



EMS ConnectME

LMS Guide



v12.19.2024

This document is intended to help Mentors and Instructors guide their Learners through the ELO: EMS ConnectME course hosted on Canvas, JMG's Learning Management System (LMS). Individual lessons, assignments, and activities in the LMS are referred to as "elements."

Definitions:

- **Mentor:** The Mentor is an EMS clinician, or member of the EMS agency, who is serving as the Learner's core role model and supervisor for in-person activities.
- **Instructor:** The Instructor is a JMG Specialist, ELO Coordinator, teacher, guidance counselor, or other school staff who is serving as the primary instructor of record in the LMS.

Course Overview:

ELO: EMS ConnectME is sequential; each section must be completed and approved/graded by the Instructor before the Learner can move on to the next one. For some in-person activities, the Mentor must assist with providing documentation of the Learner's participation.

Below is a list of course sections, with the general responsibilities of Instructors and Mentors indicated. See the rest of this document for detailed instructions about each element.

- **Level 1: Part 1** = Instructor-led. Guided and graded by the Instructor. At this stage, the Learner has usually not yet made contact with the EMS agency.
- **Level 1: Part 2** = Co-led by Instructor and Mentor. Activities are coordinated by the Mentor, with assignments submitted by the Learner that the Instructor grades. Both Mentor and Instructor assist in guiding the Learner through the elements, including obtaining CPR training.
- **Next Steps** = Co-led by Instructor and Mentor. Both discuss the Learner's future goals, and assist them as needed in deciding whether or not to begin working toward Level 2. The Learner indicates their decision in the LMS, and the Instructor approves it.
- **Level 2: Part 1** = Mentor-led. The Mentor focuses on teaching the Learner ambulance/equipment competency. The Instructor assists the Learner as needed to complete online modules. Both assist the Learner in obtaining First-Aid/Stop-the-Bleed training.
- **Level 2: Part 2** = Co-led by Instructor and Mentor. Both assist the Learner with their Level 2 Application. This application is submitted to both the LMS **and** the EMS agency. The service interviews the Learner, decides whether or not to approve them for Level 2, and then communicates that with the Instructor. Only with their sign-off does the Instructor approve the Learner to advance in the LMS to the next section.
- **Level 2: Part 3** = Co-led by Instructor and Mentor. The Mentor brings the Learner on EMS calls, and assists them with assignments and reflections afterwards. Both Instructor and Mentor ensure that the Learner has appropriate resources to process any EMS calls that they go on.



Level	Element Name	Student Responsibilities	Mentor Responsibilities	Instructor Responsibilities
Level 1: Part 1 (online)	Writing Your Goals Level 1 <i>In this element, the Learner creates goals for their experience at Level 1 in EMS ConnectME.</i>	<ul style="list-style-type: none"> Think about why you signed up for this program, and what you want to get out of it. Write your goals in a clear sentence as described in the element. 	<ul style="list-style-type: none"> When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> Assist the Learner as needed in crafting their goals for this experience. Approve the Learner’s submission in the LMS, once completed.
	Writing Your Essential Question Level 2 <i>In this element, the Learner writes a fundamental question that they will work to answer throughout their experience in EMS ConnectME.</i>	<ul style="list-style-type: none"> Think about the essential question that you want to answer while in this program. Write your question in a clear sentence as described in the element. 	<ul style="list-style-type: none"> When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> Assist the Learner as needed in crafting their essential question for this experience. Approve the Learner’s submission in the LMS, once completed.
	EMS ConnectME Introduction <i>In this element, the Learner watches a video describing EMS ConnectME.</i>	<ul style="list-style-type: none"> Watch the video in the LMS. Ask your instructor if you have any questions or concerns. 	<ul style="list-style-type: none"> When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> Assist the Learner as necessary if they have technical difficulties in this element. There is no grade associated with this element.

