EMSP 1501 Emergency Medical Technician - Course Syllabus

Department Information: Brookhaven College
Emergency Medical Services Program
Health and Human Services Division

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Farmers Branch, Tx
75244

Faculty: Damon Johnson
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Office Hours: Varies - Monday – Saturday 07:00 a.m. – 11:00 p.m.
Students may also schedule appointments with the instructor.

Course Title: EMSP 1501 Emergency Medical Technician - Basic

Course Number and Section: EMSP 1501

Semester and Year: Fall 2015

Class Meeting Format: Class sessions will be conducted using lecture, lab, group projects, quizzes and exam reviews, and field experiences. Classes will meet daily during two consecutive periods.

Catalogue Description: Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. This course provides (2 Lecture, 9 Lab credit)

Co/Prerequisite: (1) Current CPR AHA Healthcare Provider or equivalent certification.

Suggested – SCIT 1407 and SCIT 1408 Human Anatomy I and II.

Required Materials for Course: The complete Brookhaven College EMS Program uniform and the EMS Kit contents. Required textbooks, with their ISBN numbers, and additional requirements are listed in the EMT-Basic Student Forms Packet.

Computer/Internet Policy: Students will be required to use eCampus to retrieve class Announcements, Course Information, Course Documents, Chapter Outlines, Assignments, take Quizzes, and track their grades. Each student is required to have computer/internet access. If the student does not have personal computer/internet access, computer labs are available at their home campus, Brookhaven College, and public libraries.

Evaluation Procedure: The EMS Program utilizes a combination of daily assignments, quizzes, tests, and a comprehensive course content final examination for didactic knowledge competence as well as periodic graded return-demonstrations of pertinent skills. All students will complete a criminal background check and drug screen, failure of either will result in removal from the EMS program.

Daily Grades: These assignments are designed to aid in the student’s retention and comprehension of the material. All assignments are due at the beginning of class unless otherwise noted by the instructors. In class grades cannot be made up; however any missed in class assignments will not be counted into your Daily Grade average. Daily Grades will account for 20% of your total grade. It is the student’s responsibility to ensure that work is submitted on time, even if they are absent on the due date. No late work will be

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accepted regardless of absences. The lowest five daily grades will be dropped from the final average.

**Skills Proficiency Verification:**
There are several pertinent skills tested during this course. The minimum average grade of 80% is REQUIRED on EACH skill’s verification; students must also pass ALL Critical Failure Criteria on each skill to successfully complete EMSP 1501.

This grade average will be 5% of the calculation used to obtain the final course letter grade.

Skills Proficiency Re-Testing:
Prior to re-testing, students are required to practice the specific skill or sign a document waiving the right to retraining in the skill(s) area in which the student was tested and failed.

The highest grade recorded after retesting of each skill, is 80.

Failure of any skill after re-testing will result in an “F” for EMSP 1501 REGARDLESS of the numerical grade of other grading components.

This grade will be 5% of the calculation used to obtain the final course letter grade.

**Quiz Grades:**
There are several quizzes given during this course. The minimum average grade of 80% is recommended to successfully complete EMSP 1501. This grade will be 20% of the calculation used to obtain the final course letter grade. The lowest 2 quiz grades will be dropped.

Online Practice Quizzes will be due by 0700 on the assigned date; no late assignments will be accepted regardless of technical problems. You will have unlimited attempts per quiz, the highest grade for each Practice Quiz will count as your grade.

Drug quizzes will be given in class throughout the course. These quizzes are fill-in-the-blank, the quizzes are posted in advance on ecampus. If a student is absent on the day of a quiz a zero will be entered into the gradebook for the missed quiz.

Additional assignments throughout the course will carry the weight of a quiz grade and will be eligible to be the lowest grades dropped.

**Exam Grades:**
There will be multiple exams in this course. The course exams will assess the EMT-Basic comprehensive course content knowledge. It is the objective of the major exams to test knowledge levels of the EMT student. The faculty has the option of reviewing a major exam with the class. The student has the right to appeal of a question on a quiz or major exam if they feel the question was not fair. It is the instructor’s discretion to omit the question.

Exam questions are derived from:
course objectives, lectures, and reading assignments

It is the student’s responsibility to obtain all necessary information throughout the class.

Exam questions may consist of:
multiple choice, true/false, fill in the blank, and essays

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There will be a minimum of fifty and a maximum of 250 questions on any major exam. If a student is absent on the day of a test a zero will be entered into the gradebook for the missed test.

Students are responsible for all material covered in lecture and in assigned readings. If a student scores <75% on a Test, that student will be required to complete a remediation assignment to be eligible to continue in the EMT program. The remediation assignment will be due one week from the assigned date. Late or incomplete assignments WILL NOT be accepted. Failure to complete a remediation assignment will result in removal from EMSP1501 and a possible “F” in the course.

