

Emergency Medical Technician – AEMT Course SYLLABUS

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COURSE OVERVIEW

This Advanced Emergency Medical Technician (AEMT) course meets the National Standards recommendations for the AEMT. The course also includes information and training for skills allowed by the New Mexico EMT-Intermediate Scope of Practice. The course is designed specifically for emergency medical personnel who have access to specialized emergency vehicles and emergency rooms. The course content gives emergency medical personnel the knowledge and skills to recognize and stabilize patients with life-threatening emergencies at the scene and during transport.

PURPOSE OF THE COURSE

1. To understand the theory of emergency care.
2. To gain a working knowledge of the human body, (anatomy and physiology)
3. To recognize signs and symptoms of various diseases, and their treatment.
4. To develop the ability to make decisions, under duress, during an emergency.
5. To successfully perform the skills needed in an emergency.
6. To develop a personal and professional ethical code concerning the treatment and care of others.

TEXTBOOKS

Required: *AAOS Advanced Emergency Care and Transportation of the Sick and Injured 2nd Edition*

NOTE: Students are responsible for the information contained in each of the assigned readings and course handouts, as well as lecture content.

REQUIRED IMMUNIZATIONS/BACKGROUND CHECK/DRUG SCREEN/HEALTH INSURANCE AND PROVIDER LEVEL CPR CERTIFICATION

You will be given a packet at the start of class of all required documentation that must be completed within two weeks of the start of class. Immunizations may be ongoing but proof that they are in progress must be supplied. The application for the background check must be done immediately so that you will have clearance in time for clinicals. Failure to get all documentation into the Academy within the required two weeks will be grounds for dismissal from the class.

CONFLICTING SOURCES OF INFORMATION

In the realm of testing, the rank of importance of various sources of information will be:

1. Lead Instructor information
2. Instructor handouts
3. Reading assignments
4. Other text and personal experience

COURSE PSYCHOMOTOR SKILLS

Competency will be determined based upon the individual's ability to successfully and correctly demonstrate the skill. Psychomotor Skill Sheets are supplied for the student to study and practice from.

By the end of the course the lead course instructor will verify competency in each of the following skills:

1. Intravenous Therapy
2. Intravenous Bolus Medication
3. SQ/IM Medication Administration
4. Adult Intraosseous Infusion
5. Airway Maintenance
6. Ventilatory Management
7. Oxygen Administration
8. Using The CPAP
9. Supraglottic Airway Device
10. Inhalation Medication Administration
11. Cardiac Arrest AED
12. Intranasal Medication Administration
13. Pediatric Intraosseous Infusion
14. Pediatric Respiratory Compromise
15. Bleeding Control Shock Management
16. Lone Bone Immobilization
17. Joint Immobilization
18. Pneumatic Antishock Garment
19. Traction Splint
20. Spinal Immobilization Supine
21. Spinal Immobilization Seated
22. Medical Assessment
23. Trauma Assessment

Additional skills will be evaluated throughout the course.

PSYCHOMOTOR TESTING

Each student must successfully complete final skills testing. The final skill testing will include: Medical and Trauma Assessment, IV initiation and IV medication bolus. A Supraglottic airway station, Pediatric respiratory compromise, Adult airway management, Bleeding control, Seated/Supine immobilization, and 2 random skills.

During Testing: Students are not allowed to discuss the scenarios or skills with other students who have not yet tested or are within hearing range of those who have not yet tested. Violation of this rule will result in dismissal of all involved and revocation of the right to certify.

SECTION EXAMS

There will be one section exam for each section of course material for a total of Five Section Exams.

- a. A cumulative average of **73%** on the Five Section Exams is **Required** to qualify to take the Competency Exam.
- b. The **73%** cumulative average is achieved with **NO RETEST** of any Section Exam.

COMPETENCY EXAM

The Competency Exam Process consists of one – 100 question exam.

To pass the Competency Exam the student will need to obtain a score of **73%** or better.

If the student scores **68 – 72%** on the exam the student will be allowed to retest once.

- (i) The student will need to achieve a score at or above **78%** on the retest exam to successfully complete the Competency Exam Process.

QUIZZES

1. Multiple quizzes will be administered throughout the course.

EXTRA CREDIT

Extra credit will be at the discretion of the Lead Course Instructor. The extra credit may not be used to increase the percentage on the exams but may be used to increase the cumulative grade for academic purposes.

GRADE ASSIGNMENT

All students who complete an academic course will receive an academic grade.