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<p>EMS ConnectME Levels</p> <p><i>This informational element teaches Learners the different levels in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> Review the information in the LMS. Ask your instructor if you have any questions or concerns. 	<ul style="list-style-type: none"> When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> Assist the Learner as necessary if they have technical difficulties in this element. There is no grade associated with this element.
<p>CPR Training</p> <p><i>This element provides information for Learners to schedule and complete their CPR training and certification.</i></p>	<ul style="list-style-type: none"> Research where in your community you can obtain CPR certification. Talk to your Mentor and/or Instructor to find out more about local resources. Sign up for CPR training. Complete the training. Upload your CPR certificate into the LMS. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> Learners receive this assignment in Level 1: Part 1, but do not have to complete it until Level 1: Part 2. If you are a CPR instructor, or have one at the station or school, hold a CPR training for your Learners. <ul style="list-style-type: none"> Consider having this training at the school, and offering it to any interested students. If you can’t offer the Learner CPR training in-house, assist them as needed in finding and/or obtaining it. 	
<p>EMS ConnectME Journal</p> <p><i>This instructional element tells Learners the requirements for their EMS ConnectME Journal assignment.</i></p> <p><i>This assignment is a series of reflections completed throughout their experience,</i></p>	<ul style="list-style-type: none"> After each time you go to the station or participate in an activity, reflect on your experience. Create a minimum of 6 written, audio, or video reflections: <ul style="list-style-type: none"> For written reflections, write 3-5 sentences. For audio reflections, speak for 2-4 minutes. For video reflections, speak for 2-4 minutes. 	<ul style="list-style-type: none"> Remind the Learner to create a reflection after each major activity, or week, of their experience. Remind the Learner to submit their reflections to complete this module. 	<ul style="list-style-type: none"> Remind the Learner to create a reflection after each major activity, or week, of their experience. Remind the Learner to submit their reflections to complete this module. Approve the Learner’s submission in the LMS, once completed.

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<p><i>focusing on each major activity in which they participate.</i></p>	<ul style="list-style-type: none"> • Create a folder in Google Drive for this element. • Upload all your reflections and any supporting documentation to the Google folder. • Put the link to your Google folder into the LMS to submit all your reflections together. 		
<p>Rules and Boundaries</p> <p><i>This informational element teaches Learners the rules and boundaries of EMS ConnectME.</i></p>	<ul style="list-style-type: none"> • Review the information in the LMS. • Ask your instructor if you have any questions or concerns. 	<ul style="list-style-type: none"> • When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. • If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element.
<p>Professionalism</p> <p><i>This informational element teaches Learners how to behave professionally in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> • Review the information in the LMS. • Ask your instructor if you have any questions or concerns. 	<ul style="list-style-type: none"> • When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. • If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element.
<p>Mental Health</p> <p><i>This informational element teaches Learners how to protect</i></p>	<ul style="list-style-type: none"> • Review the information in the LMS. • Ask your instructor if you have any questions or concerns. 	<ul style="list-style-type: none"> • When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. 	<ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element.

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<p><i>their mental health while in EMS ConnectME.</i></p>		<ul style="list-style-type: none"> • If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> • There is no grade associated with this element.
<p>Conversations with Professionals</p> <p><i>This informational element contains a video of EMS professionals in Maine talking about their careers.</i></p>	<ul style="list-style-type: none"> • Watch the video in the LMS. • Ask your instructor if you have any questions or concerns. 	<ul style="list-style-type: none"> • When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. • If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element.
<p>Learning Check Level 1</p> <p><i>This element asks Learners to think critically about their learning so far, and answer relevant questions to help prepare them for going to their local station.</i></p>	<ul style="list-style-type: none"> • Use the Google template provided to complete your Level 1 Learning Check. • Submit the link in the LMS. 	<ul style="list-style-type: none"> • When the Learner receives this assignment, Mentors might not yet be involved in the Learner’s experience. • If you are, see the “Instructor Responsibilities” column. 	<ul style="list-style-type: none"> • Grade this assignment on a pass/fail basis. • If the Learner has put a good effort into responding to all questions, and their answers make sense, give them a pass. • If the Learner needs additional coaching or support answering any questions, you can provide it. • Speak with the Mentor(s) at your partner EMS agency about any issues with specific questions.

