EMSP 2305 EMS Operations Course Syllabus

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

Address: 3939 Valley View Lane
Farmers Branch, TX 75244
972-860-7889

Faculty: Chris Malvik

Office Telephone: 972-860-7889

Email: cmalvik@dccc.edu

Office Hours: Varies - Monday – Friday 8:00 a.m. – 7:00 p.m.
Students may also schedule appointments with the instructor.

Course Title: EMSP 2305 EMS Operations

Course Number and Section: EMSP 2305-21742-21701

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 meet Tuesday, Wednesday and Thursday’s 1800-2200 and B Shift Saturdays 0800-1700.

Catalogue Description: This course provides a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. This course provides (2 Lecture, 2 Lab).

Prerequisite: (1) Successful completion of EMSP 1438, 1356, 2444, 2434, 1355, 2430 (2) Current certification by the National Registry of EMT’s as EMT-Basic or EMT-Intermediate or current certification by the Department of State Health Services as an EMT-Basic or EMT-Intermediate and (3) 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, the EMS Kit contents, and the IV Kit. Required textbooks, with their ISBN numbers, and additional requirements are listed in the Paramedic 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 Brookhaven College and public libraries.

Evaluation Procedure: The EMS Program utilizes a combination of daily quizzes and a final comprehensive examination for didactic knowledge competence.

Quizzes: There are several quizzes given during this course. The minimum average grade of 80% is recommended to successfully complete EMSP 2338.
There will be a 10 point deduction for each minute exceeding the time limit set.

Missed quizzes cannot be made up. No exceptions.

This grade will be 30% of the calculation used to obtain the final course letter grade.

**Exams:**
There will be one final exam in this course. This exam will be placed in the Testing Center on the final day of the course.

The final exam will assess course content. A minimum grade of 70% is required on the final exam in order to successfully complete EMSP 2338.

The Course Content Final Exam will be 70% of the calculation used to obtain the final course letter grade.

There will be a 10 point deduction for each minute exceeding the time limit set.

**Retesting Opportunities:**
The student not making a 70 or above on the course content final exam, will have the opportunity to retest the exams, if necessary.

The highest grade recorded after retesting of the exam, is 70.

Failure to obtain a 70% on the Course Content Final exam after re-testing will result in an “F” for EMSP 2338 REGARDLESS of the numerical grade of other grading components.

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz Average</td>
<td>30%</td>
</tr>
<tr>
<td>Course Content Final Exam</td>
<td>70%</td>
</tr>
</tbody>
</table>

A minimum of 70 overall average is needed to successfully complete EMSP 2338.

Grades are not rounded.

**Example: Student A**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz Average</td>
<td>91 x 30% = 27.3</td>
</tr>
<tr>
<td>Course Content Final Exam</td>
<td>80 x 70% = 56</td>
</tr>
</tbody>
</table>

Course Average: 83.3

Letter Grade: “B”

**Exam Review:**
Faculty will review the exam afterward. Please make arrangements to attend. Reviews are an integral part of the learning experience. The review will last no longer than 1 to 1.5 hours and Faculty will announce date and time.

There will be NO note taking, cellular telephones or any form of recording device present during exam review.

Students choosing to challenge exam questions/answers will be provided paper and writing utensil during the review and allowed to state only facts to support their position. No reference materials will be allowed. Faculty will then collect student’s position statement, review them and respond at a later date.
Grading Criteria 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, 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. For more specific details on these course policies refer to the EMS Program Student Handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

A. For more information, see the Brookhaven College Course Schedule, or visit www.BrookhavenCollege.edu, and click “F” for Family Educational Rights and Privacy Act. FERPA (20 U.S.C. §123G; 34 CFR Part 99) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

5. Directory information includes: name; home address; home telephone number; e-mail addresses; field of study; photograph; date and place of birth; dates of attendance; enrollment status, i.e., full-time, part-time, undergraduate, graduate; degrees, certificates and other honors and awards received; the type of award received, i.e., academic, technical, tech-prep or continuing education; participation in officially recognized activities weight and height of members of athletic teams; student classification; and name of the most recent previous institution attended; or similar information.

