



## *Emergency Medical Services Academy*

### **Emergency Medical Technician - Basic Course University of New Mexico Emergency Medical Services Academy**

#### **SYLLABUS**

**Instructor: Scott Wilson, NR-P, I/C**

**Phone: (505) 934-8148**

**Office Hours: By Appointment**

**E-mail: [sbwilson@unm.edu](mailto:sbwilson@unm.edu) or [scott.wilson7@comcast.net](mailto:scott.wilson7@comcast.net)**

**Course Number: 119BAS001**

**Location : UNM-Valencia Campus**

#### **COURSE OVERVIEW**

This EMT/EMT-Basic course meets the National EMS Education Standards for the EMT level. The course additionally includes 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.
7. To attain entry level competence as an EMT/EMT-Basic.

#### **TEXTBOOKS**

**Required: Emergency Care and Transportation of the Sick and Injured 11th Edition, Pollak, Edgerly, McKenna & Vitberg, Jones & Bartlett Learning (2017)  
ISBN-13: 9781284080179**

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

## REQUIRED READING ASSIGNMENTS

Students are required to stay current with reading assignments in the **AAOS Emergency Care and Transportation of the Sick and Injured 11th Edition** that are pertinent to each lecture and lab prior to the class covering that topic. This provides the necessary framework to organize the information presented in class. It is the responsibility of the student to cross reference the pages that correspond in their textbook with learning objectives. Furthermore, students are highly encouraged to seek out other sources of information.

## SOURCES OF INFORMATION

With regard to learner education and testing of course material, the rank of importance of various sources of information will be:

1. Lead Instructor information, to include, but not limited to lecture and lab sessions
2. Instructor handouts
3. Reading assignments
4. Other published references to include online media
5. Personal experience

## GRADE ASSIGNMENT

All students who complete the course will receive an academic grade. A final cumulative score of **73%** in the respective weighted areas below will constitute a passing grade. This applies to academic and non-academic (certificate) students. Students who took this course through a college for credit, will show this course on a college transcript with the associated grade, non-academic (certificate) students will not have this course on a transcript.

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

- 10%** for the average between Quizzes/Assignments\*\*\*
- 10%** for the student's participation and attendance\*\*\*
- 40%** for the cumulative average score of the Eight Block Exams
- +40%** for the score of the Comprehensive Final Exam
- 100%**

**NOT** every student will receive a course completion certificate based on the academic grade for that student.

For example: it is possible to earn a letter grade for academic credit and not be eligible to earn an EMT course completion certificate. A cumulative average of 73% of the above reflects a passing Academic Grade however failure to meet/pass the **EMT Course Completion Certificate Requirements** below will still result in a failure to earn a course completion certificate.

**Note:** \*\*\*The Lead Instructor may assign different learning activities and percentages associated with them for up to 20% of the cumulative course grade. The aforementioned "Grade Assignment" section applies to campus partner and non-contract courses.

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

### EXTRA CREDIT

Extra credit will be determined by the Lead Instructor of the course and will not exceed the value of 1 quiz or assignment grade. Extra credit will not be used to replace an exam.

### EMT COURSE COMPLETION CERTIFICATE REQUIREMENTS

The following additional requirements are necessary to achieve a course completion certificate as a NM EMT/EMT-Basic and deem the student eligible to take a State and/or National exam.

1. 73% or higher cumulative average score on the Eight Block Exams
  - ONLY two (2) Block Exams may be re-tested
  - NO MORE than three (3) total Block Exams can be failed with a score below 73%
2. 73% 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.
6. No more than two (2) missed classes or a total of 8 hours.
7. Maintaining Professional Behavior at all times\*

\*The student is expected to behave in a professional manner throughout the entire course during all activities. Each student will be evaluated both directly and indirectly in didactic, laboratory, and clinical sessions. The student must show a professional affective behavior in all areas in order to show competency. Failure to maintain a professional behavior will result in dismissal from the EMT/EMT-Basic Course.

