



EMS TRAINING INSTITUTE



COURSE OVERVIEW *EMT – BASIC*

Spring 2011

GOOD FELLOWSHIP EMS TRAINING INSTITUTE

EMT COURSE OVERVIEW

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EMERGENCY MEDICAL TECHNICIAN OVERVIEW

ROLES AND RESPONSIBILITIES

A certified EMT is authorized to provide, in a prehospital, interhospital or emergency care setting in a hospital, or during the transfer of convalescent or other non-emergency cases, the BLS services set forth in the Statewide BLS medical treatment protocols, to prevent loss of life or aggravation of physiological or psychological illness or injury.

An EMT's scope of practice shall be limited to the activities under medical command direction or utilization of the Statewide BLS medical treatment protocols.

RULES OF CONDUCT

1. Appearance and Dress

Students must exhibit good personal hygiene. Each student must be neat, clean, and wear appropriate clothing. Pants must be waist (not hip) high. Skirts are not appropriate during practical sessions and closed toe shoes must be worn during all class sessions. Each student will be issued two (2) GFTI t-shirts on the first day of class. Students are expected to wear one of these t-shirts to class each day. Consequences of not wearing a t-shirt or proper pants and shoes are as follows:

- 1st time – warning
- 2nd time – sent home to change
- 3rd time – dismissal from the course

2. Behavior

Students must maintain a positive attitude, professional manner, and behavior appropriate to a classroom setting. Inappropriate or offensive language will not be tolerated.

Physical assessment is a tool that will be practiced often during class. Students will act as both “victim” and “examiner” during practice sessions. Inappropriate touching will not be tolerated and should be brought to the attention of the course coordinator immediately if noticed.

3. Drugs/Alcohol

Students shall not come to class under the influence of drugs or alcohol. Any student displaying abusive behavior or other behavior normally associated with drug or alcohol usage shall be dismissed from the class, and will be marked absent for that session. The student will be counseled.

4. **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, bribery, fabrication of 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.

Academic dishonesty will not be tolerated. During examination proceedings, students shall not discuss practical exam sessions in any manner. **Any student caught sharing information, such as the type of scenario encountered, will receive a failing grade for that examination.**

5. **Sexual Harassment**

Students have the right to be free from sexual harassment in any form, by classmates and instructors. If a student feels uncomfortable by any comment or behavior by instructors, evaluators, victims, or students, he or she should contact the course coordinator immediately so that proper action can be taken.

6. **Parking**

The parking lot to the right of the main entrance is for members only, as are the parking stalls directly in front of the main entrance. Please do not park in these areas.

7. **The Building**

We are fortunate to teach in a state of the art facility. It is everyone's responsibility to keep it neat and clean. If you use the dishes or coffee maker in the kitchenette, please wash, dry, and put everything away. We do not have a cleaning service. Throw away all trash at the end of class and lower the chairs in the lecture room and push them under the table. Keep feet off the walls when sitting in the hallways. When moving equipment, be careful not to mark the walls. If you notice a problem, please bring it to the attention of the course coordinator or lead instructor.

8. **Access Cards**

Each student will be assigned an access card to enter the building. The card will allow entry through the 'members' entrance on the right side of the building. Students must return the access card on or before the last night of class. Students who do not return the card prior to the final exam will not be permitted to sit for the state exams.

If you lose your card, please notify the course coordinator immediately so the card can be deactivated. There will be a \$5 charge for replacement cards. If you withdraw from the class, you must surrender the access card, in person or by mail, immediately. A bill for \$10 will be issued for cards not returned within 10 days of withdrawal.

9. Food

Food is not permitted in the lecture room during class sessions. Drinks are permitted providing the container has a lid.

10. Cell Phone, Pager & Laptop Use

Cell phones must be turned off or on vibrate mode during class. Phone calls may not be answered or made during class with the exception of break time. Likewise pagers must be turned off once class starts and laptops are not to be used during class sessions.

11. Class Cancellation

In the event that class must be cancelled, we will notify students via email and through a phone chain. The phone chain will be distributed at the second class session. The course coordinator will call the first name on the list to tell him/her of the cancellation. That individual will be responsible to call the next name on the list and so on. Each person on the list must speak directly with next name on the list. If the person does not answer the phone, leave a message and move to the next name on the list. Continue until speaking with another student who will continue the process. We will also notify the duty officer of the cancellation.

While we try not to cancel class, student and instructor safety remains our priority. As a general rule of thumb, we follow WCU's snow cancellations. In the even class must be cancelled, the class session will be made up the following Saturday or Sunday dependent on room availability. The make-up date will be announced with the cancellation phone call and email.

