

CAPE & ISLANDS
EMERGENCY MEDICAL SERVICES

P.O. BOX 1197, HYANNIS, MA 02601

SYSTEM, INC.

(508) 771-4510
1-800-932-7345



CAPE & ISLANDS EMS SYSTEMS, INC.

P.O. BOX 1197

HYANNIS, MA 02601

508-771-4510 & 1-800-932-7345

**TITLE: CAPE & ISLANDS EMS SYSTEMS, INC. ZOOM CLASSROOM
CODE OF CONDUCT**

POLICY #: 21.002

SECTION 1 PERSONNEL

EFFECTIVE DATE: OCTOBER 5, 2021

SUPERCEDES: N/A

1. PURPOSE:

Online Zoom training allows providers to receive high quality, live training with the ability to socially distance and stay current with EMS recertification requirements.

11. DEFINITIONS:

A – Providers: Any person(s) who is registered with Cape & Islands EMS to participate in scheduled and approved T-5 training, receiving a class link to lecture.

B – Zoom Training: Cape & Islands EMS will utilize the online platform to live stream training and education with two way visual, audio and real time communication capacity.

C – Facilitator: Any person(s) in the role of managing online class expectations to ensure class objectives are fulfilled.

111. POLICY / PROCEDURE:

A – Providers attending class are required to log in for each individual class day on a device with individual identifying features. *Ex: "Mom's tablet" and "Fire Dept. Ipad" do not identify individual provider.* Providers name must be available to class facilitator at all times while attending class.

B – Providers attending class must use a device with camera ability. Camera must be on at all times with camera facing provider with full face visible at all times during

lectures. Exceptions to camera may be approved by class facilitator or Director of Cape & Islands EMS on a case by case basis.

- C- Providers must have device with audio on at all times. Students should be prepared to mute while lecturers speak, preventing back ground noise from interfering.
- D – Providers are expected to give full attention to lecturer at all times. Providers found to be disruptive or disrespectful to instructor, fellow students and/or class Facilitator may be removed from class without warning. Re-entry is not guaranteed.
- E – Providers who are removed from class must reach out to the Director of Cape & Islands EMS in a timely manner to determine ability to make up class or classes.
- F – Providers removed from class will have their agency notified of violation(s) by Director of Cape & Islands EMS. Providers agency has the right to go above and beyond discipline outlined by Cape & Islands EMS.
- G- A Notification to the Massachusetts Office Of Emergency Services Serious Incident Reporting division may be made on any provider removed from class by Cape & Islands EMS.
- H- Providers should be aware class may be videotaped at any time for future training purposes.
- I – Providers attending class in the role of student shall not engage in any activity that can be considered distracting, disruptive or disrespectful while a lecture or class is in process.

Name: _____

Date: _____