### FINAL APPROVAL OF COURSE COMPLETION CERTIFICATION

The Instructor Coordinator will submit certificate eligibility documentation (psychomotor, clinical, and numeric score) as determined by syllabus grading policy to be eligible for certification, to the EMS Academy (the program). The program will determine final certification eligibility based on all requirements to earn a certificate. The final decision to issue a course completion certificate will be based upon the program's assessment of each student in conjunction with the academic judgement of the lead Instructor Coordinator.

### EXAMINATIONS

All exams will be administered and proctored by your Lead Instructor or additional instructor designee. There will be eight Block Exams. All exams will be delivered using an online platform in order to best prepare students for the national registry computer based exam. \*Approval must be obtained from the EMS Academy Director or designee with note to alternative method of delivery if an online method of exam delivery is not an option.

1. Students must pass each block exam with a minimum score of 73%.
  - a. A cumulative average score of 73% on the Eight Block Exams is **required** to be eligible to take the Comprehensive Final Exam.
  - b. The 73% average can be achieved with a maximum of **TWO BLOCK EXAM RE-TESTS**. Re-tests may be on any two block exams, however, the re-test must be given before the start of the next block. A student can fail **NO MORE THAN THREE (3) Block Exams to be eligible for a course completion certificate**.



- c. The higher of the two scores for that block exam will be the student's final score for that block.  
It is highly recommended that the student and instructor develop a study plan before an exam is re-tested.
2. One Comprehensive Final Exam will cover all course material.
  - a. Each student must score a 73% or better to pass the Comprehensive Final Exam and become eligible to move onto the clinical component of the course.
  - b. Students who score between 68-72% will be given one chance to re-test the comprehensive final.
    - I. The re-tested final must be passed with a 75% or higher for satisfactory completion and to be able to move onto the clinical component of the course.

## **QUIZZES**

1. Multiple quizzes will be administered throughout the course, and at the instructors discretion the lowest quiz grade may be dropped.

## **COURSE PSYCHOMOTOR SKILLS**

The Lead Course Instructor will determine student competency based on learners' performance of the skill evaluated via the associated Psychomotor Skill Sheet.

By the end of the course the Lead Instructor will verify competency in each of the following skills and additionally the Lead Instructor will sign or complete the required documentation and turn it in to the EMS Academy:

1. Subcutaneous and Intramuscular Medication Administration
2. Airway Maintenance
3. BVM Ventilation
4. Supplemental Oxygen Administration
5. Continuous Positive Pressure (CPAP) Device
6. Supraglottic Airway Device
7. Inhalation Medication Administration
8. Cardiac Arrest Management/AED
9. Intranasal Medication Administration
10. Bleeding Control Shock Management
11. Long Bone Immobilization
12. Joint Immobilization
13. Traction Splinting
14. Spinal Immobilization Supine
15. Spinal Immobilization Seated
16. Patient Assessment/Management- Trauma
17. Patient Assessment/Management- Medical

Additional skills will be evaluated throughout the course.

## CLINICAL REQUIREMENTS

1. **TWO WEEKS AFTER THE START DATE OF CLASS** all students will have completed and have on file with the EMS Academy:
  - a. CCHSP Background check
  - b. 10-panel UA Drug Screen
  - c. Up-to-date immunizations
  - d. Proof of medical insurance
  - e. Provider CPR card

**The above requirements must be completed within the first two weeks from the start of the course or the student will be dismissed from the course for failure to comply with clinical requirements.**

2. The Lead Instructor or a Clinical Educator will organize clinical supervision for all students during the clinical experience.
3. A minimum of 10 patient assessments must be completed during the clinical experience.
4. Specific clinical requirements will be addressed in the clinical notebook and reviewed with the students by the Lead Instructor.
5. 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.**
6. Start and end dates for clinicals will be set by the EMSA Clinical Director.

## 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 – Black polo or button up black 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 carry with them their clinical notebook and a pen. Additionally, a stethoscope is highly recommended.
8. All tattoos will be covered at all times.
9. If applicable all facial hair will be clean shaven.

