

# Course Document Packet

## Wilderness Emergency Medical Technician

Please review this packet thoroughly as it affects your legal rights. If you are a minor at the time signing, a parent or a guardian must sign the documents as well. Failure to provide these signed documents will result in not being able to participate in the course. You must be at least 18 years old at the course start date.

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# STUDENT AGREEMENT

## (INCLUDING ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS AND AGREEMENTS OF RELEASE AND INDEMNITY)



*Please read this document carefully. It must be signed by all students and a parent or guardian if the student is a minor. "Student" includes adult and minor students, unless indicated otherwise. In consideration of the services provided by the National Outdoor Leadership school, hereafter referred to as NOLS, I agree, for myself (and for the minor student if I am signing as a parent or guardian), to the following:*

### Activities and Risks

I understand that NOLS Wilderness Medicine courses are taught in classroom and outdoor settings. The outdoor portions will occur during the day or at night in various types of environments from grass lawns to rugged wilderness-like terrain. I acknowledge that the activities of the course have risks, including certain risks, which are inherent. Inherent risks are those which cannot be eliminated without destroying the unique character of the activities. The same elements that contribute to the unique character of these activities and promote our educational objectives can cause loss or damage to equipment, accidental injury, illness, or in extreme cases, permanent trauma, disability, or death. I understand that NOLS considers it important for me to know in advance what to expect and to be informed of the activities' inherent risks. The following describes some, but not all, of those risks.

- NOLS activities may be strenuous, physically and emotionally.
- NOLS Wilderness Medicine courses may occur in remote places. They may occur on lands open to the public, and exposed to the acts of persons not associated with NOLS. Communication and transportation may be difficult and evacuations and medical care may be significantly delayed.
- Physical activities include, but are not limited to, walking, running, hiking, repetitive lifting, and carrying. Certain activities will require travel by foot and other means, over unimproved roads, hiking trails and rugged off-trail terrain including downed timber, river crossings, snow, ice, steep slopes, slippery rocks, and other features. These travel risks include falling, drowning, becoming lost, and others usually associated with such travel, including environmental risks.
- Environmental risks and hazards include, but are not limited to, flowing, deep and cold water; harmful insects, snakes, animals; falling and rolling rock; lightning, falling timber, and unpredictable forces of nature, including all types of weather which may change to extreme conditions without notice. Possible injuries and illnesses include wounds or bruises; bites or stings and insect or animal-borne diseases; sunburn, hypothermia, frostbite, heatstroke, dehydration, and other mild or serious conditions.
- Equipment may fail or malfunction.
- Students will participate in realistic simulated injury and illness scenarios and will at times act the role of patient, being handled, carried, and otherwise treated as patients of a simulated medical emergency. Students will also use and practice with various medical equipment. Training, under close staff supervision, may include the option of injecting, and being injected, by fellow students. Risks associated with this training include being inadvertently stuck by a needle, being dropped or otherwise mishandled while being carried; unwelcome touching while acting the role of patient in a scenario; and emotional distress in response to training scenarios. Emergency Medical Technician (EMT) course students will spend time at regional hospitals. Risks include those associated with contact with sick or injured patients.
- NOLS may require students to arrange their own transportation to locations away from the primary classroom from which further activities will be conducted. This travel is not supervised by NOLS and includes the use of personal vehicles and/or carpooling in vehicles not owned or controlled in any way by NOLS.
- Decisions made by the instructors, other staff (including volunteers), contractors, and students will be based on a variety of perceptions and evaluations, which by their nature are imprecise and subject to errors in judgment. Misjudgments may pertain to, among other things, a student's capabilities, environment, terrain, water and weather conditions, natural hazards, travel routes, and medical conditions.
- NOLS is not responsible for students, including minors, before the start and after end dates of their course. Between the start and end date of the course students are not supervised before or after the established class time. Students may have homework assigned for after class, but this is not supervised by NOLS. NOLS has no responsibility for students and students accept the risks that arise from this unsupervised time. NOLS staff may from time to time provide assistance or even accompany students during unsupervised time, but in doing so, they are acting as private individuals, and NOLS is not responsible for their conduct.
- NOLS Wilderness Medicine courses are instructional in nature. Students accept the risks of instructional activities, which are intended to challenge students to expand their skills and judgment.
- During the established class time students are considered to be "participating" in their NOLS Wilderness Medicine course. Participation includes, but is not limited to, involvement with activities, time spent studying or practicing techniques, and formal classes.
- NOLS Wilderness Medicine courses in foreign countries may be exposed to laws, legal systems, customs and behaviors, animals, diseases and infections not common to the United States; in addition, these courses may be subject to dangerous road travel, political unrest, riots, demonstrations, banditry, terrorism, and other criminal conduct, including drug related activities.