For academic grading purposes the following will be calculated for an academic grade:

Section Exams – 5 x 30 pts each	150 pts
Final Exam	100 pts
Homework 1: Metric Calculations	40 pts
Homework 2: Drip Rates	30 pts
Homework 3: Drug Calculations	25 pts
Quizzes – 5 x 10 pts each	50 pts
Class Participation	55 pts
TOTAL POSSIBLE POINTS	450 PTS

GRADING SCALE

441 – 450 = A+	392 – 404 = B+	347 – 359 = C+	270 – 314 = D
419 – 440 = A	374 – 391 = B	329 – 346 = C	000 – 269 = F
405 – 418 = A-	360 – 373 = B-	315 – 328 = C-	

The above grade assignment and grading scale is an example of a common course. Instructors may adjust the assignments to fit the needs of their class. The exams and home works are mandatory. The scale below is for assigning letter grades for the class if using a different format.

A+ 98 – 100	B+ 87 – 89	C+ 77 – 79	D 60 - 69
A 93 – 97	B 83 – 86	C 73 – 76	F 59 or less
A- 90 – 92	B- 80 – 82	C- 70 – 72	

All students enrolled for college credit will receive a grade if they complete the class.

NOT all students will qualify for a course completion certificate. Certification is based on the section exams (73% cumulative) and the final exam which must be passed with a 73% or greater. The math homeworks must also maintain a 73% or better on the cumulative score of all three. Additionally, the student must successfully complete the lab skills, clinical rotations, and not exceed 8 hours of absences.

DRESS CODE

All students are expected to dress in a professional manner for class. At minimum: long pants, close-toed shoes, and a T-shirt, Polo, or button-down shirt are required. Uniform pants and shirts are acceptable.

Below is a list of unacceptable attire:

- Flip-Flops
- Sandals
- Low-cut shirts/blouses
- Tank tops or tube tops
- Skirts or dresses
- Shorts

PROFESSIONAL BEHAVIOR

The student will be evaluated multiple times throughout the course.

A professional demeanor is demonstrated through the student actively participating in his/her education, showing qualities of leadership, maturity and respect towards the instructor(s) and classmates.

AEMT COURSE CERTIFICATE COMPLETION REQUIREMENTS

The following requirements are necessary to be certified as an AEMT and allow you to take the National Registry Certification Exam.

1. 73% cumulative average between the Five Section Exams
2. 73% or better on the homework assignments
3. Completion of the Competency Exam Process
4. Verified competency in all Course Psychomotor Skills
5. Successful completion of all clinical requirements
6. A current provider level CPR card
7. No more than two (2) missed classes or a total of 8 hours
8. Maintain Professional Behavior

INVASIVE AND STRENUOUS SKILLS

Students will be required to complete skills that are invasive and/or strenuous. Injections and IVs will be administered on students, by students. Lifting, moving, bending and reaching are all part of the class. Please realize that if you are unable to perform these skills then you are most likely not physically capable of being an AEMT.

PERFORMANCE OF INVASIVE SKILLS

No invasive skills (Combi-tube, LMA, Semi-automatic Defibrillation, IVs, SQ/IM injections, etc.) may be performed until you have met the following requirements. ***Doing so will result in immediate dismissal.*** Successfully completed the course and received an AEMT certificate.

1. Successfully completed the National Registry psychomotor and written exams and received an AEMT license from the NM EMS Bureau
2. The approval of your Service's Medical Director.

The performance of invasive and strenuous skills will be required in the clinical portion of the course and will be the only time the student may perform invasive skills outside of the class when the above requirements have not been met.

ETIQUETTE REGARDING ELECTRONIC DEVICES

Students are not permitted to use computers, recording devices, cellular phones, pagers, radios, I-pods, MP3 players, or other such electronic devices during class except with permission from the instructor. Video or audio recording is not permitted unless a student seeks approval from the instructor. Authorized Accommodation plans from the Office of Student Services will be privately addressed by the instructor

ATTENDANCE

To receive certification as an EMT the student is NOT allowed to miss more than eight (8) hours of class time. Students are responsible for deciding how they can best schedule their time, and the instructor will always assume that the student has considered all the ramifications. It is the student's responsibility to schedule a time that is acceptable by the instructor to make up missed exams or assignments.

LATE ARRIVAL TO CLASS/LABS

Students are expected to be in their seats no later than 10 minutes before the start of class. Late arrivals disrupt the class and reduce teaching/learning time. Students will be docked ½ hour for every 5 minutes of tardiness and this will count towards the 8-hour maximum allowed absences. If a tardy is unavoidable, contact the instructor by phone or email immediately explaining the reason for the tardiness.