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<p>Level 1: Part 2 (in- person)</p>	<p>Interview Reflection</p> <p><i>In this element, the Learner asks a member of their agency questions about the field of EMS, and completes a reflection.</i></p>	<ul style="list-style-type: none"> • Interview a member of your agency, asking questions about the EMS career. • Submit a written, audio, or video reflection about the interview, including: <ul style="list-style-type: none"> ○ Any new information you learned, AND; ○ How the new information changed your thoughts or understanding of the EMS field. 	<ul style="list-style-type: none"> • If needed, assist the Learner in setting up an interview with another member of the agency. • Remind the Learner to submit their reflection after doing the interview. 	<ul style="list-style-type: none"> • Provide support as needed. • Remind the Learner to submit their reflection after doing the interview. • Approve the Learner’s submission in the LMS, once completed.
	<p>Hands On at the Station</p> <p><i>In this element, the Learner participates in a variety of activities in order to complete at least one Bingo.</i></p>	<ul style="list-style-type: none"> • Participate in at least 5 hands-on activities with your EMS agency. <ul style="list-style-type: none"> ○ Click on each tile to see additional instructions for that activity. • For each activity, submit a written, audio, or video reflection on your experience. • Create a folder in Google Drive for this activity. • Upload all your reflections and any supporting documentation to the Google folder. • Put the link to your Google folder into the LMS to 	<ul style="list-style-type: none"> • Plan hands-on activities for Learners. • Engage outside partners to participate in activities. • After each activity, sign the appropriate box on the Learner’s Level 1 Bingo Sign-Off Sheet. • Document the Learner’s activities and hours on the EMS ConnectME Activity and Hours Tracking Form. <ul style="list-style-type: none"> ○ This form is used to ensure Learners get credit for their time in the program. ○ If the Learner is on an ELO or other academic opportunity, this documentation is 	<ul style="list-style-type: none"> • If applicable, collaborate with the EMS agency to plan/host activities connected to school. • Remind the Learner to submit their reflection for each activity. • Remind the Learner to submit their Level 1 Bingo Sign-Off Sheet to complete this module. • Approve the Learner’s submission in the LMS, once completed.

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		submit all your reflections together.	essential for getting them academic credit as well.	
		<ul style="list-style-type: none"> Remind the Learner to submit their reflection for each activity. Remind the Learner to submit their Level 1 Bingo Sign-Off Sheet to complete this module. 		
	<p>CPR Certification</p> <p><i>In this submission element, the Learner uploads proof of their CPR certification.</i></p>	<ul style="list-style-type: none"> Upload a PDF copy of your current CPR certificate to the LMS. 	<ul style="list-style-type: none"> Remind the Learner to submit their current CPR certificate to the LMS. 	<ul style="list-style-type: none"> Remind the Learner to submit their current CPR certificate to the LMS. Approve the Learner’s submission in the LMS, once completed.
	<p>EMS ConnectME Journal</p> <p><i>In this submission element, the Learner uploads their EMS ConnectME Journal to the LMS.</i></p>	<ul style="list-style-type: none"> After each time you go to the station or participate in an activity, reflect on your experience. Create a written, audio, or video reflection: <ul style="list-style-type: none"> For written reflections, write 3-5 sentences. For audio reflections, speak for 2-4 minutes. For video reflections, speak for 2-4 minutes. Create a folder in Google Drive for this activity. 	<ul style="list-style-type: none"> Remind the Learner to create a reflection after each activity. Remind the Learner to submit their reflections to complete this module. 	<ul style="list-style-type: none"> Remind the Learner to create a reflection after each activity. Remind the Learner to submit their reflections to complete this module. Approve the Learner’s submission in the LMS, once completed.

