provides for measurement of student performance in the terms of stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758

of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include problem solving exercises or skills demonstrations by students. Due to the quantity and importance of the information provided in this course, students will be required to attend all lecture and laboratory sessions each week. Students are expected to attend their classes regularly. Failure to attend the first class session will result in the student being dropped. The classroom will be locked at the start of class. The class instructor has the right to terminate a student's enrollment when a student has accumulated a determined number of attendance points (indicated in course syllabus for each class).

Approximate Costs for the Class:

- See EMT website for up-to-date approximate costs.

EMT Program Clinical Compliance Requirements

Each student will be required to submit proof of immunizations – Health Clearance - according to the clinical site's requirements for attendance. When discrepancies occur between sites (more or less requirements), the higher, and more comprehensive requirements will be in effect and required by each student. Prior to scheduling any clinical shifts you must submit copies for proof of the following vaccinations:

All EMT students are required to complete **clinical compliance and medical clearance requirements** prior to the first day of class. These requirements are mandated by Victor Valley College and our clinical partners and are **non-negotiable**.

Failure to complete or maintain compliance may prevent participation in clinical or field activities and may impact course completion. Prior to scheduling any clinical shifts you must submit copies for proof of the following vaccinations:

Important Compliance Rule

ALL students must:

- Have **immunity titers drawn** for required vaccinations, **and**
- Submit **copies of official vaccination records**

Personal history, verbal confirmation, or "I had it before" does **not** meet clinical requirements.

Requirements Due on the First Day of Class

Tuberculosis (TB) Screening

Students must complete **ONE** of the following:

Revised: 1/11/2026

- Two-step PPD skin test
- IGRA blood test (QuantiFERON)
- T-Spot blood test
- Chest X-ray (if applicable)

Note: Two-step PPD requires two tests separated by at least one week. Documentation must include test type, dates, and results.

Hepatitis B (Hep B)

Students must submit **BOTH**:

- Hepatitis B vaccination records, and
- **Hepatitis B Surface Antibody (HBsAb) titer**

If the titer does not show immunity, additional vaccination or boosters may be required. Temporary compliance may apply while completing the process.

MMR (Measles, Mumps, Rubella)

Students must submit **BOTH**:

- Proof of completed **2-dose MMR vaccination series**
- Blood titers for:
 - Measles
 - Mumps
 - Rubella

Students beginning the series may receive temporary compliance after the first dose.

Varicella (Chickenpox)

Students must submit **BOTH**:

- Proof of completed **2-dose Varicella vaccination**
- **Varicella immunity titer**

A history of chickenpox alone is not sufficient without laboratory confirmation.

Tdap (Tetanus, Diphtheria, Pertussis)

- Documentation of a **Tdap vaccine within the last 10 years**
- A booster is required if the vaccine is older than 10 years

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COVID-19 Documentation

Students must submit one of the following:

- COVID-19 vaccination documentation
- COVID-19 declination form
- Approved medical or religious exemption (if required by clinical site)

Clinical site requirements may vary and are subject to change.

AHA BLS/CPR Certification

- **American Heart Association BLS (Healthcare Provider) only**
- Certification must be **current and active**

Other CPR providers or online-only courses are not accepted.

Health Insurance

- Proof of personal health insurance coverage
 - Students covered under a parent or guardian must provide proof of coverage
-

California Driver's License

- Clear copy of a **valid, non-expired California Driver's License**
-

Medical Clearance Physical

Students must submit a completed **VVC EMS Medical Clearance Physical Form**:

- Completed and signed by an **MD, DO, NP, or PA**
 - Must state the student is able to participate **without restrictions**
 - Must include an **office stamp or provider business card**
-

First-Day Acknowledgment Forms

- All required program acknowledgment forms must be reviewed and completed
- Instructions will be provided by faculty

Compliance Tracking (CastleBranch)

Revised: 1/11/2026

After the **first day of class**, students will receive access to **CastleBranch**, the compliance tracking system used by the EMS Program.