Remediation is mandatory for a grade of less than 75% on any exam. Failure to complete remediation will result in an “F” for EMSP 1501 REGARDLESS of the numerical grade of other grading components.

Midterm and Final Exam Grades:
A score of <70% on the Midterm or Final Exam will require a retest the following class date. A score of at least 70% must be attained on the retest to remain in the program. Any student that fails the retest will be removed from EMSP1501 and will not proceed to EMSP1160.

A minimum grade of 70% is required on both the Midterm and Final Exam in order to successfully complete EMSP 1501.

Retesting Opportunities:
The student not making a 70 or above on the Midterm or Final Exam, will have the opportunity to retest the exam, if necessary.

The highest grade recorded after retesting of either exam, is 70.
Failure to obtain a 70% on the exam after re-testing will result in an “F” for EMSP 1501 REGARDLESS of the numerical grade of other grading components.

Affective Evaluation Grades:
Throughout the course, performance based grades will be given for participation, uniform compliance (when applicable), attendance, class preparedness, professionalism, and attitude. These grades will reflect the student’s maturity and dependability as a healthcare provider.

Grading:
The course letter grade will be computed as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills</td>
<td>5%</td>
</tr>
<tr>
<td>Affective Evaluation</td>
<td>10%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Tests</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
</tr>
</tbody>
</table>

A minimum of 70% for the overall average is needed to successfully complete EMSP 1501.

Grades are not rounded.

Exam Review:
Faculty will review the exam afterward. Reviews are an integral part of the learning experience.

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Students choosing to challenge exam questions/answers will be allowed to state only facts to support their position. Only course reference materials will be allowed for citation. Faculty will then make a decision based on the argument’s merit.

Grading Scale and Requirements:

A minimum average grade of 70% is required to remain in the EMS Program. Letter grade values for the EMS Program are as follows:

- A letter grade of A for a score range of 90.00% to 100%
- A letter grade of B for a score range of 80.00% to 89.99%
- A letter grade of C for a score range of 70.00% to 79.99%
- A letter grade of D for a score range of 60.00% to 69.99%
- A letter grade of F will be awarded for a score less than 60.00%

The entire grading system and methods for the EMS Program can be found in the above section Testing Methods.

PLEASE NOTE: Grade reports are no longer mailed. Convenient access is available online through eCampus and eConnect at https://econnect.dcccd.edu/.

Course/classroom Policies:

Timeliness, psychomotor abilities, interaction with peers and the public, dress code, grooming, and other behaviors which are consistent with the public’s expectation of an emergency services public servant are all considered as valid measurements towards the successful completion of the EMS Program.

Dishonest behavior will not be tolerated. It will be at the discretion of the course coordinator whether to remove the student from the course. Students being separated from the program for disciplinary reasons are not eligible for re-admission. Students exhibiting dishonest behavior will receive a score of zero on the quiz, exam, or skill.

Dishonest behavior includes, but is not limited to:

- Providing written, verbal, or other forms of communication to one or more fellow students during a quiz, exam or skills test. All students involved will receive a score of zero.

- Written information relating to the tested material in the immediate possession of a student during or immediately after a quiz or exam (while still in the testing site). This includes all quizzes, exams, and skills testing sessions.

- Obtaining testing material by any illegal or dishonest manner. The faculty reserves the option to re-test the students involved. A decision to re-test will be made following a meeting involving the EMT faculty, course coordinator, academy director, and other administrative staff as deemed necessary.

- Insubordinate behavior towards the instructors, preceptors, hospital or fire department personnel will not be tolerated. Insubordinate behavior includes, but is not limited to, arguing with personnel, being disrespectful, failure to comply with requests regarding changes in behavior, dress, grooming, conduct, etc. A student will receive written counseling for one offense and be dismissed from the program for the second violation.

- Alcohol, drugs, smoking, firearms, and paraphernalia are not allowed on hospital, clinical, or internship areas. This includes parking lots and outpatient facilities.

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Students are to leave the property upon completion of clinical and/or internship. All students will park in the designated area per site.

It is the personal responsibility of every student to conduct themselves in a manner commensurate to the responsibilities and privileges given to them throughout this program. Any actions taken by a student that bring into question their ethical mind-set can be grounds for removal from the program or clinical sites. This is not limited to their actions in school but on personal time as well. All situations are subject to the discretion of the ISD and Brookhaven College.

Students may be held financially responsible for any damage to facilities or equipment due to negligence or improper use.

BHC EMT – Dual Credit CAMPUS PROGRAM

PROGRAM SEPARATION POLICY

Students who elect to withdraw from the EMS training program are encouraged to meet with a faculty member prior to withdrawing.