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	<ul style="list-style-type: none"> • Upload all your reflections and any supporting documentation to the Google folder. • Put the link to your Google folder into the LMS to submit all your reflections together. 		
<p>Final Reflection Level 1</p> <p><i>In this element, the Learner reflects on their overall experience at Level 1 in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> • At the end of your EMS ConnectME Level 1 experience, reflect on your whole experience. • Create a written, audio, or video reflection: <ul style="list-style-type: none"> ○ For written reflections, write at least 750 words, or 2 paragraphs for each area of learning. ○ For audio reflections, speak for 5-10 minutes. ○ For video reflections, speak for 5-10 minutes. 	<ul style="list-style-type: none"> • Remind the Learner to create and submit their written, audio, or video reflection. 	<ul style="list-style-type: none"> • Remind the Learner to create and submit their written, audio, or video reflection. • Approve the Learner’s submission in the LMS, once completed.
<p>Final Presentation</p> <p><i>In this element, the Learner presents on their experience in EMS ConnectME Level 1.</i></p>	<ul style="list-style-type: none"> • Prepare to share your experience in EMS ConnectME Level 1 with your fellow Learners, school classmates, or EMS agency members. • Present your experiences either in-person or by pre-recording a video. 	<ul style="list-style-type: none"> • If needed, assist the Learner in setting up a time to present their experience at the station, in front of other Learners and/or service members. • Record the Learner’s presentation so they can upload it to the LMS. 	<ul style="list-style-type: none"> • If needed, assist the Learner in setting up a time to present their experience at school. • Record the Learner’s presentation so they can upload it to the LMS.

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	<ul style="list-style-type: none"> • Afterwards, upload your presentation or video to the LMS. <ul style="list-style-type: none"> ○ If you are presenting in-person, ask someone to record with their phone so you can upload the recording. 	<ul style="list-style-type: none"> • Remind the Learner to submit their presentation to the LMS. 	<ul style="list-style-type: none"> • Remind the Learner to submit their presentation to the LMS. • Approve the Learner’s submission in the LMS, once completed.
<p>Thank You Level 1</p> <p><i>In this element, the Learner writes a thank-you note to their Mentor, Service Leader, or another person instrumental to their experience in EMS ConnectME so far.</i></p>	<ul style="list-style-type: none"> • Write a thank-you note, following the guidance in this element. • Give your thank-you note to the intended recipient. • Mark in the LMS that you completed this assignment. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary with writing and delivering/sending their thank-you note. • Remind the Learner to mark in the LMS when they have completed this task. • There is no grade associated with this element. 	
<p>Course Evaluation</p> <p><i>This element asks Learners to provide feedback on this course.</i></p>	<ul style="list-style-type: none"> • Complete the evaluation form in the element. • Provide honest, thoughtful feedback about this course. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element. 	
<p>Final Congratulations Video</p>	<ul style="list-style-type: none"> • Watch the video in the LMS. • Ask your instructor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element. 	

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	<p><i>This element contains a video congratulating Learners on reaching this part of the course.</i></p>			
	<p>Next Steps</p> <p><i>In this element, the Learner decides if they would like to continue on to EMS ConnectME Level 2.</i></p>	<ul style="list-style-type: none"> • Look back on your experience, and think about whether you would like to move on to EMS ConnectME Level 2, or whether you are ready to complete your experience. At Level 2, you may have the opportunity to go on EMS calls. <ul style="list-style-type: none"> ○ Discuss this decision with your Mentor. ○ When you know your preference, click the checkbox in the LMS. • A quiz will open, asking you to select Yes or No. Select your answer and submit the quiz to finalize your decision. <ul style="list-style-type: none"> ○ This quiz does not impact your final grade for the LMS. 	<ul style="list-style-type: none"> • Answer your Learner’s questions about Level 2. • Give your Learner realistic expectations about advancing to Level 2. <ul style="list-style-type: none"> ○ Have an honest conversation with your Learner about your capacity to Mentor them at Level 2, any concerns you have about them advancing, and any challenges you anticipate if they become Level 2. • Communicate with the Learner’s LMS Instructor about the Learner’s readiness for Level 2. 	<ul style="list-style-type: none"> • Communicate with the Learner’s Mentor about the Learner’s readiness for Level 2. • Be prepared to offer support as needed for the Learner to advance to Level 2.
	<p>Writing Your Goals Level 2</p>	<ul style="list-style-type: none"> • Think about why you decided to continue on to Level 2 in this program, and 	<ul style="list-style-type: none"> • Assist the Learner as needed in crafting their goals for this experience. 	<ul style="list-style-type: none"> • Assist the Learner as needed in crafting their

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<p>Level 2: Part 1 (hybrid)</p>	<p><i>In this element, the Learner creates goals for their experience at Level 2 in EMS ConnectME.</i></p>	<p>what you want to get out of your experience.</p> <ul style="list-style-type: none"> Write your goals in a clear sentence as described in the element. 		<p>goals for this experience.</p> <ul style="list-style-type: none"> Approve the Learner’s submission in the LMS, once completed.
	<p>Writing Your Essential Question Level 2</p> <p><i>In this element, the Learner writes a fundamental question that they will work to answer throughout their experience at Level 2 in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> Think about the essential question that you want to answer while at Level 2 in this program. Write your question in a clear sentence as described in the element. 	<ul style="list-style-type: none"> Assist the Learner as needed in crafting their goals for this experience. 	<ul style="list-style-type: none"> Assist the Learner as needed in crafting their essential question for this experience. Approve the Learner’s submission in the LMS, once completed.
	<p>EMS ConnectME Level 2 Introduction</p> <p><i>In this element, Learners watch a video describing Level 2 in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> Watch the video in the LMS. Ask your instructor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> Assist the Learner as necessary if they have technical difficulties in this element. There is no grade associated with this element. 	
	<p>First-Aid and Stop-the-Bleed Trainings</p> <p><i>This element provides information for Learners</i></p>	<ul style="list-style-type: none"> Research where in your community you can obtain First-Aid and Stop-the-Bleed certification. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> Learners receive this assignment in Level 1: Part 1, but do not have to complete it until Level 1: Part 2. 	

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<p><i>to schedule and complete their First-Aid and Stop-the-Bleed certification(s).</i></p>	<ul style="list-style-type: none"> • Talk to your Mentor and/or Instructor to find out more about local resources • Sign up for First-Aid and Stop-the-Bleed training. • Complete the training. • Upload your First-Aid and Stop-the-Bleed certificate into the LMS. 	<ul style="list-style-type: none"> • If you are a First-Aid/Stop-the-Bleed instructor, or have one at the station or school, hold a training for your Learners. <ul style="list-style-type: none"> ○ Consider having this training at the school, and offering it to any interested students. • If you can't offer the Learner First-Aid and Stop-the-Bleed training in-house, assist them as needed in finding and/or obtaining it.
<p>Do's and Don'ts</p> <p><i>This informational element teaches Learners the Do's and Don'ts of a Level 2 in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> • Review the information in the LMS. • Ask your Instructor or Mentor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element.
<p>Scene Safety</p> <p><i>This informational element teaches Learners the basics of scene safety at Level 2 in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> • Review the information in the LMS. • Ask your Instructor or Mentor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element.
<p>Bedside Manner and Communication Overview</p> <p><i>This informational element teaches</i></p>	<ul style="list-style-type: none"> • Review the information in the LMS. • Ask your Instructor or Mentor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element.

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	<p><i>Learners the basics of bedside manner at Level 2 in EMS ConnectME.</i></p>			
	<p>Medical Ethics and HIPAA Overview</p> <p><i>This informational element teaches Learners the basics of medical ethics and HIPAA at Level 2 in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> • Review the information in the LMS. • Ask your Instructor or Mentor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element. 	
	<p>Learning Check Level 2</p> <p><i>This element asks Learners to think critically about their learning so far, and answer relevant questions to help them prepare for going on EMS calls.</i></p>	<ul style="list-style-type: none"> • Use the Google template provided to complete your Level 2 Learning Check. • Submit the link in the LMS. 	<ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties with, or questions about, this element. 	<ul style="list-style-type: none"> • Grade this assignment on a pass/fail basis. • If the Learner has put a good effort into responding to all questions, and their answers make sense, give them a pass. • If the Learner needs additional coaching or support answering any questions, you can provide it. • Speak with the Mentor(s) at your partner EMS agency about any issues with specific questions.

