



*Emergency Medical
Services Academy*

Emergency Medical Technician - Basic Course University of New Mexico EMSA

SYLLABUS

Instructors:

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Office hours: Mon (1-3 PM) Wed (2-4 PM) (by Appointment)

Class Meets : Mon/Tue/Wed 5:30-9:30 PM

Rooms : H111 and H115

COURSE OVERVIEW

This EMT-Basic course meets the National Standards recommendations for the EMT Basic. The course also includes information and training for skills allowed by the New Mexico EMT-Basic 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 Emergency Care and Transportation of the Sick and Injured 10th Edition*

ISBN: 978-1-284-03284-0

Required: *AAOS Emergency Care and Transportation of the Sick and Injured Student Workbook 10th Edition*

ISBN: 978-1-284-04509-3

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

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

The Lead Course Instructor will determine competency based on the individual Psychomotor Skill Sheet. By the end of the course the lead course instructor will verify competency in each of the following skills:

1. Subcutaneous and Intramuscular Medication Administration
2. Airway Maintenance
3. BVM Ventilation
4. Oxygen Administration
5. Using The CPAP
6. Supraglottic Airway Device
7. Inhalation Medication Administration
8. Cardiac Arrest AED
9. Intranasal Medication Administration
10. Bleeding Control Shock Management
11. Long Bone Immobilization
12. Joint Immobilization
13. Pneumatic Antishock Garment
14. Traction Splint
15. Spinal Immobilization Supine
16. Spinal Immobilization Seated
17. Medical Patient Assessment
18. Trauma Patient Assessment

Additional skills will be evaluated throughout the course.

EXAMINATIONS

All exams will be administered online and proctored by your course instructor.

Prior to course approval must be obtained from the EMS Academy Director with note to alternative method of delivery.

1. One block exam for every block of course material for a total of Seven Block Exams.
 - a. A cumulative average of 85% on the Seven Block Exams is **required** to take the Comprehensive Final Exam.
 - b. The 85% cumulative average is achieved with **NO RETEST** on any block exam
2. One Comprehensive Final Exam covering the entire course material.
 - a. You must have an 85% or better to pass the Comprehensive Final Exam and to move onto the clinical component of the course.
 - b. Students who score between 75-79% will be given one chance to retake the comprehensive final.
 - I. The retake final must be passed with an 85% or better for satisfactory completion and to able to move onto the clinical component of the course.

QUIZZES

1. Multiple quizzes will be administered throughout the course.
2. The lowest quiz will be dropped and the remainder will be averaged.

CLINICAL REQUIREMENTS

1. A minimum of 10 patient assessments.
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
6. **The above requirements if not completed within the first two weeks from the start 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:
 - a. EMT – White polo or button up white collared shirt.
 - b. AEMT – Red polo or button up red collared shirt.
5. An undershirt must be white or black without visible logos showing through the over shirt.
6. 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.
7. As a part of the uniform the student must bring their clinical notebook, pen, and highly recommended a stethoscope.
8. All tattoos will be covered at all times.
9. 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 turns the proper course documentation your information will be submitted to the EMS Academy Representative responsible for NREMT approval. The approval process takes about 2 weeks in that time makes sure to set up your NREMT account and pay your testing fee. You will need to keep checking 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. Further questions related to Computer Based Testing can be answered at https://www.nremt.org/nremt/about/CBT_Home.asp

EXTRA CREDIT

Extra credit will be determined by the Lead Instructor of the course and may only replace one quiz or another assignment. Extra credit will not be used to replace any exam.

GRADE ASSIGNMENT

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

Grades are based on written work, chapter tests, quizzes, exams, lab skills, class participation, group presentation, and final exam. All work is graded from 0-100%; therefore, your final grade is cumulatively based.

<u>Grading %</u>	<u>Letter Grade</u>
97-100	A+
93-96	A
90-92	A-
87-89	B+
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

NOT all students will receive a course completion certificate based on the academic grade of the student.

Example: An 80% or above reflects a passing Academic Grade; however, failure to meet/pass the

EMT Course Certificate Completion Requirements below will still result in a failure to earn a course completion certificate.