12. Withdraw / Refund Policy:

Upon notification to the course coordinator, a refund will be issued as follows:

- A student who withdraws from the course after the first class session, with return of all material in NEW/Unused condition, will be issued a 100% refund minus \$50 administration fee.
- A student who withdraws between the second and fifth class will be issued a refund minus \$220 for the course materials. The student would keep the material.
- A student who withdraws after the fifth class will be issued no refund. However, if the student chooses to enroll in the next course, they will be able to do so at a cost of only \$250, however, no additional materials will be provided.

STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Student Rights

- a. The student has a right to competent instruction, course counseling, and adequate facilities, and in all areas s/he has the right to expect the highest degree of excellence possible within the resources of the Training Institute.

- b. The student has a right to protection from unreasonable and capricious actions by faculty, administration, and other students.
- c. Each student has the right to be considered for admission without regard to ancestry, religious or political belief, or country of origin.
- d. Each student has the right to know the rules by which s/he is governed through the medium of a clear and precise written explanation of the rules.
- e. Each student has the right to be free from sexual and other types of harassment and verbal abuse from other students and from instructors.

2. Student Responsibilities

- a. The student has the responsibility to devote him/herself to the serious pursuit of learning and to respect the rights and opinions of others, including faculty, administration, and fellow students.
- b. The student has the responsibility to comply with any and all the rules governing students of training courses.
- c. The student has the responsibility to support academic integrity.
- d. The student has the responsibility to conduct him/herself in accordance with generally accepted standards of conduct as embodied in society's laws and regulations.
- e. The student has the responsibility to be in class and ready to learn by the specified start time.
- f. Each student has the responsibility to respect innovation and individual differences and to conduct him/herself so as not to violate the rights of other students and members of the administration and faculty.
- g. The student has the responsibility to read all class material **prior** to coming to class.
- h. The student has the responsibility to inform the course coordinator of any issues or concerns they have regarding the course.
- i. The student has the responsibility to bring all appropriate materials to each practical skill session. Such materials include: pocket face mask, skills verification form, BP cuff, stethoscope, penlight, trauma shears, and a watch with a second hand.

COURSE REQUIREMENTS

1. Aptitudes

a. Vision

Students must have visual acuity sufficient to distinguish visual color discrimination in examining patients and determining by appearance diagnostic signs that require immediate detection and proper action.

b. Hearing

Students must have hearing acuity sufficient to receive verbal directions and instructions and to distinguish diagnostic signs.

c. Reading/Writing

Students must have the ability to read and write English sufficiently to read items such as prescription bottles, and to write English sufficiently to complete patient record forms and examination.

d. Physical

Students must have the ability to perform the skill objectives as outlined in the EMT National Standard Curriculum as well as the functional job description of an EMT.

NOTE: A waiver request may be submitted in writing to the Division for consideration for communication personnel.

All students must have the aptitudes as listed above when taking the practical skills examination for state certification. Medical problems must be resolved prior to taking the practical examinations.

2. Attendance

- a. Monday/Wednesday classes will start promptly at 6:15P and will end at 10:15P. Saturday/Sunday classes run from 8A to 12P and 1P to 5P unless otherwise noted by the course coordinator.

Students are expected to be in their seats and ready to begin at the schedule start time. Quizzes will be distributed randomly at the beginning of class sessions. Any student not present at the start of class will not be permitted to take the quiz.

We realize there may be times when work, traffic or other problems arise which may result in occasional tardiness. In the event you will be late, please call the training office at 610-431-3132. When you arrive, please enter through the back of the room and sit in the back row until the first break.

If you have not called to notify the instructor that you will be late, please do not enter the classroom until the first break as to not disrupt the class. You will be responsible for any material missed.

Sign-in sheets will be provided at the beginning of each class session and collected 15 minutes after the start of class. Students will not be permitted to sign in after the sheet has been collected and time will be counted as absent.

- b. Each student shall be permitted to miss a total of twelve (12) hours. Any hour, or portion thereof, missed, which exceed twelve (12) hours will result in the student being dismissed from the course.
- c. Under special circumstances, the student may make up a maximum of eight (8) hours missed. If a student elects to do so, the session missed must be made up within 15 days of its scheduled date.
- d. If the student successfully completes a make-up session, the classes originally missed will be changed to read "present" on the appropriate attendance sheet. A maximum of eight (8) hours may be made up in this manner. Subsequent hours missed will be counted as missed and fall under paragraph a. above.