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<p>First Aid and Stop the Bleed Certificate(s)</p> <p><i>In this submission element, the Learner uploads proof of their First-Aid and Stop-the-Bleed certification(s).</i></p>	<ul style="list-style-type: none"> • Upload a PDF copy of your current First-Aid and Stop-the-Bleed certificate(s) to the LMS. 	<ul style="list-style-type: none"> • Remind the Learner to submit their current First-Aid and Stop-the-Bleed certificate(s) to the LMS. 	<ul style="list-style-type: none"> • Remind the Learner to submit their current First-Aid and Stop-the-Bleed certificate(s) to the LMS. • Approve the Learner’s submission in the LMS, once completed.
<p>Ambulance/ Equipment Competency Sign-Off</p> <p><i>In this submission element, the Learner uploads their signed Ambulance/Equipment Competency certificate.</i></p>	<ul style="list-style-type: none"> • Work with your Mentor to learn the equipment on an ambulance, and where it is located. • Practice completing your agency’s ambulance checklist. • Demonstrate your knowledge of ambulance equipment with your Mentor. • Obtain your Mentor’s signature on your Ambulance/Equipment Competency Certificate. • Upload your Ambulance/Equipment Competency Certificate to the LMS. 	<ul style="list-style-type: none"> • Schedule your Learner(s) to come to the station for Ambulance/Equipment training. • Follow the steps in the activity guides for Ambulance/Equipment Competency 101, 102, and 103. • Document the Learner’s time doing this training on the EMS ConnectME Activity and Hours Tracking Form. <ul style="list-style-type: none"> ○ This form is used to ensure Learners get credit for their time in the program. ○ If the Learner is on an ELO or other academic opportunity, this documentation is essential for getting them academic credit as well. 	<ul style="list-style-type: none"> • Remind the Learner to upload their signed certificate to the LMS. • Approve the Learner’s submission in the LMS, once completed.

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			<ul style="list-style-type: none"> • When you are confident in the Learner’s proficiency, sign their Ambulance/ Equipment Competency Certificate. <ul style="list-style-type: none"> ○ Keep a copy of this certificate in the Learner’s personnel file. • Remind the Learner to upload their signed certificate to the LMS. 	
<p>Level 2: Part 2 (hybrid)</p>	<p>Level 2 Learning Certificate</p> <p><i>In this achievement element, the Learner obtains a digital copy of their Level 2 Learning Certificate, issued automatically by the LMS.</i></p>	<ul style="list-style-type: none"> • Follow the instructions to download your Level 2 Learning Certificate. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element. 	
<p>Your Responsibilities as a Level 2 EMS Learner</p> <p><i>In this element, Learners watch a video emphasizing their</i></p>		<ul style="list-style-type: none"> • Watch the video in the LMS. • Ask your Instructor or Mentor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> • Assist the Learner as necessary if they have technical difficulties in this element. • There is no grade associated with this element. 	

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<p><i>responsibilities at Level 2 in EMS ConnectME.</i></p>			
<p>EMS ConnectME Level 2 Application</p> <p><i>In this instructional element, Learners are given the application and checklist for becoming Level 2 in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> Carefully read the instructions before starting your Level 2 application. Follow the link, and create your application Google doc by clicking “Use Template” in the top right corner of the page. Complete all the required pieces of the application. Ask your Instructor or Mentor if you have any questions or concerns. If you need additional support, you can ask your Mentor, your Instructor, and/or reference the instructional elements in the LMS. 	<ul style="list-style-type: none"> Assist the Learner as needed in completing their Level 2 application. Be prepared for the Learner to ask you to be a personal reference for them on their application. <ul style="list-style-type: none"> Follow your agency’s conflict of interest policies if you are also going to be serving on the Learner’s interview/evaluation team. 	<ul style="list-style-type: none"> Assist the Learner as needed in completing their Level 2 application. Be prepared for the Learner to ask you to be a professional/ education reference for them on their application.
<p>Resume, Cover Letter, Applications, Interviews, Professional Emails</p> <p><i>These instructional resources contain additional guidance and</i></p>	<ul style="list-style-type: none"> Reference each of these elements as needed. You can also ask your Mentor or Instructor for help. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> Assist the Learner as necessary if they have technical difficulties in these elements. There is no grade associated with these elements. 	

