



# **South Metro Fire Protection District**



*Emergency Services Academy*

## **Emergency Medical Technician-Basic**



## **Student Handbook**

**Includes Course Syllabus and Schedule**

# **South Metro Fire Protection District Emergency Medical Technician-Basic**

## **Course Syllabus & Policy Statement Winter 2016**

### **Directors:**

Assistant Chief Robert Norman, Training Chief  
Paramedic Heather Jones, Program Lead Instructor

### **Adjunct Instructors:**

TBA

### **Class Schedule:**

Mondays and Wednesdays 6:00p – 10:00p

There is class on four Saturdays throughout the course from 8:00a – 12:00p

### **Class Location:**

South Metro Fire Training Complex  
317 Conway  
Raymore MO 64083

### **Contacting Instructors:**

The instructors may be contacted by phone at (816) 331-3008.

The instructors will be as flexible as possible regarding student contacts or appointments.

Appointments to meet with the instructor may be arranged in class or by phone. Please call during office hours 8:00 AM- 5:00 PM.

### **Program Tuition:**

Tuition costs for the EMT-Basic program includes all texts, student liability insurance, and instructor fees. Payment schedule is as follows:

**Total Fee:                   \$1,100.00**

**Initial Deposit:           \$300.00**

Refunds will not be provided after the first class session. All fees are due prior to the start of class. We reserve the right to cancel the course with a full refund, but the initial \$200.00 deposit is otherwise non-refundable. A \$30.00 fee will be assessed for returned checks.

Students who are unable to pay in full at the first class session **MUST** contact the Training Chief upon registration for an alternate payment schedule. Once the deposit has been paid, half of the remaining balance will be expected at the first class session, with the remaining balance due six (6) weeks later.

***PLEASE NOTE: The tuition fee does not cover the cost of the National Registry Exam!***

**Program Purpose:**

This program provides the opportunity to gain information and to develop the skills necessary to administer basic life support care to the ill or injured. Upon the defined successful completion of the class, the student may apply & test for certification with the National Registry of Emergency Medical Technicians.

**Program Description:**

Participants in this program will be provided with information necessary to recognize signs & symptoms which result from illness or injury. The course will provide the participant with an overview of Human Anatomy & Physiology and will also provide opportunity to:

1. Demonstrate knowledge and evaluate that knowledge via written exams.
2. Apply practical skills in a lab setting & evaluate the effectiveness of those skills via practical exams.
3. Practice patient assessment and care procedures in simulated field settings and relate those experiences to care of patients in a similar real emergency setting.
4. Practice clinical skills on an ambulance at South Metro Fire Protection District, West Peculiar Fire Protection District, and / or Harrisonville Emergency Services.

**Program Objectives:**

Upon completion of this program, the participant should be able to:

1. Assess areas of personal attitude and conduct of the EMT-B and characterize the various methods used to access the EMS system in your community.
2. Explain the rationale for serving as an advocate for the use of appropriate protection equipment.
3. Explain the role of EMS and EMT-Basic regarding patients with DNR orders. Explain the rationale for the needs, benefits, and usage of advanced directives. Explain the rationale for the needs, benefits, and usage of varying degrees of DNR, consent, refusal, negligence, abandonment, and care of minors.
4. Describe the anatomy and function of the major body systems: respiratory, circulatory, musculoskeletal, nervous, and endocrine.
5. Explain the value of performing vital signs, and defend the need for obtaining and recording an accurate set of vital signs. Explain the importance of obtaining a SAMPLE history.
6. Explain the rationale for properly lifting and moving patients.

7. Explain the rationale for basic life support, artificial ventilation, and airway protective skills taking priority over most basic life support skills. Explain the rationale for providing adequate oxygenation through high-inspired oxygen concentrations.
8. Explain the rationale of evaluating scene safety prior to entering the scene. Explain how mechanism of injury or illness can help in defining patient care.
9. Explain the importance of performing an initial assessment/impression of the patient.
10. State the reasons for performing a rapid assessment or a focused assessment and physical exam.
11. Describe the needs for assessing an individual who is unresponsive, responsive, or has an altered mental status. Describe the assessment differences between a medical and trauma patient.
12. Discuss the components of the detailed physical exam. Distinguish between a detailed physical exam performed on a trauma patient and that of a medical patient. Know the area of the body evaluated during the detailed physical exam.
13. Describe the components of the on-going exam and reasons for repeating initial assessment as part of the on-going exam.
14. Explain the rationale for providing efficient and effective radio communications and patient reports.
15. The EMT-B will be able to explain the components of the written report documentation and use medical terminology.
16. Identify the medications the EMT-B can assist the patient with. Identify the medications that will be carried on the ambulance.
17. Explain and demonstrate EMT-B treatment regimens for various respiratory emergencies including rationale for administering an inhaler.
18. Explain and demonstrate EMT-B treatment regimens for cardiac emergencies including automated external defibrillation, CPR, and rationale for administering nitroglycerin.
19. State the steps in the emergency medical care of the diabetic patient including the administration, action, and contraindications for oral glucose.
20. Recognize and explain the emergency medical treatment for patients experiencing allergic reaction. State the dose, administration, action and contraindications for the epinephrine auto injector.
21. Recognize, explain and defend the emergency medical treatment for patients with suspected poisoning/overdose. State the dose, administration, action, and medication form of activated charcoal and ipecac.
22. Recognize and explain the emergency medical treatment for patients experiencing environmental emergencies such as hypothermia, hyperthermia, water related emergencies, and bites and stings.
23. Define behavioral emergencies and demonstrate the assessment, emergency medical care, and restraining techniques on patients with behavioral problems.
24. Explain and identify emergency medical care provided to patients with obstetric and gynecological emergencies.