At that time:

- All required documents will be uploaded to CastleBranch
- Detailed upload instructions will be provided
- Students are responsible for ensuring documents are clear, complete, and correctly uploaded

Helpful Tip for Medical Appointments

When scheduling appointments, students may tell their provider:

“I am entering an EMT program and need TB clearance, immunity titers for Hepatitis B, MMR, and Varicella, copies of my vaccination records, a Tdap update if needed, and a medical clearance physical completed.”

During EMS 60 you will be given a specific date to have all of this completed. If the vaccinations are not completed by the specified due date you will not be allowed to attend the rest of the class and you will be dropped from the academy.

Required equipment for classroom, clinical and field:

There are a few items required in the practice of an Emergency Medical Technician and for this class. These items need to be acquired prior to the first day of class:

- Watch with a second hand, or a digital watch that counts seconds
- Standard black ink ball point pen
- Dark blue polo style VVC uniform shirt (available in VVC Bookstore – please make sure to get the correct shirt with the logo seen on the front page of this document)
- Navy blue EMS style pants for both men and women (absolutely no ‘skinny’ or excessively ‘baggy’ pants – must look professional). You will be required to wear your full uniform for every class meeting including the clinical and field shifts.
- Black uniform belt.
- Black uniform boots or uniform style shoe. The soles should be rubber or non-skid style. There should be no visible markings (brand labels, etc.).
- Undershirts will be either white or navy in color. Any other color different from these two colors will not be allowed.
- Any visible tattoos must be covered at all times.
- Student picture ID (available at no cost in Auxiliary Services w/ proof of registration). Identification must be worn at all times in a clear, plastic sleeve clipped to the collar opposite the academy emblem.

Required textbook/course materials:

- Emergency Care and Transportation of the Sick and Injured 11th Edition with Navigate 2 Preferred Access ISBN: **9781284131703** (E-book access)

Copy and paste link for required text:

<https://checkout.jblearning.com/cart/Default.aspx?bc=13170-3&ref=psg&coupon=VICVALEMT>

Learning Management Systems:

The EMS academy utilizes Canvas and Navigate-2 for tracking student academic progress. Students then may login to view their current grade, class assignments, podcast lectures, quizzes/exams, discussion boards, etc. and individual assignment grades.

Cell Phone Policy:

The use of cellular phones in the classroom/skills lab is **strictly prohibited** (unless given expressed consent from an instructor). Cell phones and their use during class are counter-productive to a positive learning environment and is a distraction to the instructor and fellow students. This includes, but is not limited to; phone calls, text messaging, email, gaming,

photography, or any application capable on a particular phone. The instructor will give regular breaks during class which will allow students to take care of personal business.

The above Cell Phone policy shall be strictly enforced and any student in violation of this policy will be excused from the class, receive an "Absence" for the class, and receive a written reprimand in their file. Additional sanctions may be imposed on the student, and will be at the discretion of the instructor.

Dress and Conduct Guidelines:

In the health care environment, it is very important that you not only act in a professional manner, but that you also look professional. You will be representing the College and whichever healthcare institution/provider that you are learning with. Therefore the following mandatory dress guidelines must be followed:

- Your uniform must be neat, clean, and unwrinkled.
- You may not wear heavy perfumes or colognes.
- Your hair must be neat, natural colored, and maintained. Hair will be pulled up off the shoulders in a professional manner at all times.
- Fingernails must be clean and cut short. Absolutely NO acrylic nails may be worn. If polished, a pale colored polish must be used.
- Must be clean shaven. Moustaches will be allowed (not beyond the corner of the mouth), but must be neatly maintained/trimmed.
- Each student must practice appropriate personal hygiene.
- Excessive visual body jewelry will need to be removed while in uniform (no earrings permitted for males / one earring, stud-type will be permitted per ear for females).
- All visible tattoos must be covered during class meetings, clinical and field shifts and while in uniform or you will be dismissed from the class and receive a tardy for that class session.

Uniform inspections will be conducted at the beginning of each class session. Students out of uniform will be dismissed from class and receive a tardy for the day (this includes any violations of personal grooming standards listed above).