READING ASSIGNMENTS

Students should read the chapter assignments that are pertinent, prior to the lecture covering that topic. This provides the necessary framework to organize the information presented in the lectures. It is the responsibility of the student to find the pages that correspond in their specific book for the learning objectives. Furthermore, students are highly encouraged to seek out other sources of information. The student is supplied with a multitude of handouts supplied on the CD that will assist in filling out learning objectives and preparing for class. Please take full advantage of this resource.

LEARNING OBJECTIVES

Each student is supplied with Learning Objectives (LOs) that the student should fill out. By answering the LOs the student will be better prepared to take quizzes and exams and to participate in the class.

LATE WORK

No late work will be accepted.

ACADEMIC HONESTY

If the instructor suspects any form of academic dishonesty the student will be dismissed from the class, in compliance with UNM and EMSA policies. Students found cheating will be barred from attending any other EMS Academy courses and may face expulsion from the University pending a decision from the dean of students.

MATURITY AND HYGIENE

If for any reason the instructor of the class feels that the student is in poor personal hygiene or is insufficiently mature to provide patient care or work within the guidelines of the course, the student will receive counseling regarding the deficiency. If the student does not make appropriate changes, it is within the privileges of the instructor to withhold EMT certification.

TOUCHING

Due to the nature of this class students will be required to touch fellow classmates during the lab portions of the class. ***ANY INAPPROPRIATE TOUCHING WILL RESULT IN IMMEDIATE DISMISSAL!***

ALCOHOL/DRUG POLICY

Any person attending class while under the influence will be asked to leave class for the day without credit for attendance. A second offense will result in immediate dismissal from the remainder of the class without credit or certification.

CHILDREN/GUEST IN THE CLASSROOM

Children and guests are not allowed in the classroom for safety and insurance purposes. In the event that a situation that is unavoidable arises, contact your instructor to determine a solution.

STUDENTS WITH DISABILITIES

Students with a diagnosed disability, who need accommodations for learning and/or testing, must maintain current documentation in the Office of Academic Resources and Support (OARS). OARS will guide students through the process of acquiring services and suggesting relevant accommodation formats, (e.g., laptop computer and printer instead of handwriting patient notes). An HSC advisory committee evaluates the necessity for and appropriateness of accommodation requests to assist students in meeting the technical standards necessary for earning the Emergency Medical Technician training and Certifications. Our technical standards can be found in appendix A: EMS Academy Technical Standards for Admission, Continuation, and Completion certification. If you have been diagnosed with a disability that requires an academic adjustment, please contact: Pam DeVoe, PhD, Director, OARS at 272-8972, pdevoe@salud.unm.edu, she will direct you to the appropriate offices: Joan Green, MA, Director, Accessibility Resource Center at 277-3506, JEGreen@unm.edu or Cheri Koinis, PhD, HSC liaison, at 272-5042, CKoinis@salud.unm.edu.

STATEMENT OF NON-DISCRIMINATION

The University of New Mexico Department of Emergency Medicine is committed to providing equal educational opportunity and creating and maintaining an atmosphere free from all forms of discrimination and harassment. University of New Mexico policy and Federal and State law forbid unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identity, ancestry, medical condition, or spousal affiliation in the provision of educational programs. Also, University policy and Federal and State law forbid sexual harassment. The University's Sexual Harassment Policy can be found at in the UNM Business Policy Manual, Policy #3780, online at <http://www.unm.edu/~ubppm/ubppmanual/3780.htm>. The University of New Mexico's Office of Equal Opportunity (OEO) is where to go if you have a question, problem, or claim of discrimination or sexual harassment. The mission of OEO is to promote equal access and treatment for all and to promote an environment free of discrimination and inequity in accordance with University values and policies and with federal and state equal opportunity and affirmative action statutes and regulations. Any EMS student who has concerns about discrimination or sexual harassment may, if he or she chooses to, talk with his/her academic advisor, instructor, The EMS Programs Director, the EMS Academy Director and/or the Chair of the Department of Emergency Medicine. Students can also report their concerns directly to OEO. Under University of New Mexico policy, OEO is the only department on campus authorized to investigate a claim of unlawful discrimination or sexual harassment. OEO is located on the main campus at 609 Buena Vista NE; the telephone number is (505) 277-5251. Students can also access information on the OEO website, including how OEO responds to claims of discrimination and sexual harassment (OEO Claims Procedures) as well as Frequently Asked Questions about discrimination/sexual harassment. OEO's website is: <http://www.unm.edu/~oeounm/>.

CLINICAL REQUIREMENTS

1. A minimum of 84 clinical internship hours.
2. Specific clinical requirements will be addressed in the clinical notebook.
3. All clinicals will be approved by the Emergency Medical Services Academy Clinical Coordinator.

