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General Information and Expectations/Syllabus for EMT-B Class

1. If you are under the age of 18, parental consent must be given to instructor.
2. You must be 18 years of age to sit for the National Registry exam for licensure.
3. Each student will receive *NREMT Examination Accommodations Disability Policy*.
4. Each student will receive RI Dept of Health Certificate of Eligibility form.
5. Each student will receive the RI EMS Pre Hospital Protocols (electronic format).
6. Each student will receive the EMT Licensure Criminal Convictions Guidelines.
7. Each student will receive the textbook, workbook.
Emergency Care (12e Edition). Limmer, D., O'Keefe, M., Dickenson, E., Brady/Prentice Hall, 2010.
8. Each student will initial all pages and sign 2 copies of this syllabus.
9. Each student will complete the BLS Healthcare Provider CPR course during the EMT class regardless of having current CPR certification.
10. Students are responsible for keeping the practical skills "sign off" sheets.
11. Students will utilize the textbook generated quizzes and other assignment on the website listed in your textbook. Access code is written in the book.

Course Dates: Monday January 20, 2012 to Wednesday June 18, 2012

Course Times: All classes are held from 6-9p in the meeting room at Westerly Ambulance unless otherwise noted or announced. (Mondays, Wednesday, some Fridays, some Saturdays (9a-12p))

Payment: EMT students must register with the sponsoring agency and payment arrangements are with them. The I/C will collect payments as a courtesy, but all checks are payable to: Westerly Ambulance Corps, Inc. Total Cost: \$650. Nonrefundable deposit of \$150 due at Jan 2 class. Monthly payment plan available.

Student Initials _____

*******Attendance Policy:** Per RI Dept of Health/EMS: students may not miss more than 3 class meetings. **THIS POLICY IS STRICTLY ENFORCED.** In the event of extenuating circumstances, the student may make arrangements for makeup classes. However, students are responsible for all missed work, quizzes, worksheets, and other graded and non-graded work. ***Students will sign in and out at every class meeting.*** Be on time for class. Late entrance into class is at the discretion of the I/C as repeated interruptions hinder classroom time and focus.

Contacting the I/C: If a student will miss a class, please attempt to contact the I/C. Missing a class should only include serious illness or extenuating circumstances. Several forms of communication are listed at the top of the course syllabus.

Required materials: Textbook, workbook, pencil/pen, folder with pockets. Notebook and binder are needed, and access to a computer. **It is strongly suggested to bring a lap top to class** to access RI Pre Hospital Protocols when needed. Paper copies WILL NOT be available. **Students must have a zip drive for use in class. RI Protocols will be given to students in an electronic format to be stored on the zip drive. Protocols will be used in classes on a weekly basis. Please consider getting a BP cuff and stethoscope for your own use in class and assignments.**

Attire: Students must exhibit good personal hygiene and wear appropriate clothing to class. Please avoid excessive jewelry, perfume/cologne, and makeup. Hair must be kept tied back off of the face.

Behavior: Any incident involving unacceptable behavior will be addressed by the I/C and documented in the student's record. Students are expected to be polite and respectful to all others in the class. Foul language will not be permitted at any time.

Classroom: Make note of the nearest exits, restroom locations, and break areas. Students may use laptops during class to take notes, etc. At no time will surfing the internet, texting, emailing, or other non-class related computer activity be tolerated. If students are found to be using their computers or cell phones or other electronic devices for non-class use, the I/C may ask that the student to refrain from such activity. If the student repeats this offence, the I/C may ask the student to leave the class and thus, the student will be marked absent from that particular class meeting. The student will be responsible for all missed work. In an adult learning environment, it is expected that students will participate in a question/answer, debate format in the classroom. However, arguing will not be tolerated. Questions beyond the general interest of the class shall be addressed with the I/C either before or after class.