I have read and understand the general information about NOLS and its courses including NOLS Wilderness Medicine's Admission Policies made available to me through the NOLS website I acknowledge that the staff of NOLS has been available to more fully explain to me the nature and physical demands of my NOLS Wilderness Medicine course and the inherent risks, hazards, and dangers associated with this course.

### Acknowledgement and Assumption of Inherent and Other Risks

I understand and acknowledge that the description above ("Activities and Risks") of the inherent risks of NOLS courses is not complete and that other, including unknown or unanticipated, risks, inherent or otherwise, may result in injury, illness, death or property loss. I acknowledge that my (or the minor student's) participation in this NOLS course is purely voluntary, and I wish to (or have the minor student) participate in spite of and with knowledge of the inherent and other risks involved. **I acknowledge and assume the inherent risks described above and all other inherent risks of my (or the minor student's) NOLS course as well as any other risks of enrolling, participating in, or being present on a NOLS course or during free time. For activities that occur on National Park Service land and to the extent required by law, the above acknowledgement and assumption of risks is limited to assuming only the inherent risks.**

### Agreements of Release and Indemnity

I hereby forever **release, hold harmless and agree not to sue NOLS, its officers, trustees, agents, and staff including employees, volunteers, and interns ("Released Parties")**, with respect to any and all claims of loss or damage to person or property by reason of injury, disability, death, or otherwise, suffered by me (or by a minor student for whom I sign), arising in whole or part from my (or the minor student's) enrollment, participation, or presence on a NOLS course. **I agree further to indemnify ("indemnify" meaning to defend, and to pay or reimburse including costs and attorney's fees) Released Parties** against any claim by a member of my (or the minor student's) family, a rescuer, another student, or any other person, arising in whole or part from an injury or other loss suffered by or caused by me (or by the minor student) in connection with my (or the minor student's) enrollment, participation in, or presence on a NOLS course. **These agreements of Release and Indemnity are intended to be enforced to the fullest extent permitted by law and include claims of negligence, but not claims of gross negligence or intentionally wrongful conduct. For activities that occur on National Park Service and U.S. Forest Service Region Four lands and to the extent required by law, the above release and indemnity provisions are limited to claims arising from my (or the minor student's) acts or omissions.**

### Other Provisions

NOLS is authorized to obtain or provide emergency hospitalization, surgical or other medical care for me or for the minor student. I understand that situations may arise in which third party medical care is not available and which require NOLS staff to provide first aid and possibly more advanced procedures, employing wilderness first responder training. Such care will be provided under the guidance of the NOLS medical advisor by way of NOLS written medical protocols. Any such third-party medical care provider is authorized to exchange pertinent medical information with NOLS. Costs associated with medical services, including evacuation shall be born by me.

NOLS may from time to time use the services of private contractors for certain tasks, including, for example, transportation and food service. NOLS is not responsible for the acts or omissions of such contractors.

I agree to be responsible for any damage I (or the minor student) may cause to the property of NOLS or others. NOLS is not responsible for loss, theft, or damage to a student's personal belongings at any time during the course, including storage by NOLS or others.

Any dispute between me (or the minor student) and NOLS will be governed by the substantive laws (not including the laws which might apply the laws of another jurisdiction) of the State of Wyoming and I consent to jurisdiction in Wyoming. Any mediation or suit shall occur or be filed only in the State of Wyoming.

If any part of this agreement is found by a court or other appropriate authority to be invalid, the remainder of the agreement nevertheless will be in full force and effect.

THE STUDENT AND THE PARENT(S) OR GUARDIAN OF A MINOR STUDENT HAVE READ THIS PAGE AND THE PREVIOUS PAGE AND UNDERSTAND AND VOLUNTARILY AGREE TO ITS TERMS, WHICH SHALL BE BINDING UPON THEM, THEIR HEIRS, ESTATE, EXECUTORS, AND ADMINISTRATORS. ANY MODIFICATIONS OF THIS AGREEMENT MUST BE APPROVED BY NOLS IN WRITING

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student Signature                      Age              Date Signed                      \_\_\_\_\_  
Print Name

