



# EMS ConnectME

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## School Partner Guide



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This document is intended to assist JMG Specialists, ELO Coordinators, and any other applicable school partners as they guide students through EMS ConnectME, an academic opportunity to learn about the field of Emergency Medical Services (EMS). The program model was developed through a partnership between Maine Office of Emergency Medical Services (Maine EMS) and JMG, and is implemented locally by EMS agencies and schools.

This document covers general support for the program. For more detailed information about guiding students through ELO: EMS ConnectME, the online course associated with this program and hosted on JMG's Learning Management System (LMS), please see the LMS Guide located on Canvas or the EMS ConnectME website.

### Definitions:

- **LMS Coordinator:** The LMS Coordinator, also called the "Instructor," is a JMG Specialist, ELO Coordinator, teacher, guidance counselor, or other school staff member who is serving as the primary instructor of record in the LMS.
  - o The LMS Coordinator is usually someone familiar with JMG's LMS (such as a JMG Specialist), but this is not required.
  - o LMS Instructor Training will be provided as needed.
- **School Partner:** A School Partner is any other school staff or members interested in supporting the program. Even if you are not the formal course instructor in the LMS, you can still have an active role in promoting and supporting EMS ConnectME at your school.

### Overview:

EMS ConnectME is a hybrid experience with online learning modules and hands-on activities at the local EMS agency. As a school partner, you may be asked to participate in the following ways:

- Program facilitation and planning
- Student support
- LMS coordination
- Hands-on activity planning
- In-school presentation and learning
- Recognition of program completion

Whether you are an LMS Coordinator or other type of school partner, continue through this document for more details on supporting your school's EMS ConnectME program.



Program Stage	LMS Coordinator Responsibilities	School Partner Responsibilities
<p><b>Program Startup</b></p> <p><i>If you are approached by a local EMS agency or student looking to start up EMS ConnectME...</i></p>	<p style="text-align: center;"><i>LMS Coordinators and School Partners share duties for this stage.</i></p> <ul style="list-style-type: none"> <li>• When approached by an agency:                             <ul style="list-style-type: none"> <li>○ Connect with your school leadership, administration, board, and any other local decision-makers who need to be involved in approving a new program or student opportunity.</li> <li>○ Make an honest assessment of overall interest and capacity.</li> <li>○ Discuss and establish:                                     <ul style="list-style-type: none"> <li>▪ Roles in the program, including who will serve as LMS Coordinator</li> <li>▪ School capacity</li> <li>▪ Service capacity</li> <li>▪ Recruitment of interested Learners</li> <li>▪ Information flow</li> </ul> </li> <li>○ Discuss whether students will be able to advance to Level 2 in the program and go on EMS calls with the agency.</li> <li>○ Discuss the school’s insurance coverage for students participating in field trips, EMS activities, and EMS calls.</li> </ul> </li> <li>• When approached by a student looking to start the program at your school:                             <ul style="list-style-type: none"> <li>○ Contact the local EMS agency and follow the steps above.</li> <li>○ For assistance finding contact information for your local agency, reach out to statewide program coordinator.</li> </ul> </li> </ul>	
<p><b>Action Plan</b></p> <p><i>To establish your program, you will need an Action Plan written in</i></p>	<p style="text-align: center;"><i>LMS Coordinators and School Partners share duties for this stage.</i></p> <ul style="list-style-type: none"> <li>• Work with the ambulance service to fill out the Action Plan Form on the EMS ConnectME website.                             <ul style="list-style-type: none"> <li>○ When finished, submit your Action Plan.</li> <li>○ The statewide EMS ConnectME Program Coordinator at Maine EMS will process your plan, and reach out with next steps.</li> <li>○ You will receive a PDF version of your plan within 10 business days.</li> </ul> </li> </ul>	



<p><i>collaboration with the EMS agency..</i></p>		
<p><b>Logistics Planning</b></p> <p><i>When finished with the Action Plan, make arrangements to begin program activities...</i></p>	<p style="text-align: center;"><i>LMS Coordinators and School Partners share duties for this stage.</i></p> <ul style="list-style-type: none"> <li>• Select a start date for program activities or lessons.</li> <li>• Become familiar with ELO: EMS ConnectME on the LMS.                             <ul style="list-style-type: none"> <li>○ Reference the LMS Guide located on Canvas or the EMS ConnectME website.</li> <li>○ If necessary, complete the LMS Instructor Training offered by JMG.</li> <li>○ Ensure your school has a signed MOU with JMG for the sharing of student information on the LMS.</li> </ul> </li> <li>• Work with the service to establish program protocols and procedures.                             <ul style="list-style-type: none"> <li>○ Ensure both the school and the agency designate a primary point of contact for the program.</li> </ul> </li> <li>• Discuss the program model that makes the most sense for your school (i.e., JMG class, ELO, traditional education model, or after-school club).                             <ul style="list-style-type: none"> <li>○ Discuss community service, work experience, or other opportunities for students to obtain credit for participating in this program.</li> <li>○ Discuss whether students will be given grades, pass/fail credit, microcredentials, or other credit options for the course.</li> </ul> </li> <li>• Discuss the service’s capacity for enrollment of students with physical or intellectual limitations.                             <ul style="list-style-type: none"> <li>○ EMS is a physically and mentally demanding field, and the agency may have to limit participation for the safety of students, providers, and patients.</li> </ul> </li> </ul>	
<p><b>Learner Enrollment</b></p> <p><i>When you are ready to begin enrolling students in your program...</i></p>	<ul style="list-style-type: none"> <li>• Verify with the service that they have the capacity and the Learner is eligible.</li> <li>• Ensure Learners have completed their permission forms for enrollment in the LMS.</li> <li>• Follow the regular steps to enroll Learners into the LMS.                             <ul style="list-style-type: none"> <li>○ When entering new Learners, verify all enrolled Learners are still active.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Encourage any students interested in public safety, medicine, or related fields to join the program.                             <ul style="list-style-type: none"> <li>○ If you have students who are not specifically interested in the above fields, but might be interested in the program, encourage them to sign us as well.</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>• Direct them to the LMS Coordinator or to the local ambulance service.</li> </ul>
<p><b>LMS Learning</b></p> <p><i>Throughout the program, students complete a series of online trainings, assignments, and quizzes...</i></p>	<ul style="list-style-type: none"> <li>• Assist the Learners as needed through the modules.</li> <li>• Approve and/or grade assignments as they are submitted.                             <ul style="list-style-type: none"> <li>○ Each section of the LMS is self-contained, meaning Learners can't advance beyond each checkpoint without completing all prior elements.</li> <li>○ Reference the LMS Guide located on Canvas or the EMS ConnectME website for more information on each element.</li> </ul> </li> <li>• Provide periodic updates to the service about each Learner's progress through the online learning.</li> <li>• Direct them back to the agency for EMS, or service-specific questions that you cannot answer.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support and encouragement to Learners.</li> <li>• Direct Learners to the LMS Coordinator for questions you cannot answer.</li> </ul>
<p><b>Hands-On Training</b></p> <p><i>In addition to the online course, Learners are participating in hands-on training with the EMS agency...</i></p>	<ul style="list-style-type: none"> <li>• Approve and/or grade assignments in the LMS as they are submitted                             <ul style="list-style-type: none"> <li>○ Learners cannot advance through the program without your approval of their assignments.</li> <li>○ Reference the LMS Guide located on Canvas or the EMS ConnectME</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Assist Learners, or direct them to the LMS Coordinator, with questions about submitting their assignments.</li> </ul>