Note: Prior approval from the EMS Academy Director for changes to Academic Grading must be on file prior to the start of the course.

PROFESSIONAL BEHAVIOR

The student will be evaluated multiple times throughout the course.

The student must show competency and positive consistency throughout and up to the end of the course.

EMT COURSE CERTIFICATE COMPLETION REQUIREMENTS

The following requirements are necessary to be certified as an EMT and give you the right to take the State and/or National exam.

1. 85% or better cumulative average of the Seven Block Exams
2. 85% or better on the Comprehensive Final Exam
3. Verified competency in all Course Psychomotor Skills.
4. Successful completion of all clinical requirements
5. A current provider level CPR card.



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6. No more than two (2) missed classes or a total of 8 hours.
7. Maintain Professional Behavior



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INVASIVE AND STRENUOUS SKILLS

Students will be required to complete skills that are invasive and/or strenuous. Intramuscular and subcutaneous injections 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 EMT.

PERFORMANCE OF INVASIVE SKILLS

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

1. Successfully completed the course and received an EMT certificate
2. Successfully completed the state test site and received an EMT license from the New Mexico EMS Bureau
3. 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.

READING ASSIGNMENTS

Students should read the 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.



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LATE WORK

No late work will be accepted.

ACADEMIC HONESTY

If the instructor suspects any form of academic dishonesty, including plagiarism, 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 with-hold 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!**

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.



Emergency Medical Services Academy

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/>.

In an effort to meet obligations under Title IX, UNM Faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg 15-<http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct, and sexual violence made to a faculty member, TA, or GA must be reported to the title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

EMT-B Course Schedule

➤ 7 Blocks

- Block 1 – Chapters 1, 2, 3, 4, 35
- Block 2 – Chapters 5, 6, 7, 8
- Block 3 – Chapters 9, 10, 11, 12, 13, 14, 18
- Block 4 – Chapters 15, 16, 17, 19, 20
- Block 5 – Chapters 21, 31, 32, 33, 34
- Block 6 - Chapters 22, 23, 24, 25, 26, 27, 28, 29, 30
- Block 7 – Chapters 36, 37, 38, 39

➤ 7 Block Exams

Note: The student is required to have a cumulative average of 85% on the seven block exams in order to take the comprehensive final exam

➤ 1 Comprehensive Final Exam

Note: The student must have an 85% or better on the comprehensive final exam. Students who score between 75-79% will be given one chance to retest the comprehensive final. The retest final must be passed with an 85% or better for satisfactory completion. No Retest will be permitted without direct approval by the EMS Academy Director.

➤ Psychomotor Skills

- Subcutaneous and Intramuscular Medication Administration
- Airway Maintenance
- BVM Ventilation
- Oxygen Administration
- Supraglottic Airway Device
- Inhalation Medication Administration
- Cardiac Arrest AED
- Intranasal Medication Administration
- Bleeding Control Shock Management
- Long Bone Immobilization
- Joint Immobilization
- Pneumatic Antishock Garment
- Traction Splint
- Spinal Immobilization Supine
- Spinal Immobilization Seated
- Medical Patient Assessment
- Trauma Patient Assessment

The student is verified to have met competency in all Course Psychomotor Skills by the end of the course by the Lead I/C.

The student is responsible for learning the following medications which is within their scope of practice:

➤ **Medications**

- Acetaminophen
- Acetylsalicylic Acid
- Activated Charcoal
- Albuterol
- Dextrose (Oral Glucose)
- Epinephrine (1:1000) (Auto injector and/or pre-measured syringe or 0.3 ml TB syringe)
- Ipratropium (Atrovent)
- Naloxone (Narcan) (0.4 – 2.0 mg] if IM, SQ, Titrate to respiratory effort/rate)
- Nitroglycerin
- Oxygen
- Pralidoxime (2PAM®)
- Vaccines

Medications (Patient's own medication)

- Bronchodilators (Pre-measured or MDI)
- Sublingual NTG (Must have online MCEP)

NM Medications (Immunizations and biologicals)