*If the student is under 18 years of age (or if the student is a resident of Alabama and is under 19 years of age) (or if the student is a resident of Mississippi and is under 21 years of age), at least one parent or guardian must also sign. I agree for myself, and on behalf of the minor student, to all of the terms in this agreement. I have legal authority to act on behalf of the minor student.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent or Guardian Signature                      Date Signed                      \_\_\_\_\_  
Print Name

**NOLS WILDERNESS MEDICINE**  
**STUDENTS POLICIES & PROCEDURES**  
WILDERNESS AND EMT

Students enrolling in an EMT course must understand, meet, and complete certain requirements for successful completion of the course:

**ATTENDANCE:** All students are required to attend all class sessions and all field exercises. No more than 16 hours of excused absence may be missed from the course material. Review of materials/exams missed is the responsibility of the student. Repeated tardiness constitutes unexcused absence. Absence, which is either unexcused or exceeds 16 hours of excused absence, is grounds for dismissal from the course with no refunds of tuition or course costs.

**COURSE COMPLETION:** EMT students must successfully complete all of the criteria of EMT course completion in order to be eligible to take the State EMS Department approved practical exam and the National Registry written exam. The EMT student must demonstrate proficiency in the following areas:

**Written Testing:**

- ◆ Quizzes and Exams will be administered throughout the course.
- ◆ Minimum academic requirement for successful course completion is 80% cumulative on all of the above quizzes and exams.
- ◆ Students who do not have a cumulative score of 80% will not have successfully fulfilled course completion criteria.

**Skills:**

- ◆ Hands-on skills check-offs will occur at various times during the course (skills sheets are provided for student practices). It is the student's responsibility to assure all final skills check-offs have been done in order to satisfy course completion requirements. Students must demonstrate adequate proficiency in all required skills.
- ◆ Students who have not obtained final skills check-offs will not have successfully fulfilled course completion criteria.

**Clinical Rotation:**

- ◆ Students are required to complete course-approved emergency medicine clinical rotations. Multiple shifts may be required to accommodate state requirements.
- ◆ Documentation of clinical experience must be provided by each student, to include the Clinical Verification Form and State EMS-mandated patient reports.
- ◆ Students who have not successfully fulfilled the clinical requirements will not have successfully fulfilled course completion criteria.

**Self-Withdrawal:**

- ◆ Any student choosing to withdraw from the course prior to course completion accepts that no refunds of tuition will be awarded.

**CONDUCT:**

Professional conduct is required of all EMT students at all times. Inappropriate comments regarding a person's race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, genetics information, disability or veteran status will not be tolerated and may result in dismissal from the course without refund of tuition or course costs. Communication of a threatening nature or the use of obscene or profane language will not be tolerated.

As an EMT, you will often be the first healthcare professional to assess and treat the patient. You will be required to work with a variety of other healthcare professionals in both pre-hospital and hospital

settings. Part of your training is learning to interact with both patients and other healthcare providers in a professional manner. As an EMT student, you will be expected:

- ◆ To make sure that patient care is given a high priority, but not at the risk of your own safety, or the safety of others.
- ◆ To participate fully in all aspects of the course. This includes classroom lectures, practical sessions, scenario-based exercises, facility and classroom clean-ups and kitchen duties as defined by the caterer.
- ◆ To adhere to the rules and regulations of the program and facilities:
- ◆ No storage or consumption of alcohol or drugs in or near the lodging or classroom facilities. No use of alcohol within 12 hours of a course related activity.
- ◆ No tobacco, e-cigarette, vaping or nicotine use in the lodging or classroom facility.
- ◆ Quiet hours respected after 10:00pm and before 7:00am in the lodging facility.
- ◆ Respectful use and maintenance of all equipment provided.
- ◆ To maintain a professional appearance and manner at all times. This includes maintaining good personal hygiene throughout the course and at clinical rotations, wearing appropriate clothing for classroom and clinical situations, and keeping hair and beards clean and neatly contained.
- ◆ To treat patients (both real and simulated), instructors, co-workers and other students with respect.
- ◆ To maintain patient confidentiality when discussing the particulars of patient interactions during clinical rotations.
- ◆ To demonstrate commitment to obtaining the knowledge and skills required to successfully complete the course.
  
- ◆ Any off-site conduct that affects a student's performance at a course related activity may be grounds for immediate dismissal.
  
- ◆ Any conduct deemed unprofessional by the instructional staff will result in immediate dismissal from the course with no refunds of tuition awarded.

**PROBLEM RESOLUTION:**

Any questions, problems, or unresolved issues should initially be taken up with the EMT Instructor/Coordinator. If not resolved they may be taken up with the Program Director.