### **CLINICAL EXPERIENCE**

Once the student has completed their clinical requirements they have 48 hours to turn in their clinical notebook to the Lead Instructor. Once the Lead Instructor reviews and submits the proper course documentation the students information will be submitted to the EMS Academy Representative responsible for NREMT approval. The approval process takes about 2 weeks. During that time the student should set up their NREMT account and pay the testing fee. Students will need to keep checking their NREMT account on <http://www.nremt.org/> and once they have been approved they will have 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](https://www.nremt.org/nremt/about/CBT_Home.asp)

### **ATTENDANCE**

An EMT/EMT-Basic student is NOT allowed to miss more than a total of eight (8) hours of class time to be eligible to earn a Course Completion Certificate.

### **LATE WORK**

No late work will be accepted.

### **ACADEMIC HONESTY**

Academic dishonesty includes, but is not limited to, cheating or copying, plagiarism (claiming credit for the words or works of another from any type of source such as print, Internet or electronic database, or failing to cite the source), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. If the UNM EMS Academy or the Lead Instructor suspects any form of academic dishonesty the student may be dismissed from the class, and if dismissed will receive a failing grade (F). Students found cheating may be barred from attending any other EMS Academy courses and may face expulsion from the University of New Mexico.

### **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, they may be removed from the course.

### **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!**



## **ACCOMODATION STATEMENT**

### **UNM Campus Students-**

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she are not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Resource Center at 277-3506 for additional information.

### **Certificate and Other Campus Students-**

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she are not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Your instructor will notify the appropriate campus resources and/or the EMS Academy in regards to certificate courses. The EMS Academy relies on Disability Services Office and Accessibility Resource Center for assistance in developing strategies and verifying accommodation needs.

Technical standards for UNM School of Medicine EMS Academy can be accessed online at the EMS Academy website under the link to "UNM EMS Academy Policies"

<http://emed.unm.edu/emsa/education/current-students/Form%20and%20Policies.html>

## **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 in combination with 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.

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



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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>

### Other Campus or Branch Campus Students-

The UNM EMS Academy operates under the above policies, if your course is located on another campus, there may be additional or other resources to assist you. Please contact your instructor, campus program coordinator or EMS Academy Director for assistance. If you are a non-academic certificate student (not receiving academic credit) you will follow the above listed policy.

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, EMS Academy Director and/or the Chair of the Department of Emergency Medicine.





**SYLLABUS CONTRACT**

***Please read and initial***

- \_\_\_\_\_ I understand that there is a required textbook for this class as well as the ranking of sources of information.
- \_\_\_\_\_ I understand the number and type of exams that I will be required to take during the length of the course as well as the re-test policy for exams.
- \_\_\_\_\_ I understand the instructor’s grading policies, and that a passing score in the class for any graded material is a 73% or greater.
- \_\_\_\_\_ I understand the requirements that must be met to be eligible for an EMT/EMT-Basic Course Completion Certificate.
- \_\_\_\_\_ I understand that it is my responsibility to notify my instructor, college accessibility resource center or the EMS Academy 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 that I am bound by all existing UNM policies pertaining to academic honesty as well as the consequences defined in the syllabus.
- \_\_\_\_\_ I understand the policy regarding extra credit as well as the policy regarding the acceptance of late work.
- \_\_\_\_\_ I understand the issue of maturity and how it relates to the requirements of becoming an EMT/EMT-Basic.
- \_\_\_\_\_ I understand the expectation concerning personal hygiene.
- \_\_\_\_\_ I understand the expectation concerning my conduct when touching other student’s as well as the expectations of professional behavior throughout the course.
- \_\_\_\_\_ I understand the Zero Tolerance Policy concerning any type of harassment or discrimination.
- \_\_\_\_\_ I understand the ramifications of practicing my skills prior to licensure.
- \_\_\_\_\_ I understand the UNM EMS Academy Clinical Requirements, Uniform, and Experience policies.
- \_\_\_\_\_ I understand I must successfully complete all required Patient Assessments and demonstrate competency for all Psychomotor Skills, some of which may be invasive or strenuous as specified by the Technical Standards, in order to be eligible for Certification as an EMT-Basic.

**PRINT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_



**UNM**  
SCHOOL of MEDICINE

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**SIGNATURE** \_\_\_\_\_