Any student who contacts one of the services, hospitals or clinics, or schedules their own shifts will be dismissed immediately.

4. Start and end dates for clinicals will be set by the EMSA Clinical Coordinator in combination with the Lead Instructor of the course.
5. **TWO WEEKS AFTER THE START DATE OF CLASS** all students will have completed and have on file with the EMS Academy:
 - a. -Background check
 - b. -10-panel UA Drug Screen
 - c. -Up-to-date immunizations
 - d. -Proof of medical insurance
 - e. -Provider CPR card
 - f. Proof of NM Licensure
6. **Students who fail to meet the above requirements within the first two weeks of the course will be dismissed from the course for failure to complete satisfactory clinical requirements.**
7. The lead instructor and or a clinical educator will organize clinical supervision for all students while in clinicals.

CLINICAL UNIFORM

Students must adhere to the clinical uniform at all times. Students who arrive to the clinical site improperly dressed will be sent home.

1. Black EMS pants or slacks, absolutely no jeans (not even black jeans) or torn clothing.
2. Black boots or all black shoes and socks with no logos or other colors anywhere on the shoe.
3. Black belt must be worn.
4. Unless a shirt is provided by or required to be purchased from the EMS Academy the following is to be worn for the appropriate clinical level:
5. AEMT – Red polo or button up red collared shirt.
6. An undershirt must be white or black without visible logos showing through the outer shirt.
7. Students already affiliated with a service may wear a badge shirt/service uniform in place of the polo or button up shirt and black EMS pants as long as they are clearly identified as a student.
8. As a part of the uniform the student must bring their clinical notebook, pen, and highly recommended a stethoscope.
9. All tattoos will be covered at all times.
10. If applicable all facial hair will be clean shaven.

CLINICAL EXPERIENCE

Once you complete your clinical requirements you have 48 hours to turn in your clinical notebook to your instructor. Once your instructor has reviewed and approved your clinical notebook, you will be given your certificate of completion. You will now need sign into your NREMT account and pay your testing fee. Once that is done, contact your instructor and let him/her know you have paid and he/she will submit your verification information to the EMS Academy representative responsible for NREMT approval. The approval process takes about 2 weeks.

You will need to periodically check your NREMT account on the <http://www.nremt.org/> and once you have been approved you will need to schedule a test date with Pearson VUE.

Psychomotor testing can be scheduled by checking with the NREMT site for an AEMT psychomotor test site. The EMSA website unmems.org will also have a schedule for psychomotor testing offered by the academy listed as well.

Further questions related to Computer Based Testing can be answered at https://www.nremt.org/nremt/about/CBT_Home.asp

SYLLABUS CONTRACT

Please read and initial

- _____ I understand that there are recommended/required textbooks for this class.
- _____ I understand the requirements for immunizations, a background check, drug screening, and CPR certification.
- _____ I understand the number and type of exams that I will be required to take during the length of the course.
- _____ I understand the policy on quizzes and homeworks and the required minimum of 73%.
- _____ I understand my instructor's grading policies and the 73% requirement for certification.
- _____ I understand the requirements that I must meet to be eligible for an EMT Intermediate Course Certificate.
- _____ I understand the policy concerning retesting.
- _____ I understand that it is my responsibility to notify the Office of Academic Resources and Support (OARS) within the first two weeks of class, if I have either a physical or learning disability that requires special consideration.
- _____ I understand the policy regarding attendance and tardiness.
- _____ I understand the policy regarding the acceptance of late work.
- _____ I understand that I am bound by all existing UNM policies pertaining to academic honesty.
- _____ I understand the policy regarding extra credit.
- _____ I understand the issue of maturity and professionalism and how it relates to the requirements of becoming an AEMT.
- _____ I understand the instructor's expectation concerning personal hygiene.
- _____ I understand the instructor's expectation concerning my conduct when touching other student's.
- _____ I understand the Zero Tolerance Policy concerning harassment.
- _____ I understand the ranking of conflicting sources of information.
- _____ I understand the ramifications of practicing my skills outside the clinical shift or prior to licensure.
- _____ I understand the UNM EMS Academy Clinical Requirements, Uniform, and Clinical book policies.
- _____ I understand the dress code requirements and will adhere to these requirements.
- _____ I understand the policies pertaining to intoxication.
- _____ I understand the policy on children and guests in the classrooms or labs.
- _____ I understand the policy on talking during Lab testing and the penalty for breaking this policy.

PRINT NAME _____ **DATE** _____

SIGNATURE _____



Emergency Medical Services Academy

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