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<p><i>tips on professional resumes, cover letters, applications, interviews, and professional emails.</i></p>			
<p>EMS ConnectME Level 2 Application</p> <p><i>In this submission element, the Learner uploads their completed Level 2 application packet to the LMS.</i></p>	<ul style="list-style-type: none"> • Copy the link from your application Google doc, and submit it in this element. • Download a PDF copy of your completed application packet, and give it to your agency. <ul style="list-style-type: none"> ○ Ask your Mentor if they would like your application submitted via email or hard-copy. • Be prepared to interview with your Mentor, service leadership, or others, in order to be approved for Level 2. 	<ul style="list-style-type: none"> • Communicate with the Learner as to whether their application should be submitted to you via email or hard-copy. • Remind the Learner to submit their application in both the LMS and to the agency. • Before approving the Learner for Level 2, set up an interview according to your agency’s policies. This interview can be with the service leader, a panel of Mentors, the town selectboard, or others. <ul style="list-style-type: none"> ○ Schedule the Learner’s interview with them, and help them prepare if necessary. • Notify the Instructor of whether the Learner is approved or rejected for Level 2. • Notify the Learner if/when they are approved or denied for Level 2. 	<ul style="list-style-type: none"> • Remind the Learner to submit their application in both the LMS and to the agency. • Do not approve the Learner’s submission for this element until you have confirmed with the Mentor that the Learner is approved for Level 2 by the agency. <ul style="list-style-type: none"> ○ Allowing the Learner to advance without this approval can result in safety risks, confusion, and disappointment.

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			<ul style="list-style-type: none"> ○ Give the Learner a formal Level 2 offer, similar to a job offer. ● Create an eLicensing account with the Learner. <ul style="list-style-type: none"> ○ Add the Learner to your agency’s roster in eLicensing and MEFIRS. ● Submit a Level 2 ID Card Request to Maine EMS. 	
Level 2: Part 3 (in- person)	<p>Congrats!</p> <p><i>This element contains a video congratulating Learners on reaching this part of the course.</i></p>	<ul style="list-style-type: none"> ● Watch the video in the LMS. ● Ask your instructor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> ● Assist the Learner as necessary if they have technical difficulties in this element. ● There is no grade associated with this element. 	
	<p>Call Reflections Bingo</p> <p><i>In this element, the Learner completes a variety of reflections in order to finish at least one Bingo.</i></p>	<ul style="list-style-type: none"> ● Participate in at least 4 calls with your Mentor. <ul style="list-style-type: none"> ○ Click on each tile to see additional instructions for that reflection. ● For each tile, submit a written, audio, or video reflection relating to the given prompt. ● Create a folder in Google Drive for this element. ● Upload all your reflections to the Google folder. 	<ul style="list-style-type: none"> ● Bring the Learner on 4 or more appropriate EMS calls. ● Assist the Learner as necessary if they have technical difficulties or questions in this element. ● Remind the Learner to submit their reflection for each tile. 	<ul style="list-style-type: none"> ● Remind the Learner to submit their reflection for each activity. ● Approve the Learner’s submission in the LMS, once completed.

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	<ul style="list-style-type: none"> Put the link to your Google folder into the LMS to submit all your reflections together. 		
<p>EMS Call Log</p> <p><i>In this element, the Learner completes a series of Call Log Worksheets to simulate EMS documentation.</i></p>	<ul style="list-style-type: none"> Use the link provided to create a template Call Log Worksheet. <ul style="list-style-type: none"> The template has 5 copies of the worksheet. Each worksheet has 2 pages. After each call, complete one Call Log Worksheet in the same template. <ul style="list-style-type: none"> Do this for a total of 5 calls, until you have filled in all 10 pages. Ask your Mentor if you have questions about this assignment. Submit the link to your Google doc to the LMS to finish this assignment. 	<ul style="list-style-type: none"> After each EMS call, remind the Learner to complete their Call Log Worksheet. <ul style="list-style-type: none"> To fully complete this assignment, the Learner must submit at all 5 Call Log Worksheets in the template, each from a different EMS call. Discuss any questions the Learner might have as they complete the worksheet. Remind the Learner not to put any confidential patient information on their Call Log Worksheet. Encourage the Learner to complete additional Call Log Worksheets if they go on more calls. 	<ul style="list-style-type: none"> Remind the Learner to complete Call Log Worksheets for 5 different EMS calls. Assist the Learner as necessary if they have technical difficulties in this element. Communicate with the Mentor if needed, such as if the Learner puts confidential patient information into the LMS. Approve the Learner’s submission in the LMS, once completed.
<p>After-Action Review With Your Mentor</p> <p><i>In this element, the Learner reflects on an after-action review that</i></p>	<ul style="list-style-type: none"> After an EMS call, sit with your Mentor for an after-action review. <ul style="list-style-type: none"> Discuss any questions, thoughts, or feelings you may have after the call. 	<ul style="list-style-type: none"> After an EMS call, sit with your Learner for a casual after-action review. <ul style="list-style-type: none"> Discuss any questions, thoughts, or feelings they may have after the call. 	<ul style="list-style-type: none"> Remind the Learner to create and submit their written, audio, or video reflection. Be aware of any changes in the Learner’s behavior, or any concerning

