

Attachment A

Emergency Medical Technician INFORMATION AND SYLLABUS

Instructor: Sean Roed, National Registered Paramedic. Instructor/Coordinator
Skills Instructor: Lindsey Gellner,

Required Texts: Prehospital Emergency Care and Transportation of the Sick and Injured, 11th Edition (Jones and Bartlett), ISBN - 978-1-284-10690-9. Platinum EMS testing software.com/fisdap.net final exam testing software (info on purchase will be given in class).

CPR Card: All students are required to have completed an 4-hour American Heart Association for Health Care Providers (Which is taught on Chapter 13 of the Prehospital Emergency Care and Transportation of the Sick and Injured, 11th Edition) prior to participating in Ride Alongs.

Attendance/Drops: Students must be present each day and on time! You may be absent no more than 16 hours. Students missing more than 16 hours will be dropped – no exceptions. It is the student's responsibility to drop. Students failing to follow district drop guidelines will automatically receive a letter grade of "F". The program operates in a quasi-academy type delivery mode. A student who is late is considered tardy. Two tardies equals an absence. No student is allowed to wear shorts or other non approved attire to class at anytime and may be sent home. BE ON TIME!

EMT Course Completion Certificates: In order to receive an EMT Course Completion Certificate, you must have obtained a score of 70% or above on your final examination, successfully pass all skills examinations and have a class overall percentage of 70% and pass a proctored online test at FIDAP with a score of 70% or better (on one of two attempts). In addition you must successfully complete 20 hours of hospital clinical visits and 30 hours of ambulance ride along or combination. Evaluations must be acceptable based on rubric and preceptor narrative criteria. Any student who is sent home or turned away for any reason, including being late (other than hospital JC audits, internal disaster, or ride-along requirement change by agency) and/or is evaluated by preceptor personnel to lack emotional maturity is deemed to have failed the evaluation process for successful completion. Students successful in all categories of the program are eligible to sit for the National Registry EMT examination. Upon successful completion of the NREMT you are then able to obtain your North Dakota State EMS Authority EMT certification card/license.

Final Grades: The final grade will be determined by a point system. The point system is based on the culmination of all quizzes taken, your mid-term, your final examination and your homework quizzes. Letter grades are assigned as follows: 100-90% = A, 80-89% = B, 70-79% = C, 60-69% = D, below 60% = F.

Other Important Information: There is a tremendous amount of information to be covered in a relatively short period of time. The material is covered rapidly. You must stay organized. Tape recorders are highly useful in this class. It is imperative that you do all of the required reading in order for you to be successful in passing the quizzes and ultimately the new National Registry EMT examination. Study groups are also highly encouraged.

On occasions, you will note minor discrepancies between what is said in class and what is stated in the book. When a discrepancy has occurred and a question comes up on a quiz, you need to go by what is stated in class and not what is stated in the book. I will make every attempt to answer all of your questions at the time they arise. Depending upon the extent of the questions asked I may need to defer answering it at the time until a break, before class or after class.

Miscellaneous: The instructor reserves the right to modify/change the course as needed. The classroom must be put back in order prior to leaving. Students who have poor driving records or have criminal history should consult the instructor prior to beginning class. All students who have been convicted of certain felonies are automatically precluded from certification. TB examinations and verification of required immunizations must be submitted by the assigned due prior to ride alongs or clinicals. Failure to do so results in immediate drop from class. NO EXCEPTIONS!!

State EMT (Under 18): Licensure as a State EMT is available to candidates under the age of 18. A North Dakota certified EMT may be no younger than sixteen years of age at the time of initial certification. (For additional information concerning the rules for State EMT and National Registry EMT ask your primary instructor)

Grooming: All students must conform to ride-along grooming policies by the clinical sign ups. Men – no facial hair other than neatly trimmed mustache. Hair must be off the collar and of natural color. Women must wear hair up. Students must exhibit excellent grooming standards at all times while in clinical/ride-along. No visible body piercing, etc. allowed. Tattoos must be covered at all times. No excessive jewelry allowed. Hands must be clean with no excessive dirt/grease, etc. No open toed foot wear allowed (i.e. flip flops) only tennis shoes or uniform shoes allowed. Additionally, ride-along and/or clinical sites may have additional grooming requirements.