25. Recognize, explain, and demonstrate emergency medical care for a patient with signs and systems of hypoperfusion.
26. Describe the emergency medical care of the patient with soft tissue injuries including burns and closed/open injuries.
27. Recognize, explain, and demonstrate emergency medical care for a patient with musculoskeletal injuries.
28. Recognize the emergency medical care of the patient with head and spinal injuries. Describe and demonstrate methods to stabilize the cervical spine using rapid extrication, long spine board, KED and cervical collar.
29. Summarize emergency medical care strategies for the treatment of infants and children. Recognize the differences in anatomy and physiology, hypoperfusion and respiratory failure.
30. Discuss all phases of an emergency call. List state laws regulating the operations of an ambulance. Differentiate between the various methods of moving a patient to the ambulance based on the injury or illness.
31. Describe the EMT-B role in patient extrication. Distinguish between simple and complex patient access. Define the fundamental components of extrication.
32. Explain and recognize the EMT-B role during a call involving hazardous materials. Explain the method for preventing contamination of self, equipment, and facilities.
33. Describe the role of the EMT-B in a multiple casualty situation. Describe the components of basic triage.
34. Recognize and explain and demonstrate advanced airway management of patients with airway compromise.

Note: Objectives are outlined prior to each chapter in the textbook. Reading of material and reviewing objectives is mandatory prior to each class.

**Instructor Materials:**

Brady Emergency Care (13<sup>th</sup> Edition)

Select handouts and miscellaneous materials

Classroom slide and video presentations

**Course Outline:**

Per the DOT National Standards Curriculum

MO State protocol for EMT-B

National Registry of Emergency Medical Technicians

**Admission Criteria:**

Students must be 18 years of age prior to the first scheduled registry exam upon completing the course. Individuals currently on probation, supervised parole, or with a significant criminal history are not eligible to take this course of instruction. All applicants to the South Metro EMS Academy must fill out a student application form and release of information. Any purposeful omissions or obfuscations will be grounds for involuntary dismissal from the program.

**Class Attendance and Participation:**

Because of the significant amount of material to be covered in a relatively short period of time and the required number of certification hours dictated by the Missouri Board of Health (110 hours minimum and 5 patient contacts) attendance is mandatory unless sufficient cause for the absence is demonstrated. You are responsible for all material presented in class, whether or not that material is presented in the textbook. You are also responsible for any announcements made in class concerning reading assignments or schedule changes. Attendance will be taken at each session. No more than four absences (16 hours) will be permitted without extenuating circumstances. More than sixteen hours of unexcused absence will automatically remove the student from the program. The instructor/office must be contacted prior to any absence. A student arriving late to class or leaving early without approval of the instructor will have that time deducted from the total attendance time. Students who sleep during class time will have that time deducted from their total class hours.

**Class Cancellation Policy:**

Due to the nature of emergency services work, the preservation of human life and property takes precedent over instructional events. South Metro Fire reserves the right to cancel and reschedule classes at our discretion, with or without prior notice, or to require additional classes of all course participants or individual students. If possible, every effort will be made to contact course participants prior to cancellations and inform students of schedule changes or additions.