3. Ride-Along Time

All EMT students are required to spend a time taking ambulance calls with Good Fellowship Club of Chester County, Inc. Students must observe 2 trauma and 2 medical calls OR a maximum of 20 hours. During this time the student will be exposed to those skills learned with an approved company preceptor. At the end of each shift, the student is required to complete the appropriate paperwork, have it signed, and submit it to the course coordinator by the end of the next scheduled class.

Ride-along time can begin after the final patient assessment class (ongoing assessment, communication and documentation). Should a student not complete the required clinical hours prior to the final exam, the student will not be allowed to take the exam until such time is completed. If, with approval of the course coordinator, course director or administrative director of the institute, a student cannot complete the required ride along time the student must complete approved practical scenarios as set forth by the institute.

4. Interim Testing

- a. Quizzes will be administered throughout the course. Students must maintain an average score of 75% on these quizzes in order to take the final practical and written examinations. Upon request, and at the course coordinator's discretion, remedial instruction may be used to off-set an extremely low quiz score.
- b. Students must pass the mid-term and final course written examination with a score of not less than 75%. One retest is permissible for each exam, providing the student does not fail all 4 stations plus the written exam. Any student that fails the medical, both trauma and the CPR skills stations as well as the written exam on either the mid-term or final exam, will not be permitted to retest and will be dismissed from the course.
- c. Students must pass the midterm and final course practical skill examinations (scenario based). One retest is permissible for each practical skills exam, subject to the retest policy as identified in 4b.

- d. Students must pass all skills tested in Exam #3. If a student does not pass all skills, remedial training and retest will be required.
- e. If a student does not pass the mid-term practical or written re-test, the student will not be permitted to continue with the course. Likewise, if the student does not pass the Training Institute final examination practical and/or written re-test, the student will not be permitted to sit for the State certification examinations.
- f. Any student who does not possess a watch with a second hand during an examination session, will not have the ability to assess vital signs and will fail the station accordingly.

5. Skills Verification Form

- a. Each student will be given a Skills Verification Form the first day of class. All skills on the form must be signed off by an instructor prior to the course final examinations. If a completed verification form is not submitted, the student will not be permitted to sit for the final exams. It is the student's responsibility to keep the form in a safe place and to ask instructors to sign-off on skills as they are performed during practical sessions.

CAUSE FOR DISMISSAL

1. A student may be immediately dismissed from a course for:
 - a. Failure to obtain a 75% on the written midterm or final course exam.
 - b. Failure of the midterm or final course practical skill tests, subject to retest policy.
 - c. Failure to maintain a minimum average score of 75% on quizzes at the point of the mid-term and final examinations, subject to the remedial training policy.
2. A student will be immediately dismissed from a course for:
 - a. Failure to meet attendance requirements.
 - b. Academic dishonesty.
 - c. Misconduct, which could endanger public safety/property.
3. The following are subject to one counseling session prior to dismissal. Any additional infraction will result in an automatic dismissal from the course:
 - a. Inappropriate behavioral conduct.
 - b. Inappropriate hygiene or attire.

CRIMINAL HISTORY

All students are required to complete a criminal history form. Any student who has been convicted of a felony or misdemeanor is required to obtain a criminal history report from the Pennsylvania State Police Department as well as court documents listing the disposition of the charges. The report must be submitted to the regional EMS council for processing. See the course coordinator for specific requirements.

In addition, all students are required to complete a criminal history check at epatch.state.pa.us and submit a copy of the report to the course coordinator within 2 weeks from the start of the course.

The Pennsylvania Department of Health, Division of Emergency Medical Services Systems, has the right to refuse certification for conviction of certain offenses. A positive criminal history does not prevent any student from attending training, however, it may prevent their ability to take the state certification examination process. All criminal history forms must be approved by the Department of Health prior to processing of the state certification examinations.

CERTIFICATION REQUIREMENTS

To certify as an EMT, you must successfully complete both a practical and written examination administered through the Pennsylvania Department of Health. You must also meet all qualifications and competencies as described in the Pennsylvania Department of Health Prehospital Personnel Manual such as:

1. Verbally communicate using the English language.
2. Hear spoken information and sounds common to the emergency scene.
3. Lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), at a height of 33 inches, a distance of 10 feet.
4. Read and comprehend written materials under stressful conditions.
5. Verbally interview a patient, family members, and bystanders and hear their responses.
6. Document physically, in writing, all relevant information in a prescribed format.
7. Demonstrate manual dexterity and fine motor skills related to quality patient care.
8. Bend, stoop, crawl and walk on uneven surfaces. Meet minimum vision requirements to operate a motor vehicle within the state.
9. Function in varied environmental conditions such as lighted or darkened work areas, extreme heat, and cold and moisture.