Disability: If you have a disability documented by a physician or other appropriate professional and wish to discuss academic accommodations, please contact the Lake Region State College, TrainND Office at (701) 662-1578. Please discuss your accommodation with us during office hours or after class. Please allow at least one week to arrange appropriate classroom or testing accommodations. Students are expected to lift patients in a safe manner and be free from physical restrictions. Students are expected to lift (with assistance) 150 pounds and have free range of motion in all extremities. EMS students are part of the 911 response and are expected to function in the same physical/emotional capacity as the responders themselves. Additionally, students must be able to pass a random drug test if requested, No student can be under "pain management program "or impaired by any substance whether prescribed by a licensed physician or other health care provider at anytime during the program of study.

Emotional Maturity: The training you receive demands emotional maturity. Students who do not exhibit those qualities both in the classroom and clinical settings will be asked to leave or be dropped. This is a demanding field of study and not everyone is emotionally prepared to be successful. Because the college seeks to provide a reasonably safe environment for Emergency Medical Technician (EMT) students, faculty and for the clients entrusted to their care, a student may be required during the course of the program to demonstrate s/he physical and/or emotional fitness to meet the requirements of the course. Such essential requirements may include the ability to perform certain physical tasks, and suitable emotional fitness. The faculty reserves the right to ask an EMT student to submit to psychological testing or counseling if deemed necessary. The cost of this testing/counseling will be the responsibility of the student. Any appraisal measure used to determine such medical/or emotional fitness will be in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Disruptive Behavior : Disruptive classroom behavior, including sleeping, eating, engaging in side conversations, studying for another class, or any other activity that interferes with learning, is unacceptable and the disruptive student will be asked to leave the classroom. An absence will then be recorded for the entire session. Classroom seating arrangements may be assigned, moved or changed periodically to stimulate class interaction. Leaving the classroom is allowed only in an emergency. Leaving in the middle of the class for any reason is disruptive and not acceptable. Leaving before the end of the class will be considered an absence.

Cheating/Plagiarism/Falsification of Records: Students who plagiarize, cheat or falsify records will be asked to leave and will receive an "F" in the class. NO EXCEPTIONS!

Cell Phones: Cellular phones and similar devices are prohibited in the classroom, lab and clinical ride-along facilities. Students caught talking on cell phones or text messaging during class, clinical or ride along rotations may be immediately asked to leave by staff and will be dropped from the program.

Make up exam and final : One make-up exam will be given due to absence only. Only one attempt is allowed for the final examination. Students must achieve an 80% or better to pass, 80% class overall average, and must pass the Fisdap at 70% on one of two attempts to be eligible to take the NREMT

Individual Malpractice Insurance : Each student is encouraged to obtain individual mal practice insurance at the same time they turn in their physical/TB test. The insurance may be obtained through www.hpsa.com for a very nominal amount.

Equipment:

Students are required to have the following items by the second week of class (all items will be supplied by the Cavalier County Memorial Hospital):

- Stethoscope
- B/P cuff (do not purchase one where the stethoscope and cuff are attached, i.e. home model)
- Approved EMT Uniform Polo Shirt (will be based on Langdon Ambulance uniforms)
- Blue cotton twill form fitting pants (i.e. Dickie brand) (based on Langdon Ambulance uniforms)
- Penlight
- 2" three ring binder
- EMS scissors
- Pencils/pens

OBJECTIVES, RATIONALES, AND STUDENT LEARNING OUTCOMES Related to Communication Skills

OBJECTIVE RATIONALE STUDENT LEARNING OUTCOMES

A. The student will demonstrate effective verbal communication in English.

Relates to the need for verbal exchange of information among people in the clinical setting, such as shift-change report and leadership of other team members. The student will give a verbal statement as directed. The statement will be clearly understandable and will be consistent with the directions given by the instructor.