**Disciplinary, Grievance, and Appeal Procedures:**

South Metro educational classes are structured to the level of adult education. It is expected that adults want an educational environment free of distractions to promote a maximal learning experience. Any student who purposely disrupts this environment or exhibits behavior inconsistent with established policy shall be subject to short term and long term disciplinary action. Such action can include but is not limited to ejection from class, suspension from class, and ejection from the course. Each instructor has the right to execute ejection of a disruptive student from a class they are teaching. Failure to leave the premises at the request of an instructor will result in police intervention and may possibly include criminal charges. Examples of disruptive behavior include loud or obnoxious noises or comments, arguing with an instructor or fellow student, profanity, vulgarity, or sexually explicit or suggestive innuendos, comments, etc. Students subjected to disciplinary action have the right to appeal such action. All appeals must be submitted in writing using the South Metro Student/Teacher Grievance form. Any student wishing to make a grievance against an instructor, another student, a policy, or an act or omission on the part of South Metro shall do so utilizing this form. Only written and signed complaints or grievances will be recognized. Anonymous or verbal complaints will not be honored.

**Academic Dishonesty and Behavior:**

Students exhibiting disruptive or dishonest behavior, academic or otherwise, will not be allowed to continue in the class. The EMS Directors will be notified of all instances of cheating. Your behavior during exams is carefully monitored; do not engage in any actions that might bring suspicions upon yourself. Any student misusing, damaging, or abusing training equipment during or out of class will not be allowed to continue in the class. Patient care and service is very important in the clinical settings. Any negative reports from preceptors or patients involving any student care or conduct will result in the immediate loss of the students clinical privileges.

**Clinical Experience:**

The EMT-B program, in association with Harrisonville EMS, West Peculiar Fire District and South Metro Fire District, will provide the opportunity for program participants to observe and train in these areas. A total of 36 hours will be completed by each student and 10 patient contacts. The student must act under the direct supervision of the attending paramedic at all times. Any clinical time scheduled by the student and then missed utparticipate in clinical studies.

**Dress Code:**

The classroom portion of training is performed in a casual atmosphere. Casual street clothes are acceptable attire but must devoid of graphic, lewd, vulgar, or profane graphics or slogans. Emergency Medical Training is often strenuous and requires bending, stooping, and lying down. Practical skill labs may require exposure of the midriff and upper shoulder/clavicular region for auscultation purposes. It is suggested that students wear clothing that provides for the maximum protection of individual modesty.

Clinical dress code for ambulance time will be as follows. Light blue polo, navy or black pants, black shoes and socks. A black/navy jacket or coat may be worn during the winter months. Students are expected to be cleanly bathed and well groomed for their clinical and classroom experiences. During clinical times, long hair must be tied back. No perfume or cologne shall be worn. A minimum of make-up is allowed. No facial jewelry, necklaces that may fall outside the collar or bracelets shall be worn at clinical sites. You **MUST** wear a watch that shows time in seconds.

The South Metro student ID badge will be worn during **ALL** clinical rotations. The badge will be worn clipped to the front of the clinical shirt, above the students elbow line. The badge will **NOT** be clipped to the student's belt. This badge will be provided to the student; however replacement badges will be at the student's expense. The student will **NOT** be allowed at a clinical site without their badge.

**Continuing Education:**

This program only provides the student with opportunities to gain information, skills, and attitudes necessary for certification and practice as an EMT-B. The participant must plan to devote time and effort to continuing education as required by the National Registry of Emergency Medical Technicians. This process involves attending organized continuing education programs which has education as its explicit principle intent and which is oriented toward the enhancement of emergency medical services, practice, value, skills, and knowledge.

**State Exam Requirements:**

Upon successful completion of this program (as defined in the policies, exams, attendance and grading policy sections), the participant will be entitled to challenge the National Registry Exam. Exam cost, dates, and times will be discussed at the first session of each EMT-B program.

**Special Needs:**

If you have a disability that might interfere with your performance in the class, you should meet with the instructor as soon as possible (before the first class) to discuss possible accommodation. Confirmation from the student's personal physician (at the student's expense) may be necessary to provide reasonable accommodation for a disability.

**Student Progress Conferences:**

Progress conference time will be provided by the instructor/coordinator during the course of the program. It is the student's responsibility to inform the instructor if a conference is desired.

**Participant Safety:**

This course work can place mental and physical demands on each student, which will necessitate maintaining good physical and mental health.

Performance in the classroom, as well as in clinical settings, will be overseen by instructors/coordinators of South Metro. Any problems or concerns of the student regarding safety during his/her training process should be addressed. Directions given by training personnel should be followed accurately, and if not understood by the student, should be questioned to prevent problems.

Personal safety must be considered at all times by the student as well as the safety of the patient and the others involved in the care of the patient. BSI guidelines must be followed at all times. At no time, will the student perform any act in which he/she or the preceptor deems unsafe or inappropriate.

All practice equipment will be disinfected following American Heart Association current recommendations. Any student with chronic health problems or recent surgery or injury must present a medical release from a physician. The instructor has the option at all times to request a release. All students should exercise care in labs while lifting patients. Any student with a history of back injury must inform the instructor immediately. Any injury to a student while functioning as an EMT student will be reported immediately to the preceptor or instructor, and the Incident/Exposure Report Form **MUST** be filled out and turned in to the EMS Director(s) as soon as possible.