Student Initials _____

Student Records: A record of each student is kept by the I/C for a minimum of 5 years per RI DOH regulations. The record may consist of the following items: application, attendance record, grades, behavioral comments, practical skills sheets, copies of CPR cards, etc. These records are confidential and are kept by the I/C. These records may not be available to students at all classes as they are kept in a secure area.

Grading: Students need a 70% as a final average to pass the EMT –B class. The I/C will inform students when a graded quiz, assignment, or exam will be given. Some assignments will require students to speak before the class or present material to the class (case study, poster, etc.). Chapter quizzes (after each chapter or topic) will be graded on a scale of 100. All assignments and quizzes must average to 70% or higher to be eligible to take the final exam for the class.

- ✓ Quizzes and Tests, Assignments are worth 50% of the grade.
- ✓ Mid-term Exam is worth 25% of the grade.
- ✓ Final Exam(Must be 70%) is worth 25% of the grade
- ✓ FINAL GRADE must be at least a 70% to pass the course.

***** _____ ***** Please initial.

At or before the mid-term, if a student is in danger of failing the class, the I/C will schedule a meeting with the student to discuss possible remediation or other action. It may be suggested that the student withdraw from the class or remain in the class on “audit” status.

Per RI Dept of Health/EMS, To ensure standardization in the conduct of course-ending practical exams, students shall have the opportunity to retest up to a maximum of two (2) practical skills stations. To clarify, the student shall be allowed one (1) retest opportunity per skill station, not to exceed two (2) practical skills stations in the final exam. **Failure of three (3) of these stations results in an automatic failure of the course.** Others may not assist or communicate to the “in charge” student during the practical exams. Only those that pass all the practical skill stations may sit for the State/National Registry exam for licensure.

The NREMT practical skill stations are:

- ❖ Airway Management including EOA and O2 administration
- ❖ Kendrick Extrication Device (KED)
- ❖ MAST Trousers (Anti-shock garment)
- ❖ Patient Assessment (Trauma and Medical)
- ❖ Traction Splinting (HARE)
- ❖ Long Board Immobilization
- ❖ Cardiac Arrest Management/AED
- ❖ Vital Signs, Epi Pens, monitoring devices
- ❖ Et al.

Student Initials _____

Remediation Policy: If a student is not achieving satisfactory grades in the written or practical skills, the I/C **may** schedule additional lesson time for the student at their request. This remediation time is to be determined by the I/C and is to be at a time convenient to both the student and the I/C. The I/C may also enlist the help of a faculty member to work with students. **Students may not re-take quizzes, assignments or the mid-term exam.** Students may re-take the final exam one time within 1 week of the first attempt. All remediation efforts will be documented in the student record.

Faculty: At times, there will be additional instructors who assist with lectures and practical skills. These individuals are chosen based on their credentials and experience in the field of EMS and the subject matter being presented. However, the I/C is responsible for the class, its content, etc.

Upon successful completion of all course elements as required by the State of Rhode Island Department of Health/EMS Division, each student will receive a completion certificate that must be presented with the application for licensure. It is the student's responsibility to maintain this for their records.

It is the student's responsibility to complete the RI Dept of Health/EMS application for EMT Licensure. This procedure includes obtaining a BCI check from the RI Attorney General's Office among other requirements. The student must also create "an account "with the National Registry of EMTs (NREMT) since they administer the tests and act as an "agent" for RI Dept of Health/EMS for licensure. See the RI Dept of Health/EMS web site for exact procedure. Once the student has completed the on line registration with NREMT, they must contact the I/C so she can complete the on line piece to clear the student for the exam. Please contact the I/C with the results of the NREMT exam and status of RI EMT Licensure.

In the rare instance of inclement weather, the I/C will determine if class will be cancelled. The I/C will contact all students as soon as possible. Keep in mind that even if public schools are cancelled for the day, our class may still be held as scheduled.

All cell phones and other electronics shall be on "vibrate" or turned off during class time. Students may use electronic devices during class breaks only.

Student Initials _____