B. The student will demonstrate effective written communication in English.

Relates to the need for written communication among health care providers in the clinical setting, such as documentation in patient care reports (PCR) and charts. The student will write a narrative report from data supplied in various forms including written input, verbal input, and visual observations. The report will be legible, will have correct spelling and punctuation, and will demonstrate the proper use of grammar.

C. The student will demonstrate the ability to correctly interpret and act on verbal communication.

Relates to the need for verbal exchange of information among people in the clinical setting, and the need to take actions based on the information received. The student will correctly perform one or more tasks as given in a verbal directive.

D. The student will demonstrate the ability to correctly interpret and act on written communication.

Relates to the need to interpret data (e.g. MD orders, and Preceptor direction) in the clinical and ride-along setting, and to take appropriate actions based on the data. The student will correctly perform one or more tasks as directed in a written statement.

Organization tips

Attend all classes. Arrive to class on time. Don't be tardy. Stay for the entire class. Do not leave early unless permission is given. Read the textbook or other assigned material before coming to class. Come to class fully prepared to discuss the subject. Make a note of all assignments and homework in an assignment calendar. Take thorough notes during class. Review them regularly. Ask questions during class if you need clarification on anything. Review your notes immediately after class. Plan to spend approximately two hours outside of class in study time for each one hour of classroom time for the course.

Study tips

Schedule regular study sessions. Plan sessions for when you are most awake and alert. Find a place to study that provides the type of environment that works best for you. Some students need a quiet place, while others need "background noise" to concentrate best. Join a study group with other members of your class. Study in short, frequent sessions. Take regular breaks. Read the textbook and highlight key concepts and vocabulary words. Make notes from the textbook. Combine these notes with notes from the classroom. Review these notes regularly. Use note cards or flashcards to help you learn the material. Recite the material out loud to reinforce your learning. If any item is unclear, write down your questions and bring them to class.

Tips for taking tests: Review your notes and flashcards immediately before class. Follow all test directions. Read each question slowly and completely for a clear understanding of the question.

Changes to Syllabus or Course Outline: The Instructor (s) reserve the right to make changes in the course outline, the course syllabus, or the instructors' individual syllabi as needed

Health Insurance Portability and Accountability Act (HIPAA) EMT students shall be bound by all applicable provisions of the HIPAA Act of 1996 and shall, upon request by clinical, college, and ambulance site administrators are required to sign such declarations to maintain confidentiality of patient information obtained through all clinical activities as mandated by clinical sites utilized by the EMT program.

Patient Rights and Respect for Individual - Every person has a right to privacy in all aspects of life, and only that person can give permission to waive that right. Health care professionals must respect the confidentiality of all information which is procured in the process of treating the patient, including psychological, physiological, social, and institutional information, be shared only with pertinent staff, faculty, and fellow students. Names of patients may NEVER be revealed to other students, family, and friends.

Social Media -HIPAA EMT students must be mindful that posting any information on or communication within social media sites (Blogs, twitter, etc.) can be construed to be in violation of HIPAA rules and are subject to monitoring and/or subpoena by plaintiff attorneys and law enforcement. Student EMTs are prohibited from violating any and all HIPAA rules which result in immediate expulsion from the program and expose the EMT student personally, to potential criminal and civil liabilities.

ELIGIBILITY FOR NREMT BOARD EXAMINATION

Students are eligible and released to take the NREMT when they have met ALL of the following criteria:

1. Receive a 70% or higher on the in class final examination (one attempt only)
2. A 70% course overall grade point average
3. Pass with a 70% one of two proctored attempts Fisdap final exam software (two attempts, you need only pass once) Please note: A student could pass the class and not pass Fisdap testing which precludes them from taking the NREMT board exam.
4. State Practical Examination scheduled after successful completion and passing of the NREMT

The following is the schedule for the Emergency Medical Technician Course and subject to approval and change.

Unless otherwise noted all class times will be 6:00 PM to 10:00 PM.