	<p>website for more information on each element.</p> <ul style="list-style-type: none"> <li>• Help Learners submit their assignments, as needed.</li> </ul>	
<p><b>Level 1 Completion</b></p> <p><i>Learners may complete their experience after Level 1, and not continue. Their work up to this point should still be recognized...</i></p>	<p><i>LMS Coordinators and School Partners share duties for this stage.</i></p> <ul style="list-style-type: none"> <li>• To complete the program at Level 1, Learners must do a final presentation of their experience, which may be in front of classmates, the agency, or the school. <ul style="list-style-type: none"> <li>○ This may be an opportunity to celebrate the Learner's achievement at an assembly, class presentation, etc.</li> <li>○ Coordinate with the agency to provide each Learner with recognition.</li> </ul> </li> </ul>	
<p><b>Level 2 Application</b></p> <p><i>Learners who want to go on EMS calls must apply to their agency to become Level 2. You can support them in this simulated job application process...</i></p>	<ul style="list-style-type: none"> <li>• The Level 2 Application process has several elements and resources in the LMS. Assist Learners with completing their application as needed.</li> <li>• Learners must submit their completed application on the LMS <b>and to their agency.</b> <ul style="list-style-type: none"> <li>○ The agency evaluates its capacity alongside the Learner's application, and decides whether to accept the Learner at Level 2.</li> </ul> </li> <li>• <b><u>Do not approve the submission of the application in the LMS until you hear from the service that the Learner is approved.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Direct Learners to the LMS for the application packet.</li> <li>• Assist Learners, as needed, with their application, resume, cover letter, and interview preparation.</li> </ul>



## Level 2 Ride Time

*When Learners begin going on EMS calls with their agency, you must be aware of their behavior and mental health...*

- At Level 2, Learners will still be submitting assignments to the LMS, including reflections after EMS calls.
  - These reflections should **never** include any identifiable patient information or details.
  - If submissions include any identifiable patient information or details (such as name, address, phone number, descriptions, etc.) reject them and remove the submission from the LMS.
  - Notify the agency that the Learner needs additional training on HIPAA and protecting patient information.
- Learners may be emotionally or mentally impacted by events on EMS calls.
  - Be aware of any change in behavior, anything concerning in submissions, or anything said by the Learner that might indicate stress, trauma, or any other developing issue.
  - If you notice anything concerning, follow your school policy and also reach out to the agency to support the Learner.
- Check in periodically with Learners to allow them to share any experiences, even if they are not showing signs of distress.

- Although Learners are restricted from potentially traumatic types of EMS calls, they may still be impacted by things they see.
- If you are a trusted adult in whom a Learner confides, follow your school policy, and also reach out to the LMS Coordinator and the agency for support.

## Program Completion

- Ensure all the Learner’s assignments are approved in the LMS.
- Join in celebrating the Learners’ accomplishments.



<p><i>Whether they complete EMS ConnectME at Level 1 or Level 2, a Learner's achievements should be recognized...</i></p>	<ul style="list-style-type: none"><li>• Work with the agency to coordinate an event that recognizes Learners who complete EMS ConnectME at either, or both, levels.<ul style="list-style-type: none"><li>○ This event can involve the school, the agency, and the community.</li><li>○ Options include:<ul style="list-style-type: none"><li>▪ A dinner or barbecue</li><li>▪ A press release or media story</li><li>▪ Announcement at a Town Meeting</li><li>▪ A Facebook post</li></ul></li></ul></li><li>• This event is also a great opportunity to showcase any alternative programs that you used alongside EMS ConnectME, such as ELO, work-to-learn, and more.</li><li>• Use this event as an opportunity to recruit the next year's Learners.</li></ul>	<ul style="list-style-type: none"><li>• Use this event as an opportunity to recruit the next year's Learners.</li></ul>
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Thank you for using the EMS ConnectME School Partner Guide.  
If you have any questions or concerns not addressed in this document,  
please reach out to the statewide EMS ConnectME Program Coordinator:

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