Any student who fails to conduct themselves in a professional manner will be removed from the class and forwarded to the Dean of Discipline for corrective action.

At no time will firefighting duties be allowed or performed during a scheduled field internship shift. If information is forwarded to the Academy Clinical Coordinator or Director in regards to a student not abiding by this rule he or she will be immediately removed from the field internship course and given a grade of F.

Examples of Proper Uniform Attire:



Requirements for Certification as and EMT:

EMT certification is the minimum requirement for anyone staffing a transporting ambulance in the State of California. EMT includes training in the recognition of signs and symptoms of illnesses and injuries and the appropriate treatment modalities. The course will consist of classroom lectures (including web-enhancement), manipulative skills in a lab setting, and clinical/field internships. The clinical and field internships require a minimum of two (2) Twelve (12) hour shifts, one twelve-hour hospital clinical, and one twelve-hour ride-out. You will not be allowed any night shifts on the Ambulance or fire engines and the shifts must be separated by at least a twelve (12) hour period.

Students will be eligible for EMT certification if they meet all the requirements stipulated below:

Completion of course requirements:

- The midterm and final exam and a minimum of 80% cumulative score for successful completion of the class.
- Students who fail to achieve at least an 80% after the midterm will be placed on an Individual Action Plan at the primary instructor's discretion.

- Students who fail to achieve 80% (cumulative by the last day of class) or greater will not be allowed to course complete.
- Completion of the required clinical and field internships with no less than fifteen (15) documented patient contacts.
- Completed shift evaluation forms **signed** and **dated** by both the crew and student for each clinical/field shift attended. Incomplete forms will not be accepted. Students cannot course complete without a completed clinical packet.

IF THE STUDENT FAILS TO HAVE THE CLINICAL PACKET FULLY COMPLETED AND TURNED IN AS STATED ABOVE, THE STUDENT WILL BE IMMEDIATELY DISMISSED FROM THE CLASS AND RECEIVE A GRADE OF NO GREATER THAN A 'D' FOR THE COURSE.

- Must pass all practical skills. Students who do not pass all practical skills will be dismissed from the class and issued a grade no greater than a 'D' for the course.
- Must hold a current American Heart Association or American Red Cross BLS CPR card (Health Care Provider level).
- Must be at least 18 years of age in order to be certified.

Academic Dishonesty:

Academic work submitted by students shall be the result of their own thought, research, or self-expression. Academic work is defined as quizzes, exams whether taken electronically, or on paper; classroom presentations/projects; skills testing; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Due to the real life circumstances that will occur during the class, the life, death, and quality of a patient's future may be made from your comments and findings. Therefore, dishonesty will not be tolerated. Those individuals who are caught cheating and/or falsifying documents will be dropped from the EMT program and turned over the College's Dean for prosecution according to Student Discipline: Prescribed Conduct.

Academic Dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing materials to the testing area. This includes electronic devices, such as cell phones, PDA's, computers, tablets, written notes, etc.
- Talking or communicating (including non-verbal) with another student during a written or skills exam.
- Looking at another student's exam during the examination.
- Plagiarizing by borrowing ideas, wording or organization of another source, without appropriate referencing of the source.

- Unauthorized collaboration or collusion with another in preparing outside work for fulfillment of course requirements.
- Falsifying any document to fulfill course requirements.
- Unauthorized entry (hacking) into test banks or examinations.
- Falsifying data in a patient health record.
- Assisting others in any act of academic dishonesty.
- Discussing any assessment or examination with any student who has not taken the exam.
- Having an unauthorized copy of any exam outside the testing area.
- Lying about or misrepresenting care given, clinical errors, or any action related to clinical rotations.
- Recording, taping, or taking pictures without expressed consent given by the instructor.
- Submitting another student's work and representing as your own.

Smoking/Tobacco Policy:

ALL Victor Valley College campuses and facilities are tobacco-free areas. Smoking, E-cigs, Vapes, Chewing Tabaco and any other forms of tobacco are NOT allowed on campus at any time.