Day 1 - November 15th, 2016

Section 1 Preparatory

Chapter 1 EMS Systems

Chapter 2 Workforce Safety and Wellness

Day 2 - November 17th, 2016

Chapter 3 Medical, Legal, and Ethical Issues

Chapter 4 Communications and Documentation

Chapter 5 Medical Terminology

Day 3 - December 1st, 2016

Chapter 6 The Human Body

Chapter 7 Life Span Development

Chapter 8 Lifting and Moving Patients

Day 4 - December 2nd, 2016 Sean in Langdon

Practical Lifting and Moving of Patients. Introduction to Spinal Immobilization, Stair Chair, Cot operations

Day 5 - December 7th, 2016

Section 2 Patient Assessment

Chapter 9 Patient Assessment

Day 6 - December 13th, 2016

Practical: Patient Assessment Medical and Trauma

Day 7 - December 19th, 2016

Section 3 Airway

Chapter 10 Airway Management

Day 8 - December 22nd, 2016

Langdon-Practical: Airway Management

Day 9 - December 28th, 2016

Section 4 Pharmacology

Chapter 11 Principles of Pharmacology

Day 10 - January 5th, 2017 Sean in Langdon

Practical. Patient Assessment and Pharmacology

Day 11 - January 10th, 2017
Section 5 Shock and Resuscitation
Chapter 12 Shock

Day 12 - January 16th, 2017
Practical Shock management

Day 13 - January 19th, 2017 Sean In Langdon CPR
Chapter 13 BLS Resuscitation

Day 14 - January 26th, 2017
Section 6 Medical
Chapter 14 Medical Overview
Chapter 15 Respiratory Emergencies

Day 15 - January 31st, 2017
Practicals-Assessment. Respiratory

Day 16 - February 3rd, 2017
Chapter 16 Cardiovascular Emergencies
Chapter 17 Neurologic Emergencies

Day 17 - February 6th, 2017
Chapter 18 Gastrointestinal and Urologic Emergencies
Chapter 19 Endocrine and Hematologic Emergencies

Day 18 - February 13th, 2017
Chapter 20 Immunologic Emergencies
Chapter 21 Toxicology
Chapter 22 Psychiatric Emergencies
Chapter 23 Gynecologic Emergencies

Day 19 - February 16th, 2017
Practicals

Day 20 - February 21st, 2017
Section 7 Trauma
Chapter 24 Trauma Overview
Chapter 25 Bleeding
Chapter 26 Soft-Tissue Injuries

Day 21 - February 23rd, 2017
Practicals

Day 22 - February 27th, 2017

Chapter 27 Face and Neck Injuries

Chapter 28 Head and Spine Injuries

Day 23 - February 28th, 2017

Practicals

Day 24 - March 2nd, 2017

Chapter 29 Chest Injuries

Chapter 30 Abdominal and Genitourinary Injuries

Day 25 - March 7th, 2017, 2017

Chapter 31 Orthopaedic Injuries

Chapter 32 Environmental Emergencies

Day 26 - March 8th, 2017

Practicals

Day 27 - March 9th, 2017

Section 8 Special Patient Populations

Chapter 33 Obstetrics and Neonatal Care

Day 28 - March 23rd, 2017

Chapter 34 Pediatric Emergencies

Chapter 35 Geriatric Emergencies

Chapter 36 Patients With Special Challenges

Day 29 - March 27th, 2017

Practicals

Day 30 - March 31st, 2017

Section 9 EMS Operations

Chapter 37 Transport Operations

Chapter 38 Vehicle Extrication and Special Rescue

Day 31 - April 1st, 2017 - 800 AM - Noon

Practicals

Day 32 - April 3rd, 2017

Chapter 39 Incident Management

Chapter 40 Terrorism Response and Disaster Management

Section 10 The Team Approach to Health Care

Chapter 41 A Team Approach to Health Care

Fisdap Testing April 4th till 9th, 2017. Deadline for Fargo testing dependent on passing.

Day 33-April 10th, 2017 Test preparation NREMT-Pearson Vue Sean in Langdon

Day 34-TBA Practical Preparation

Day 35-TBA Practical Preparation

Day 36-TBA-Practical Preparation

May 15th, 2017 Fargo, ND - Test