**Sexual and other Unlawful Harassment:**

South Metro Fire District is committed to providing a learning environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected class will **NOT** be tolerated.

As an example, sexual harassment (both overt and subtle) is a form of student/instructor misconduct that is demeaning to another person, undermines the integrity of the student/instructor/department relationship, and is strictly prohibited.

Any student who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to one of the course directors. If the student feels that it would be inappropriate to contact that person, the student should immediately contact the Academy Director or Operations Chief or any other member of management. Students can raise concerns and make reports without fear of reprisal.

Anyone engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including ejection from the course without refund.

**Alcoholic Beverages Prohibited:**

No alcoholic beverages or illegal drugs will be brought to or consumed on the premises. Anyone found with alcoholic beverages, illegal drugs in his or her possession or reporting to class/clinical with odor of alcohol on his/her breath will be automatically terminated from the program. Prescribed drugs are permitted if it does not impair a student's ability to perform the essential functions in class or at a clinical site and does not endanger other students or individuals.

**Tobacco Usage:**

Students who smoke are restricted to designated smoking areas and must use the designated ash cans. Smoking is prohibited inside the training center at all times.

Smokeless tobacco is not allowed inside the training center, and spitting on the pavement is not allowed.

**Classroom:**

The student will be expected to make sure that the classroom is maintained in a neat and orderly fashion. It is the responsibility of the student to ensure that their trash is picked up. There is a trash receptacle and sink in the classroom so please do not throw beverage containers in trash without first emptying any remaining contents into the sink. Chairs and tables should be returned to their proper positions at the end of each class unless otherwise indicated by the instructor.

**Firearms Prohibited:**

No student will carry or have in his/her possession a firearm on the class/clinical grounds at any time, without course director approval.

**Fire Station Privileges:**

The fire station is the second home of the on-shift firefighters. EMT students are prohibited from congregating in or around the fire station unless the student is participating in a clinical rotation. Students are **NOT** allowed to visit on-duty crews without prior approval. A telephone is provided in the training building for emergency use only.

**Instructor/Student Relationships:**

The educational process at South Metro is designed to be both meaningful and professional. To preserve the integrity and character of our programs and staff, South Metro instructors are prohibited from dating students or engaging in behavior or social events that could be construed as favoritism or otherwise reflect negatively on the reputation of our department or programs. Students discovered to be engaging in these types of behavior will be subject to discipline up to and including ejection from the course without refund. Instructors engaged in this activity will be subject to discipline as per South Metro Employment Policies.

**Exam and Grading Policy:**

Results of written and practical exams and extra credit projects (if any) as well as reports regarding performance and attitude in the clinical setting will be considered in determining a final grade. The students must maintain a minimum of 70% on written work and practical exams to be eligible to challenge the National Registry Exams. In this course there are thirty nine quizzes, five module exams and a comprehensive final exam. Students who are unable to maintain a 70% with reasonable accommodations will be academically terminated from the program and will receive a refund pro-rated to their length of involvement in the course.

**Overall Course Grade:**

The overall course grade is determined by the following weights:

50% from module tests

30% from chapter quizzes (including take home)

20% from the final exam (written and practical)

**Grading Scale:**

A-100%-93%

B-92%-85%

C-84%-77%

D-76%-70%

F-69%-and Below

**Retests:**

The student will be allowed to retest no more than 2 failed exams (module or final), but will only be given a score of 70% on passed retests. Retests **MUST** be scheduled with the lead instructor at such a time that does not interfere with class or the instructor's other duties. The student should contact lead instructor as soon after being notified of a failing grade as possible.

**Extra Credit Project:**

Students will have the opportunity to give a 5-10 minute presentation to the lead instructor and the rest of the class for up to 75 points extra credit. This is *not* a required project. The subject matter should be EMS related, selected by the student, and approved by the lead instructor. Points given will be based on presentation style, visual aids, and research presented.

**Closing Remarks:**

Thank you for choosing the South Metro EMS Academy for your educational needs. We take great pride in the experience and quality of our personnel and instructional staff. We hope you enjoy your time with us and that your South Metro experience will be a positive one.

Recent statutes and regulations of the State of Missouri that pertain to EMS can be obtained from the Bureau of EMS at [Health.mo.gov/safety/EMS](http://Health.mo.gov/safety/EMS).

## **Closing Syllabus Statement**

**I, \_\_\_\_\_, have read the material  
and understand the statements contained in the course syllabus and  
policy and agree to abide by them.**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Heather Jones, Lead Instructor**

\_\_\_\_\_  
**Date**