The above Smoking/Tobacco policy shall be strictly enforced and any student in violation of this policy will be excused from the class, receive an "Absence" for the class, and receive a written reprimand in their file. Additional sanctions may be imposed on the student, and will be at the discretion of the instructor.

Chain of Command:

- Clinical Coordinator - (Brad Reddall; Bradley.reddall@vvc.edu and Kasey Topete; Kasey.Topete@vvc.edu)
- Skills Lab Coordinator - (Dale Lintner; Dale.Lintner@vvc.edu)
- Your primary instructor
- Program Director - (Dave Oleson, ext. 2738; Dave.Oleson@vvc.edu)
- Associate Dean of EMS/Fire Technology/Law Enforcement – (Tim E. Capehart, ext. 3113; Tim.Capehart@vvc.edu)
- Dean of Vocational Services
- Executive Vice President Instruction/Student Services
- President/Superintendent
- Board of Trustees
- State Chancellor

Failure to follow the chain of command will result in a loss of validity for your complaint and a need to restart the grievance process.

Additional Responsibilities:

- Participation in assigned squad duties
- Set-up and maintenance of all skills equipment
- Participation in National Registry Exam process
- Participation in new student Orientation
- Participation in drills and EMS competitions
- Participation in college events
- Participation in fundraising
- Participation in community events
- Participation in room, facilities & equipment clean-up after all class meetings.

Computer Access:

It will be essential that all students have full computer access in order for successful completion of program assignments. EMS 60 will require access to Blackboard. Access to the Internet is necessary for student participation in EMS 60. Students are encouraged to obtain internet access inside the classroom through the use of permitted electronic devices (laptop/tablet).

Disclaimer:

This policy manual is work in progress items listed may be revised as necessary to facilitate learning. Students will be notified of any revisions to this document.



VVC Student Acknowledgment Statements

Instructions

Please read, initial, and sign **all sections below**. This document will be returned, to the instructor, no later than the end of the orientation day.

I (your name), _____

Uniform and Equipment Acknowledgement

Acknowledge, understand, and agree that the Victor Valley Community College District will be or may be ordering EMS uniforms and equipment based on my acceptance into an EMS Program.

I affirm that the sizes I provide to 2Hot Activewear are true and accurate. Should I request any changes to the sizes ordered, I understand that I will be fully responsible for all costs associated with such changes.

Furthermore, I acknowledge, understand, and agree that I am responsible for paying the required **Materials Fees** associated with all EMS courses through Victor Valley College. I also understand that once uniforms and equipment have been ordered or purchased prior to the course, all associated fees are **non-refundable**, and I may be required to reimburse the College for any upfront costs paid on my behalf.

Initials: _____

Digital Citizenship and Technology Use Policy

Introduction

Digital Citizenship is the practice of using technology appropriately, responsibly, and ethically within a society where technology is an integral part of daily life.

The Victor Valley College District (VVCD) and the VVC EMS Programs expect all students to demonstrate responsible and professional conduct in their use of technology. This includes all forms of electronic communication, academic participation, and online activity.

The district provides safeguards to ensure that students can participate safely and securely in the digital environment while enjoying the rights and responsibilities of digital citizenship in an educational setting.

District Responsibilities

- Provide Internet access and technology resources to students.
- Assist students with conducting academic research while ensuring compliance with the District's **Acceptable Use Policy** (see Appendix X).
- Implement filtering and blocking of inappropriate Internet materials at the district level.
- Investigate inappropriate use of district technology resources and reserve the right to review, monitor, and restrict information stored on or transmitted via VVCD/VVC-owned devices and systems.

Student Responsibilities

Students are required to abide by the District's **Acceptable Use Policy** (see Appendix X) and:

- Report any security issues immediately to an administrator.
- Monitor all activity on their personal accounts.
- Secure and shut down their mobile computing device (iPad) after use to protect personal work and information.
- Report emails containing inappropriate, abusive, or questionable content to a teacher or administrator.

Student and Custodian Responsibilities

- All district-issued mobile computing devices (iPads) contain an Internet filter for home use.
- Parents/guardians are encouraged to monitor student activity at home, with special attention to Internet access.

Creative Commons & Copyright

- At the discretion of the instructor, student work may be uploaded to the Internet.
- Students retain ownership and copyright of their original works.
- Students will be guided in providing appropriate attribution and copyright information when sharing their work.

Mobile Computing Device (iPad) Care

- Each student is responsible for the proper care of their assigned mobile computing device.
- Devices must be brought to class daily with a fully charged battery.

Technology Discipline Plan

Minor Offenses

The District may impose disciplinary consequences, up to and including removal from the VVC EMS Programs, depending on the severity of the incident and prior offenses.

Major Offenses

Major offenses include, but are not limited to:

- Violating existing board policy or public law.
- Deleting district applications or altering device settings (beyond personal preferences such as brightness or font size).
- Sending, transmitting, uploading, downloading, or distributing secure materials such as quizzes or exams without authorization.
- Sending, transmitting, or accessing obscene, offensive, profane, pornographic, threatening, or sexually explicit materials.
- Participating in chat rooms or websites selling academic work (e.g., essays, reports).
- Spamming (disruptive emails or messages).
- Gaining unauthorized access to another student's accounts, files, or data.
- Using school Internet or email accounts for financial, commercial, or illegal activities.
- Vandalizing or attempting to damage district-issued devices.
- Transmitting or accessing materials intended to harass, demean, or threaten others.
- Bypassing the district's web filter through use of a proxy.

Consequences:

- Major offenses may result in disciplinary action **up to and including removal from the VVC Paramedic Academy and financial responsibility for replacement of a damaged device.**

- The administration reserves the right to address these offenses in a manner deemed most appropriate for the circumstances.

For further details, please refer to the **Victor Valley College District Technology Acceptable Use Policy**.

Initial: _____

Photo and Video Release Authorization

I hereby authorize **Victor Valley College** (hereafter referred to as “College”) to record, photograph, and/or film me during my participation in the EMS Programs. I grant the College permission to use my name, likeness, image, and/or voice for inclusion in print, digital, video-based, and online marketing materials, as well as other official College publications.

I release and hold harmless Victor Valley College from any reasonable expectation of privacy or confidentiality associated with the use of these images and recordings.

I understand and acknowledge that:

- My participation is voluntary.
- I will not receive financial compensation of any kind for the use, publication, or distribution of these images, videos, or recordings.
- The publication and use of such materials confer no ownership rights or royalties to me.

I further release Victor Valley College, its employees, contractors, and any third parties involved in the creation, distribution, or publication of these materials from any liability related to claims arising out of or in connection with my participation.

Initial: _____

Statement of Commitment

I understand that I will not receive a passing grade or a EMS Course Completion Certificate if I fail to complete any of the requirements outlined below, as well as those specified in the **Victor Valley College (VVC) Student Handbook** and the **VVC EMS Policy Manual**.

Victor Valley College Policies

I agree to abide by all Victor Valley College policies, including the **Student Code of Conduct**, and all **VVC Paramedic Academy policies** regarding conduct, dress, and facility use. Specifically, I agree to the following:

- I will not be argumentative, disruptive, or disrespectful.
- I will demonstrate professionalism, enthusiasm, and respect toward fellow students, faculty, staff, clinical providers, and EMS agency personnel.
- I will refrain from using harsh, offensive, or inappropriate language.

Failure to Meet Terms of Commitment

I understand that failure to complete the required course components or failure to uphold this Statement of Commitment may result in one of the following:

- Dropping from the course,
- Withdrawal with a grade of “W,” or

- Receiving a non-passing grade.

Initial: _____

Understanding, Duration, and Affirmation

I acknowledge and understand **all** sections above that these statements, policies, acknowledgments, along with the **VVC Student Handbook** and the **VVC EMS Policy Manual**, is binding for the entire duration of my enrollment in the EMS Courses I am enrolled in.

By signing below, I affirm my understanding and agreement to these terms.

Student Signature: _____

Printed Name: _____

Date: _____