**COURSE RECORDS:**

Course files and records are confidential and not available to anyone outside of the course staff, NOLS Wilderness Medicine administration, the student, and representatives of the State Health Dept. EMS Division (for review and verification of compliance with EMS rules) and the National Registry of EMTs. Course files and records will be kept in the NOLS Wilderness Medicine office and will consist of: Student files (Registration forms, Risk and Release Forms, exam scores, skills check-off sheets, practical exam skills sheets, signed Policies and Procedures Forms, signed Functional Position Descriptions, Remediation Forms, additional State-Mandated forms as directed) and Course files (course rosters, fee rosters, attendance rosters, exam masters with keys, lesson plans).

My signature here attests that I have read and understand the preceding Policies and Procedures statement and that I agree to abide by such.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## FUNCTIONAL POSITION DESCRIPTIONS FOR EMTS

### QUALIFICATIONS

**Each candidate must successfully complete the state approved training curriculum and achieve a passing score on practical and written certification examinations.**

The candidate must be at least eighteen (18) years of age by the course start date.

The candidate must possess the ability to hear and respond to radio/telephone instructions; auscultate using a stethoscope; and respond to verbal prompts from an automated external defibrillator (AED).

The candidate must possess the ability to interpret written and oral instructions; must possess the ability to use good judgment and remain calm in high-stress situations; must possess the ability to be unaffected by loud noises and flashing lights; must possess the ability to function efficiently throughout the entire work shift without interruption.

The candidate must possess the ability to calculate weight and volume ratios; possess the ability to read English language manuals and road maps; accurately discern street signs and address numbers.

The candidate must possess the ability to interview patients, family members and bystanders; possess the ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; possess the ability to converse in English with coworkers and hospital staff as to the status of patients.

The candidate must possess good manual dexterity with the ability to perform all tasks related to the delivery of the highest quality of patient care, must possess the ability to bend, stoop and crawl on uneven terrain; possess the ability to withstand varied environmental conditions such as extreme heat, cold and moisture; and must possess the ability to work in low light and confined spaces.

### COMPETENCY AREAS

#### EMT

**The candidate must demonstrate competency assessing a patient, handle emergencies utilizing Basic Life Support equipment, possess the ability to perform CPR, control hemorrhage, provide non-invasive treatment for inadequate tissue perfusion, splinting and spinal immobilization, use of a semi-automatic defibrillator, possess the ability to administer self-assisted medications, manage environmental emergencies, and emergency childbirth.**

#### Description of Tasks

**Receive call from dispatcher, responds verbally to emergency calls, read maps, may drive vehicle to emergency site, uses most expeditious route, and observes traffic ordinances and regulations.**

**Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level), may administer intravenous drugs or fluid replacement if certified and as directed by medical control. May use equipment (based on competency level and certification) such as, but not limited to, defibrillator, electrocardiograph, perform endotracheal intubation to open airways and ventilate patient, applies, inflates pneumatic anti-shock garment as per protocol, and administers medications as authorized.**

**Assists in lifting, carrying and transporting patient to ambulance and on to a medical facility. Reassures patients and bystanders, avoids mishandling patient(s) and undo haste, searches for medical identification emblem to aid in care. Extricates patient(s) from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service, provide additional emergency care following established protocols.**

**Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at scene. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to that facility, asks for direction from medical control or emergency department. Identifies diagnostic signs that require communication with medical facility.**

**Assists in removing patient(s) from ambulance and into emergency facility. Reports verbally and in writing observations about and care of patient at the scene and en route to medical facility, provide assistance to emergency staff as required.**

**Replaces supplies, send used supplies for sterilization or appropriate disposal, checks all equipment for future readiness, maintains emergency vehicle in operable condition, ensures vehicle cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking all oil, gas, water in battery and radiator, and tire pressure, and maintains familiarity with all specialized equipment.**

#### CERTIFICATION OF ELIGIBILITY

Each student and/or candidate for EMT certification must sign one (1) of the two (2) following statements:

**I have read and understand the Functional Job Description of an EMT. I have no conditions which would preclude me from safely and effectively performing all the functions of the level of EMT for which I am seeking certification.**

\_\_\_\_\_  
Candidate Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OR**

I have read and understand the Functional Job Description of an EMT. I will be submitting a request for an accommodation for the EMT Certification Examination(s). I understand that if I am enrolled in a training course, I must contact the training agency and the National Registry of EMTs as soon as possible for this purpose.

\_\_\_\_\_  
Candidate Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date