- Students who voluntarily withdraw for non-disciplinary reasons, are eligible for readmission to subsequent courses.
- Students who are separated from the program for reasons of program policy are eligible for readmission to subsequent courses.
- Following student separation from the program, a former student will not continue to attend class, clinicals, or internships.
- Possession of alcohol, illegal drugs, drug paraphernalia, firearms or other weapons (determined by the course coordinator, clinical site, or internship agency) will not be allowed. This includes outpatient facilities and parking lots. Smoking is not permitted in these areas.
- Fighting and/or threats of violence will not be tolerated in any classroom, clinical, internship site, or any function of the EMS training program.
- Students should leave the area of classroom, clinical or internship upon completion for assigned shift or class. Students are not to loiter in parking lots or on hospital or internship grounds.
- Students may be separated from the program and are not eligible for readmission for sufficient reasons, including, but not limited to: use of alcohol or drugs prior to or during class, clinical, or internship.
- Violation of:
  - Classroom conduct guidelines
  - Clinical conduct guidelines
  - Internship guidelines
  - Dress code guidelines
  - Accepted patient care standards, dishonesty, or unethical behavior
    - Inappropriate behavior in the classroom, clinical, or internship setting.
    - Excessive absences during the classroom, clinical or internship phase of training.
    - Other behavior deemed unacceptable by course coordinator, instructors, hospital or EMS staff.
    - Grades that indicate an average below 70, or a grade of less than 70 on the final exam.
    - Failure to complete a remediation assignment in the allowed time.
    - Failure of a mandatory skill on the second attempt.
APPEAL POLICY

Students may utilize the appeal process for the following circumstances:

1. Discrepancies in a grade when an acceptable solution has not been reached following discussion with program faculty.
2. Any problem relating to student-faculty relations that prevents the student from remaining in the program.

The appeal process may not be utilized during the following circumstances:

1. Removal from the program for disciplinary reasons. Appeal review by the Faculty Committee, which consists of
2. The student is dropped from the program for non-attendance.
3. The student is removed from the program following written notice from any clinical or internship affiliation stating that the student is unacceptable to participate in the program for valid reasons which are supported by the health care team.

To utilize the appeal process the student must use the following guidelines:

1. Written notice of appeal must be received by the course coordinator within three working days from the event that precipitated removal from the course.
2. Within three working days of receipt of the appeal, the course coordinator shall schedule and conduct an appeal review with the following personnel
   a) EMS Director
   b) Academy director
   c) Course coordinator
   d) Program faculty representative(s)

The student shall be notified within three working days of the review of the committee’s decision. THE DECISION OF THE FACULTY COMMITTEE IS FINAL!

Participation in BHC Evaluations

Throughout the course students are expected to participate in evaluations of the program. These evaluations will evaluate all aspects of the program including coordinator, instructors, equipment and BHC campus services. The evaluations will be done at various times within the courses. These evaluations will include both paper and electronic versions. The evaluations will be used to improve the program as necessary.

Attendance:

Each student is required to complete classroom/skills lab hours. A total number of 4 classes of absence, or 12 hours, will be allowed during the ENTIRE EMSP1501 Course. Excused absence versus Un-excused absence designation will be left to the discretion of the instructor. At any point during the EMS Program the student exceeds the 12 hours of absence the student may be dropped from the course and given a “W.”

Students who will be absent from class for the observance of a religious holiday will be allowed to makeup examinations or skills proficiency verifications IF the Instructor is notified in advance and NO LATER than the second day of the current course. For
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more specific details on this course policy refer to the EMS Program Student Handbook.

There are no excused absences on testing dates, any student that has not made prior arrangements with the instructor, will receive a zero for any skills or didactic testing missed due to absence. All assignments are due by 0745 regardless of if the student is in class. No late work will be accepted because of absences or tardiness.

Tardiness is defined as arriving at the designated class meeting location after the designated start time. Class time missed due to tardiness will apply towards the 12 hour absence limits. If a student is tardy more than 3 times during EMSP 1501, each successive tardy will deduct 1 point from their Affective Grade.

Withdrawal Policy:  
It is the student’s responsibility to formally drop this course as well as other related courses if he/she is unable to attend or complete the course. The withdrawal request must be received in the Registrar’s Office by the below listed drop date. Failure to do so will result in the student receiving a performance grade of “F.” If at any time the student wishes to drop this course, withdraw from the EMSP Program, or withdraw from the College, the student must initiate the action. If dropped by the drop date, a “W” (Withdraw) will be recorded. [https://www1.dcccd.edu/coursedrops]

Drop Date:  
To receive a “W” for this course, the Drop Date is: 12/12/2015

Financial Aid:  
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Repeating this course:  
Effective Fall 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts will result in additional tuition to be charged.