6. Students may request that all or any part of the directory information be withheld from the public by giving written notice to the Brookhaven College Registrar’s Office during the first 12 class days of a fall or spring semester, or the first four class days of a summer session. With the approval of the vice president for student development, students may have their directory information withheld at any time during the academic year if they are unable to provide written notice within these time frames.

Attendance:

Each student is required to complete classroom/skills lab hours. A total number of 24 hours of absence will be allowed during the ENTIRE PARAMEDIC PROGRAM. Excused absence versus Un-excused absence designation will be left to the discretion of
EMSP 2305 EMS Operations Course Syllabus

the instructor. At any point during the Paramedic Program the student exceeds the 24 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 more specific details on this course policy refer to the EMS Program Student Handbook.

Tardiness is defined as arriving at the designated class meeting location after 15 minutes from the designated start time. Students will be allowed a maximum of 6 tardiness events for the duration of the Paramedic Program. Each of these events will count as 4 hours of absence to be charged toward the maximum number of absence time detailed above.

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.

SIX DROP RULE:

Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected? Be sure you understand how this law may affect you before you drop a class.

The new law applies to students who enroll in a Texas public institution of higher education (including DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty.

For more information, please see our catalog or read Facts About Dropping Classes.

Drop Date: To receive a “W” for this course, the Drop Date is: 10/14/2015

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.

Religious Holidays:

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.
EMSP 2305 EMS Operations Course Syllabus

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.

College Policies: The entire Brookhaven College Student Code of Conduct is online at www.brookhavencollege.edu 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.

Additional Certifications: No additional certifications are offered in EMSP 2338.

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: Please turn OFF all pagers and cell phones during class/lab. Any device ringing during class/lab will result in 2 points being deducted from the course grade for the 1st occurrence, 5 more points for the 2nd occurrence, and 10 more points for the 3rd occurrence and so on. 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. Transportation—SCANS 1, 2, 4, 6, 7, 8
   At the completion of this unit, the paramedic will understand standards and guidelines that help ensure safe and effective ground and air medical transport.

2. Incident Management—SCANS 1, 2, 3, 4, 6, 7, and 8
   At the completion of this unit, the paramedic student will be able to integrate the principles of general incident management and multiple casualty incident (MCI) management techniques in order to function effectively at major incidents.
EMSP 2305 EMS Operations Course Syllabus

3 Hazard Awareness--- SCANS 1, 2, 3, 4, 6, 7, 8
At the completion of this unit, the paramedic student will be able to integrate the principles of rescue awareness and operations to safely rescue a patient from water, hazardous atmospheres, trenches, highways, and hazardous terrain.

4 HazMat Response--- SCANS 1, 2, 3, 4, 5, and 6
At the completion of this unit, the paramedic student will be able to evaluate hazardous materials emergencies, call for appropriate resources, and work in the cold zone.

5 Crime Scene Conservation--- SCANS 1, 2, 3, 4, 5, 6, and 7
At the completion of this unit, the paramedic student will have an awareness of the human hazard of crime and violence and the safe operation at crime scenes and other emergencies.

6 Communications--- SCANS 1, 2, 3, 5, 6, 7, 8
At the completion of this unit, the paramedic student will be able to follow an accepted format for dissemination of patient information in verbal form, either in person or over the radio.

7 Documentation ---SCANS 1, 2
At the completion of this unit, the paramedic student will be able to effectively document the essential elements of patient assessment, care and transport.

8 Medical / Legal Issues--- SCANS 1, 2, 3, 4, 6, 7
At the completion of this unit, the paramedic student will understand the legal issues that impact decisions made in the out-of-hospital environment.

9 Ethics--- SCANS 1, 2, 3, 5
At the completion of this unit, the paramedic student will understand the role that ethics plays in decision making in the out-of-hospital environment.
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