- Immunizations, vaccines, biologicals, and TB skin testing is authorized under certain circumstances

Clinical Requirements

- Before the completion of the first two weeks from the start of the course the following must be received by the EMS Academy:

- Background check
- 10-panel UA Drug Screen
- Up-to-date immunizations
- Proof of medical insurance
- Provider CPR card

- Clinical uniformed required:

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:
 - a. EMT – White polo or button up white collared shirt.
 - b. AEMT – Red polo or button up red collared shirt.
5. An undershirt must be white or black without visible logos showing through the over shirt.
6. 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.
7. As a part of the uniform the student must bring their clinical notebook, pen, and highly recommended a stethoscope.
8. All tattoos will be covered at all times.
9. If applicable all facial hair will be clean shaven.

Clinical Experience:

- For the Albuquerque area courses the student availability will be given to the EMS Academy Clinical Coordinator for the assignment of at least one but up to as many clinical shifts in order to complete 10 patient assessments.
 - The Albuquerque area student will need to also set up a fisdap account.
 - ❖ Visit www.fisdap.net and use **emsa313-sb** for the code in order to receive the discounted rate of \$15.00
 - ❖ The fisdap account is required in order to schedule the clinical shifts
- For all other areas within the State of New Mexico the student availability will be given to lead Instructor Coordinator. The Lead I/C will coordinate with local services which were pre-approved by the EMS Academy for the assignment of at least one but up to as many clinical shifts in order to complete 10 patient assessments.

After the completion of the minimum clinical experience the student will submit the clinical notebook to the lead I/C of the course. The lead I/C will submit the end of course paperwork including each student's clinical notebook to the EMS Academy.

- The student is required to create an account with NREMT.

Once the EMS Academy verifies the student has met all components of the course. The EMS Academy will submit approval on the NREMT website.

The EMS Academy approval will allow for the student to pay for the certification exam on the NREMT website.

Once all NREMT components are met then the student can schedule a certification exam with Pearson VUE Testing Centers. (Contact information on NREMT website)

The certification exam is conducted via a Computer Based Test (CBT) at a testing center.

Once the CBT is completed and passed the student will be sent notification from the NREMT and will use the notification to apply for a NM EMT License.

EMT-B Lab Breakdown

➤ **Block I**

- Hand Washing
- Proper Glove Removal
- Managing a Potential Exposure
- Lifting and Moving Patients
- Communications and Documentation

➤ **Block II**

- The Human Body Exercise
- Patient Assessment-Medical
- Vital Signs
- Medical Math

➤ **Block III**

- Airway Adjuncts
- Airway Maintenance
- Oxygen Administration
- BVM Ventilation
- Advanced Airway Management
- HCP BLS (In Course CPR)
- Cardiac Arrest AED

➤ **Block IV**

- SQ/IM Medication Administration
- Medication Administration Inhalation
- Medication Administration Intranasal

➤ **Block V**

- OB/GYN Lab

➤ **Block VI**

- Patient Assessment-Trauma
- Bleeding Control/Shock Management
- Epistaxis
- Caring for Burns
- Long Bone Immobilization
- Joint Immobilization
- Traction Splint
- MAST
- Spinal Immobilization Supine Patient
- Spinal Immobilization Seated Patient

➤ **Block VII**

- START Triage
- Hazardous Materials Awareness



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SYLLABUS CONTRACT

Please read and initial

- _____ I understand that there are recommended/required textbooks for this class.
- _____ I understand the number and type of exams that I will be required to take during the length of the course.
- _____ I understand my instructor's grading policies.
- _____ I understand the requirements that I must meet to be eligible for an EMT Course Certificate.
- _____ I understand the policy concerning retest.
- _____ I understand that it is my responsibility to notify 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.
- _____ 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 how it relates to the requirements of becoming an EMT
- _____ 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 prior to licensure.
- _____ I understand the UNM EMS Academy Clinical Requirements, Uniform, and Experience policies.

PRINT NAME _____ **DATE** _____

SIGNATURE _____



Emergency Medical Services Academy

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PRINT NAME _____ **DATE** _____

SIGNATURE _____