ADA Statement:  
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Support Services Office. [http://www.brookhavencollege.edu/studentsvcs/disability_services/Pages/default.aspx]

Religious Holidays:  
A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

Academic Ethics:  
Any form of disruptive behavior or scholastic dishonesty, such as cheating, medication or substance abuse, disruptive behavior, any weapon possession on the college premises or at college-sponsored activities, inappropriate or unprofessional behavior inconsistent with the professional EMS provider, drinking alcoholic beverages or “partying” while wearing the BHC EMS Program uniform, intentional damage of any equipment or premises, as defined in the Student Code of Conduct, will not be tolerated and may result in expulsion, suspension, loss of credit, or further appropriate action prescribed by Board policies. [https://www1.dcccd.edu/catalog/ss/code.cfm?loc=2]

College Policies:  
The entire Brookhaven College Student Code of Conduct is online at [https://www1.dcccd.edu/catalog/ss/code.cfm?loc=BHC] These policies provide the guidelines for the educational environment and student conduct and discipline. Additional EMSP-specific policies can be found on the EMS Program Student Handbook.

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Food and Drink Policy: Students are allowed to eat and/or drink in the classroom. Trash pickup and disposal in the classroom/lab rooms is required afterwards. Each student should show responsibility in disposing of their trash appropriately. The Instructor reserves the right to withdraw the privilege of the Food and Drink Policy as circumstances dictate.

Handheld Devices Policy: TURN OFF all electronic devices during class/lab. Any device that is seen or heard during class/lab will result in any or all of the following: grade deductions, extra assignments, removal from the class with attendance hours deducted, confiscation of the device, a pop quiz/test/skill assigned to the entire class. Time will be allowed for phone calls during break time.

Course Outline & Schedule: See attached Course Schedule

Instructor’s Rights: The Instructor reserves the right to add to, delete, or revise any component of the course or syllabus as circumstances dictate.

SCANS Competencies: The Secretary’s Commission on Achieving Necessary skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. Brookhaven College is determined to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum of this course. Description of SCANS competencies as follows:

1. Basic skills
2. Thinking Skills
3. Personal qualities
4. Resources
5. Interpersonal skills
6. Information
7. Systems
8. Technology

Course Learning Outcomes:
1 Preparatory
At the completion of this unit, the EMT student will understand and value the importance of the Introduction to Emergency Medical Care, the Well-Being of the EMT, Medical/Legal & Ethical Issues, The Human Body, Baseline Vital Signs and SAMPLE History, Lifting & Moving Patients, and Evaluation of the Preparatory Module

2 Airway
At the completion of this unit, the EMT student will understand and value the importance of the Airway, the Practical Airway Skills Lab, and Evaluation of the Airway Module.

3 Patient Assessment
At the completion of this unit, the EMT student will be able to integrate the implementation of patient assessment, the initial assessment, focused history and physical exam for the trauma patient, focused history and physical exam for the medical patient, detailed physical exam, on-going assessment, communications, documentation, the Practical Patient Assessment Skills Lab, and Evaluation of the Patient Assessment Module.

4 Medical/Behavioral Emergencies and Obstetrics/Gynecology
At the completion of this unit, the EMT student will be able to understand general pharmacology, respiratory emergencies, cardiovascular, diabetic/altered mental status, allergy, poisoning/overdose, environmental, behavioral, obstetrical/gynecological emergencies, the Practical Medical/Behavioral and Obstetrical/Gynecological Skills Lab, and Evaluation of the Medical/Behavioral and Obstetrical/Gynecological Module.

5 Trauma
At the completion of this unit, the EMT student will understand trauma emergencies including bleeding and shock, soft-tissue injuries, musculoskeletal care, injuries to the head and spine, the Practical Trauma Skills Lab, and Evaluation of the Trauma Module.

6 Infants and Children
At the completion of this unit, the EMT student will understand emergencies involving infants and children, the Practical Infant and Children Skills Lab, and Evaluation of the Infants and Children Module.

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7  Operations
At the completion of this unit, the EMT student will understand ambulance operations, gaining access, overviews of hazardous materials, incident management system, mass casualty situations, and triage, and Evaluation of the Operations Module.

8  Advanced Airway
At the completion of this elective unit, the EMT student will understand the Advanced Airway, the Practical Advanced Airway Skills Lab, and Evaluation of the Advanced Airway Module.

Student Acknowledgement
Please read and sign this page and turn it in to your instructor.

I have read the course syllabus and understand what is required of me in this course. I have had the opportunity to ask the instructor questions about the syllabus.

______________________________________________  ____________________________
PRINT Student Name                          Date

______________________________________________
Sign Student Name