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	<p><i>they have with their Mentor following an EMS call.</i></p>	<ul style="list-style-type: none"> • After the review, write a reflection about this process, including anything you learned or want to do differently on the next call, or in the next review. • Create a written, audio, or video reflection and submit it in this element of the LMS. 	<ul style="list-style-type: none"> ○ This is not intended to be a full Critical Incident Debrief. • The purpose of this exercise is for Learners to practice the after-action review as much as possible on regular calls, so they have the skills before going on a more intense one. <ul style="list-style-type: none"> ○ Repeat this after-action review for every call that the Learner goes on with you. • Be aware of any changes in the Learner’s behavior, or any concerning takeaways from these reviews. <ul style="list-style-type: none"> ○ If you become concerned about the Learner, reach out to other Mentors, your service leader, the Learner’s Instructor, and/or other available support resources. • Remind the Learner to complete a reflection after at least one of these reviews. 	<p>revelations in their reflection.</p> <ul style="list-style-type: none"> ○ If you become concerned about the Learner, reach out to the Learner’s Mentor, the service leader, and/or other available support resources. • Approve the Learner’s submission in the LMS, once completed.
	<p>Final Reflection Level 2</p>	<ul style="list-style-type: none"> • At the end of your EMS ConnectME Level 2 	<ul style="list-style-type: none"> • Remind the Learner to create and submit their 	<ul style="list-style-type: none"> • Remind the Learner to create and submit their

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<p><i>In this element, the Learner reflects on their overall experience at Level 2 in EMS ConnectME.</i></p>	<p>experience, reflect on your whole experience.</p> <ul style="list-style-type: none"> ● Create a written, audio, or video reflection: <ul style="list-style-type: none"> ○ For written reflections, write at least 750 words, or 2 paragraphs for each area of learning. ○ For audio reflections, speak for 5-10 minutes. ○ For video reflections, speak for 5-10 minutes. 	<p>written, audio, or video reflection.</p>	<p>written, audio, or video reflection.</p> <ul style="list-style-type: none"> ● Approve the Learner’s submission in the LMS, once completed.
<p>Thank You Level 2</p> <p><i>In this element, the Learner writes a thank-you note to their Mentor, Service Leader, or another person instrumental to their experience in EMS ConnectME.</i></p>	<ul style="list-style-type: none"> ● Write a thank-you note, following the guidance in this element. ● Give your thank-you note to the intended recipient. ● Mark in the LMS that you completed this assignment. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> ● Assist the Learner as necessary with writing and delivering/sending their thank-you note. ● Remind the Learner to mark in the LMS when they have completed this task. ● There is no grade associated with this element. 	
<p>Course Evaluation Level 2</p> <p><i>This element asks Learners to provide feedback on this course.</i></p>	<ul style="list-style-type: none"> ● Complete the evaluation form in the element. ● Provide honest, thoughtful feedback about this course. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> ● Assist the Learner as necessary if they have technical difficulties in this element. ● There is no grade associated with this element. 	

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<p>Final Congratulations Video</p> <p><i>This element contains a video congratulating Learners on reaching this part of the course.</i></p>	<ul style="list-style-type: none"> Watch the video in the LMS. Ask your instructor if you have any questions or concerns. 	<p><i>Mentors and Instructors share duties for this element.</i></p> <ul style="list-style-type: none"> Assist the Learner as necessary if they have technical difficulties in this element. There is no grade associated with this element.
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Thank you for using the EMS ConnectME LMS Guide.
 If you have any questions or concerns not addressed in this document,
 please reach out to the statewide EMS ConnectME Program Coordinator:

Anna Massefski
 Email: anna.massefski@maine.gov
 Phone: (207) 248-9505

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