To be eligible for the written and practical skill examinations developed by the Pennsylvania Department of Health for Emergency Medical Technicians, individuals must:

1. Be 16 years of age or older. (If under 18, must have a parental consent form signed by a parent or legal guardian.)

2. Have successfully completed an EMT training course approved by the PA Department of Health.
3. Possess current CPR certification.
4. Complete a signed Criminal History Reporting Form along with supporting documentation, as required.

GRIEVANCE

Complaints regarding the instructors, course administration, and course content shall be submitted in the following manner:

1. An individual must present the complaint to the course coordinator. The course coordinator will review and discuss the complaint with the individual and advise them of a proposed resolution.
2. If still unsatisfied, the individual may present the complaint to the Training Institute's administrative director, in writing. The Administrative Director will review the complaint and discuss the complaint with the course coordinator. The Administrative Director will notify the individual of the outcome of the investigation.
3. If the proposed resolution by the Training institute is unsatisfactory, the individual may submit the complaint in writing to the Regional EMS Council.

The Regional EMS Council will review the complaint and make a determination. The regional council will notify, in writing, the individual, the training institute, and the course coordinator of the decision reached.

4. Without satisfactory results by the Regional EMS Council, the individual may submit the complaint in writing to the PA Department of Health, Division of EMS.

The Division will review the complaint and make a determination. The Division will notify, in writing, the individual and the regional council of the decision reached.

INSTRUCTOR EVALUATIONS & COURSE COMMENTS/SUGGESTIONS

We are continually striving to make the EMT Program at Good Fellowship the best it can be. To that end, we will provide some instructor evaluation and course suggestion forms to each student. Please complete an instructor evaluation for any instructor that you feel did particularly well or poorly. Provide specific comments that may be helpful to instructors in modifying their delivery of course material. Names are not required on these unless you would like a reply.

Please hand completed forms to the course coordinator or place them under the coordinator's door.

STATE CERTIFICATION PRACTICAL EXAMINATIONS

1. Candidate Prerequisites

- a. Must be at least 16 years of age.
- b. Must have successfully completed a training program approved by the PA Department of Health, Division of EMS, or previously certified to the level of the certification exam.
- c. Must possess current CPR card.
- d. Must submit a completed skill verification form.
- e. Must complete and provide documentation of approved clinical time.

2. Essential Criteria Components

The following are essential criteria components that are assessed during the PA DOH EMT-B Practical Examination:

- a. Body Substance Isolation (BSI)
- b. Scene Safety
- c. Initial Patient Assessment
- d. Focused Patient Assessment
- e. Differentiation between Load and Go / Stay and Play patients
- f. Management of Patient Condition
- g. Application and use of AED
- h. Provision of an Oral Report to either Medical Command or the responding ambulance
- i. Performs two Individual and two Team assessments / treatments

3. Examination Sessions

Each practical skills exam will consist of each of the following types of scenarios:

- a. CPR with AED and oxygen adjuncts (2 person team)
- b. Medical Scenario (individual)
- c. Trauma Scenario (2 person team)

4. Absence

Persons who do not attend scheduled practical examinations must make arrangements through the Regional EMS Council to complete the practical examination at another regularly scheduled exam.

5. Leaving Test Site

After the testing begins, any student leaving a test site prior to completion of all stations without prior permission of the regional coordinator (or designee) will be considered have FAILED the test. Acceptable reasons for leaving the test site shall include, but are not limited to: personal illness, injury, or family emergencies, which must then be documented in writing to the regional council within three working days.

6. Time Constraints

Students shall inform the regional coordinator or designee of any time constraints.

- a. Time constraints must be identified by the student prior to starting the examination.
- b. Under normal circumstances, students will be scheduled so that they are oriented and tested within three (3) hours.

7. Scoring

a. Satisfactory Grade

The candidate is able to identify the problem or task presented. The candidate is able to select and prioritize appropriate treatment. The candidate is able to demonstrate appropriate treatment or skills within the established objectives.

b. Unsatisfactory Grade

The candidate is unable to identify the problem or task presented. The candidate is unable to demonstrate appropriate treatment or skills within the established objectives. The student performed task(s), treatment, or skill(s) which adversely affects patient outcome.

I _____ have read the EMT Overview
and comprehend what is expected of me.

Print Name:

Address:

Class Number: