



GLENDALE COMMUNITY COLLEGE

Emergency Medical Technology EMT104 Syllabus 2010

Rev. 8/28/09

Course Number: EMT 104
Course Title: Basic Emergency Medical Technician
Section Number: All sections
Class Location: TBA
Meeting Days / Time: All classes

Instructor: Staff
Office: Provided by Instructor
Pager: _____
E-mail: _____

Official Course Description: Techniques of emergency medical care in accordance with national and state curriculum. Study of anatomy, physiology, patient assessment, and treatment of medically or traumatically compromised patients, special hazards and medical operations. Also including Intravenous monitoring, Sudden Infant Death Syndrome, patient-assisted medication administration, semi-automatic external defibrillator and blood glucose monitoring. Participants will function in a hospital environment for hands-on practical application of techniques and skills learned in class.

Texts and Equipment:

1. Emergency Care, 11th ed. Brady Publishing. Textbook required.
2. Emergency Care, 11th ed. Brady Publishing. Workbook required.
3. EMT 104 Course Pack. Provided in class at no charge.
4. Healthcare Provider CPR Manual. American Heart Association. Required.
5. Standard adult BP cuff. Required.
6. Stethoscope. Required.
7. EMT Basic Review Manual for National Certification. Jones and Bartlett. **Optional**.
8. EMT Achieve: Basic Test Preparation. Prentice Hall. **Optional**.

Course Competencies:

1. Describe the role and scope of duties of the EMT-B.
2. Describe the medical/legal aspects of basic emergency medical technology.
3. Identify and demonstrate techniques for obtaining baseline vitals SAMPLE history.
4. List and demonstrate the components of patient assessment needed to identify a medical emergency in any of the following categories: medical, trauma, environmental conditions for both conscious and unconscious patients.
5. Identify and care for patients in need of basic life support.
6. Demonstrate use of mechanical adjuncts to assist with airway, breathing and circulatory management.
7. Demonstrate ability to identify patients in need of supplemental oxygen and provide it correctly.
8. Identify a patient in shock, including use of the Military Anti-Shock Trousers (MAST).
9. Identify and treat soft tissue and musculoskeletal injuries.
10. Identify and treat injuries to the head, chest, abdomen and genitalia.
11. Stabilize and splint musculoskeletal injuries in the upper and lower extremities.
12. Identify and treat patients with possible injuries or to the skull, brain, neck, spine, abdomen, pelvis, or extremities. Identify and treat the following emergencies: toxicological, behavioral, cardiac, respiratory, pediatric, diabetic or obstetrical.
13. Apply techniques used to lift, move position and extricate a patient in order to minimize discomfort and additional injury.
14. Identify and use equipment assigned to ambulance and rescue vehicles.
15. Triage and categorize patient care by priorities in a simulated situation.

57 **Prerequisite Requirements**

- 58 • Proof of a clean drug screen is required **by the first day of class**. Acceptable documentation
 59 includes:
 60 ○ A letter from your current employer verifying that they have a clean drug screen on
 61 record. This must be on company letterhead and signed by a representative of your
 62 employer.
 63 ○ A copy of a recent 5 panel drug screen.
 64 • Proof of current Healthcare Provider level CPR certification
 65 • Proof of Measles, Mumps, Rubella immunity
 66 • Negative TB skin test or physician’s note within the last 6 months
 67 • Proof of at least a 9th grade reading level based on degree, AIMS test, or testing at the GCC
 68 Assessment Center

70 **Requirements for Successful Completion**

- 71 • Students must provide a DPS fingerprint clearance card before scheduling their clinical through the
 72 EMT Dept. DPS charges \$69 for the clearance card, not including the fingerprinting service. It can
 73 take up to 8 weeks to obtain the clearance card, so students should apply ASAP. Students may not
 74 complete the EMT104 course if denied a clearance card. It is highly recommended that students
 75 confirm their eligibility before the refund deadline for the EMT course. The following links provide
 76 additional information about the DPS fingerprint clearance card process:
 77 ○ DPS clearance card FAQs: <http://www.azdps.gov/Services/Fingerprint/>
 78 ○ Fingerprinting services:

Agency	Fee	Days/Hours
Maricopa County Sheriff’s Office 100 W. Washington Street, 19 th Flr Phoenix, AZ 602-876-1070	\$8.00	Mon, Tues, Thursday 9am- 2pm
Nuwest Investigations 5525 W. Glendale Avenue Suite 103 Glendale, AZ 623-937-9676	\$7.99 w/card 8.99 w/o card	Mon-Fri 9am- 4:45pm Sat. by appt only
Phoenix Police Department 620 W. Washington Phoenix, AZ 602-534-1127	\$8.00	Mon-Fri 7:30am-4:30 pm Bring cards
UPS Store (next to AJ’s) 20118 N. 67 th Avenue Glendale, AZ 623-561-6475	\$15.00	Mon-Fri 7:30am-7pm Saturday 9am- 5pm
UPS Store (behind Discount Tire) 7942 W. Bell Road Glendale, AZ 623-486-3000	\$15.00	Mon-Fri 7:30am-8pm Saturday 9am-5pm Sunday 11am-5pm
UPS Store (Kohl’s Shopping Center) 5350 W. Bell Road Glendale, AZ 623-298-5411	\$14.99	Mon-Fri 8am-5pm Saturday 9am-5pm Sunday Noon-4pm

- 79 • All prerequisite requirements and concurrent enrollment in EMT104AA: Final practical skills testing.
 80 • Student must meet all course requirements, including completion of all written and practical skills
 81 requirements and the final written exam.
 82 • Student must successfully complete one eight-hour clinical shift in an emergency department
 83 approved by the EMT department with a grade of satisfactory. Student must document at least eight
 84 patient contacts during clinical shift. Clinical rotations must be successfully completed before the final
 85 exam and the EMT104AA class.
 86 • Student must pass each module exam with at least 75% in order to remain in the EMT course. One
 87 retest will be allowed for each module exam. Students who do not score at least 75% on the module
 88 exam retest will be removed from the EMT course. Note: there is NOT a mandatory passing grade on
 89 the midterm exam, and no retests will be given on the midterm.
 90 • Student must pass the final written exam with at least 75%. Students will be allowed one retest on
 91 the final exam. The retest must be completed prior to completing EMT104AA.
 92 • Student must have a cumulative grade of at least 80% in order to pass the EMT course.
 93 • Students must successfully complete EMT104AA within 6 months of the end date for EMT104.
 94 • Only the EMT Program Director can verify the necessary course completion or skills verification
 95 required for certification.

96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153

Criminal Disclosure Requirements for Certification

The AZ Bureau of EMS and the National Registry of EMTs require the disclosure of an applicant's criminal history when applying for certification. For additional information, consult the AZ Bureau of EMS at 602.364.3186 or the National Registry at www.nremt.org.

Conditions for Dismissal

A student may be dismissed from the EMT program for any of the following conditions:

- Failure to meet prerequisite requirements.
- Failure to comply with course requirements, including completion of all written and practical skills requirements.
- Failure to pass a required practical skill within three attempts.
- Any absence in excess of 8 hours, including tardiness.
- Any absence during scheduled written or practical skills examinations, without making prior arrangements with the instructor.
- Excessive tardiness (at least 10 minutes late four or more times).
- Failure to provide proof of a clean drug screen or DPS fingerprint clearance card.
- Failure to maintain CPR certification and demonstrate competency with all CPR skills throughout the EMT program.
- Failure to sign up or successfully complete the required clinical component by the deadline. At the discretion of the EMT Dept., students who receive an unsatisfactory evaluation during a clinical may be permitted one opportunity to repeat the clinical shift.
- Failure to attend a scheduled clinical shift may result in removal from the EMT program and will at a minimum be considered a rescheduled clinical. Only one rescheduled clinical will be allowed.
- Failure to achieve a cumulative grade of at least 80%
- Failure to achieve at least 75% on any module exam within two attempts.
- Failure to achieve at least 75% on the final exam within two attempts.
- Any student that performs skills outside of the EMT scope of practice during clinical rotations will be removed from the EMT program.
- Inappropriate actions or conduct during class or clinical rotation, such as:
 1. Failure to comply with Patient Privacy Guidelines (see Confidentiality Agreement).
 2. Performance of any skills or procedures not within the scope of practice of an EMT Basic.
 3. Any action that jeopardized the safety of students, staff or patients.
 4. Participation in any unwelcome sexual advances or other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by school policy. Consult the GCC Student Handbook for additional information on this policy.
- Violations of the student disciplinary code, including:
 - Acts of dishonesty, such as furnishing false information or forgery.
 - Cheating on written exams.
 - Disruption or obstruction of classroom instruction.
 - Physical abuse, verbal abuse, threats, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
 - Dishonest or deceitful practices on any class assignment, such as written or practical examinations.
- Use of unapproved devices during written or practical testing
 - Students are not permitted to use cell phones, PDAs, or any other electronic device not specifically approved by the instructor during testing. Any use of unapproved devices during testing, for any reason, will be considered a violation of the college's student disciplinary code, and the EMT Dept. syllabus agreement. Students are not permitted to step out of the testing environment until the test is completed and turned in without instructor permission.
- Any other violation of the student disciplinary code as described in the current GCC Catalog.

Course Schedule / Outline:

See Daily Schedule online at www.gc.maricopa.edu/emt-fsc

- 154 **Equipment Needed:**
155 1. Stethoscope
156 2. BP cuff
157 3. Watch with second timer
158 4. No. 2 pencil
159 5. Docker style pants for clinical. Jeans not allowed during clinical.
160

161 **Grading:**
162 Grades will be based on a combination of written exams, practical skills evaluations, clinical requirements,
163 attendance, classroom participation, workbook completion and a final written exam. Other assignments
164 may be given at the discretion of the instructor. Written exams may include any combination of multiple-
165 choice, true/false, fill-in, matching, or short answer. Approximately 95% of the student's overall grade will
166 be from written exams. The remaining 5% will come from assignments including, but not limited to,
167 cognitive objectives and the work book. The exact compilation of the student's final grade will be
168 determined by the instructor.
169

170 Students will take 7 module exams (allowed one retest each), a comprehensive midterm exam (no
171 retests) and a final exam (one retest allowed). Students must achieve at least 75% on each of the
172 module exams and at least 75% on the final written exam and have a cumulative grade of at least 80% in
173 order to complete the EMT 104 program. There is no minimum score required on the midterm exam.
174 Students who are required to take an exam retest and pass will be assigned the minimum passing score
175 of 75%. The final exam will be a 150 question multiple-choice test. Students will have 2 and ½ hours to
176 complete the final exam. Students will be allowed one retest on the final written exam (NOT the same
177 exam).
178

179	92 – 100%	=	A
180	86 – 91%	=	B
181	80 – 85%	=	C
182	Below 80%	=	F

183

184 **EMT104AA Practical Skills Testing:** EMT104 students can receive a passing grade in EMT104 prior
185 to completing EMT104AA; however, students will NOT be included on the AZ BEMS course completion
186 roster until they pass EMT104AA. Students have six months from the end of their EMT104 class to
187 complete EMT104AA and be included on the AZ BEMS roster. Students are not eligible for AZ
188 certification until both EMT104 and 104AA are successfully completed.
189

190 During EMT104AA, students must successfully complete all final practical skills examinations within three
191 attempts. Failure of four or more final practical skills will result in a failing grade in EMT104AA.
192 EMT104AA practical skills are pass / fail based on the AZ BEMS and National Registry guidelines. Skills
193 evaluation sheets are provided in the EMT104 Course Pack. The skill sheets list the criteria for
194 successful completion of practical skills evaluation stations. Students must achieve at least 80% of the
195 total points possible and not violate any listed critical criteria for each skill. Successful completion of all
196 practical skills is required within three attempts. Students who do not pass a required skills station within
197 three attempts will not pass EMT104AA. Failure of four or more final practical skills, or failure of any one
198 station three times will result in failure of the EMT104AA class. Only the EMT Program Director can verify
199 the necessary course completion or skills verification required for certification.
200

201 **Remediation**

202 Students who fail the National Registry written exam may request remediation from the EMT Dept.
203 Remediation plans will be case specific at the discretion of the EMT Dept. and Medical Director.
204 Remediation plans may include additional assignments, tutoring, focused content review, practice tests
205 and attendance at lecture or skills sessions, as they are available. Remediation candidates may not
206 attend any lecture sessions that already has 24 students in attendance.
207

208 **Immunization Records**

209 Students must keep their original immunization records. This documentation will NOT be returned to the
210 student, and cannot be provided if requested at a later date.
211

212 **Late Course Work:** Late course work will not be accepted.
213

214 **Attendance:** Students may not miss more than eight total hours of class. This includes all absences
215 and tardiness. Attendance is mandatory at all class sessions with scheduled written or practical skills
216 examinations. Any student who misses a scheduled written or practical skills examination without prior
217 arrangements with the instructor will be removed from the EMT 104 course.
218

219 **Tardiness:** Class will begin and end on time. Tardiness will be recorded and will count toward the
220 total amount of class time missed. A student who is late by ten minutes or more for four or more classes
221 may be removed from the EMT104 program.
222

223 **Phones:**
224 Phones should be turned off or set to silent during class. Do NOT step out of class to answer your phone
225 unless it is an emergency. Text messaging during class is NOT permitted.
226

227 **Dress:** While in class, students should be prepared to participate in practical skills labs. This may
228 include bending, kneeling, light lifting and close contact with fellow students. Students should dress in
229 discriminate but comfortable clothing.
230

231 **Bureau of EMS Rules:** a written copy of the BEMS rules related to EMTs and training programs is
232 available upon request.
233

234 **Clinical Rotation:** Clinical attendance is mandatory and must be completed by the assigned
235 deadline. Students must successfully complete one 8-hour emergency department clinical in order to
236 pass the EMT 104 course. The hospitals will refuse students who are not dressed appropriately and do
237 not have their clinical paperwork, clinical badge, pen, and a watch. Failure to arrive with the appropriate
238 clothing and equipment will constitute a failed clinical. During your clinical rotation, you must document at
239 least eight patient contacts. During clinical rotations, students may come in contact with contaminants.
240 Students are required to follow hospital dress code and observe the appropriate body-substance-isolation
241 (BSI) precautions. Clothing considered inappropriate during clinical rotations includes, but is not limited to;
242 jeans, sleeveless shirts and blouses, bright or multicolored shoe string, open toed sandals, stained or
243 dirty clothing, backless dresses or blouses, shoes without socks, or hats. Students are required to bring a
244 stethoscope, black ink pen, watch, clinical badge and clinical forms to each clinical rotation. Consult the
245 Clinical Information section of the EMT104 Course Pack for additional information.
246

247 Clinical shifts are completed in eight-hour sessions and must be scheduled through the EMT Department.
248 You may choose to complete your clinical at any of the participating hospitals during day, evening or
249 weekend shifts as available.
250

251 The following items are required before students will be scheduled for clinical rotations.

- 252 1. Signed syllabus receipt
- 253 2. Signed clinical agreement form
- 254 3. Proof of current Healthcare Provider level CPR certification
- 255 4. Proof of Measles, Mumps, Rubella immunity
- 256 5. Proof of varicella immunity or declination form
- 257 6. Negative TB skin test or chest x-ray within the last 6 months
- 258 7. Hep-B vaccination series or declination form
- 259 8. Varicella immunity or declination form
- 260 9. Proof of a clean drug screen
- 261 10. DPS fingerprint clearance card
- 262 11. Signed Confidentiality Agreement
263

264 **NOTE:** Do not submit originals. Keep originals, and provide copies to your instructor. Copies will **not** be
265 returned to the student. The EMT Dept. does not retain original documents or provide copies to the
266 student after submission to the Dept. Student must consult source of original documentation for
267 replacements.
268

269 **Clinical Statement:** Students enrolled in the EMT 104 program are expected to observe and
270 participate in patient care during their clinical rotations. An EMT student's participation in patient care is
271 at the discretion of the clinical facility. Students will limit their patient care activities to those things that
272 are within the EMT-B scope of practice **AND** have been previously covered in class. EMT students must
273 be under the supervision of a preceptor while performing patient care activities. Any student that

274 performs skills outside of the EMT scope of practice during clinical rotations will be removed from the
275 EMT program.
276

277 **Drug Screen:**

278 Students must provide proof of a clean drug screen to their instructor by the first day of class. Students
279 may provide a letter from their employers verifying that they have a clean drug screen on record.
280

281 **Note:** Acceptance of an EMT student for a clinical shift is at the discretion of the participating hospitals.
282 The hospital staff reserves the right to refuse any student who they feel is inappropriately dressed or
283 otherwise unprepared. Students receive a pass/fail grade for each clinical rotation based on evaluation
284 by the hospital preceptor.
285

286 **Audio Taping of Lectures:** At the instructor's discretion.
287

288 **Safety:** Students are required to exercise due regard for the safety of themselves and others throughout
289 the EMT program and during clinicals. Any injuries must be reported to the instructor immediately.
290 Utilization of equipment and practicing of skills should be done only with the approval and supervision of
291 the instructor or EMT Dept. evaluators.
292

293 **Valuables:** Valuables should not be left unattended in the classroom. Secure valuables, such as
294 purses and phones in your vehicle or keep them with you at all times.
295

296 **National Registry Certification Testing:**

297 Successful completion of the EMT 104 course is required to be eligible for certification as an EMT-B.
298 Following completion of the course, students must complete the computer based National Registry exam.
299 Your instructor will provide additional information about this exam.
300

301 All of the following are required in order to be eligible for certification testing:

- 302 1. Successful completion of the EMT 104 course
- 303 2. Successful completion of the EMT104AA course
- 304 3. Current Healthcare Provider level CPR certification
- 305 4. DHS certification application
- 306 5. National Registry certification application (online) with \$70 fee
- 307 6. Verification of successful course completion and practical skills verification by EMT
308 Program Director.
309

310 The National Registry exam is now a computer based test. The testing fee is \$70 for the EMT-B exam.
311 Additional information on scheduling the exam will be provided in class. Students have three attempts to
312 successfully complete the exam within one calendar year of finishing the EMT 104 course. Your NREMT
313 test results will also be forwarded to the AZ Office of EMS. If you successfully complete the NREMT test,
314 and meet AZ certification requirements, the AZ Office of EMS will issue you an Arizona certification as an
315 EMT-B. Both the NR and AZ certifications are good for a period of two years, although the expiration
316 dates will not coincide. You will be required to complete an EMT-B refresher course prior to your
317 expiration date in order to maintain your AZ certification. Renewal of your NREMT status is optional, and
318 further information will be provided by NR prior to that expiration date.
319

320 **Entry Requirements** (http://nremt.org/nremt/about/reg_basic_history.asp#Entry_Requirements)
321

322 Individuals applying for EMT-Basic certification must meet the following requirements:

- 323 ● 18 years of age or older.
- 324 ● Successful completion of a state-approved EMT-Basic course that meets or exceeds the U.S. Department of Transportation EMT-
325 Basic National Standard Curriculum. You must have completed the course within the past two years. Your Program Director must
326 verify your successful completion of the course on the NREMT web site.
327

328 If your initial EMT-Basic educational program was completed more than two years ago and you have maintained state licensure at
329 the EMT level, you must submit documentation verifying completion of an EMT-Basic refresher training program within the past
330 two years. If your initial EMT-Basic education program was completed more than two years ago and you never gained state
331 licensure at the EMT-Basic level, you must complete an entire state-approved EMT-Basic course prior to applying for certification.

- 332 ● Verification from the Program Director that you hold a current CPR credential for health care providers and have demonstrated
333 competence in EMT-Basic skills.
- 334 ● Successful completion of a state-approved EMT-Basic practical skills exam.

335 **Email Requirement:**

336 A new email system is being implemented at all Maricopa Community Colleges, powered by Google
337 (Gmail). This system will become the official way for students to receive communications from their
338 college, including their instructors. Students must check their college email or set it to forward to their
339 personal email account. Please decide how you prefer to receive your college email communications and
340 take the appropriate action immediately. Your EMT instructor will likely send important information to your
341 college email address throughout the EMT course. Information on accessing or forwarding your college
342 email is located at http://www.gccaz.edu/emt-fsc/EMT104_Course_Pack.html.
343

344 **Note:** Glendale College will provide reasonable accommodations as mandated by federal law; however,
345 that does not mean those same accommodations will be provided by other entities such as the BEMS
346 and National Registry.
347

348 **EMT Special Skills Notification:** the requirements for special skills certification are located in the public
349 libraries. Contact the AZ Office of EMS for additional information.
350

351 **Disability Statement:** The instructor is willing to provide reasonable accommodations for students with
352 disabilities. If you have a disability that may have some impact on your work in this class, and for which
353 you may require accommodations, you need to notify the Disability Services and Resources office,
354 located in SPS 31. Their phone number is 623.845.3080.
355

356 **Disclaimer Statements:**

357 Course content may vary from the outline and the Daily Schedule in order to meet the needs of this
358 particular group.
359

360 This is an AZ Dept. of Health Services (ADHS) Office of EMS (OEMS) Certified Training Center. The
361 ADHS OEMS in no way guarantees the financial viability of this training center.
362
363
364

365 EMT104 Syllabus Agreement:

366 This agreement shall remain in effect for the duration of the EMT program. I, the undersigned student,
367 have read and understand and agree to abide by the conditions stated herein. I have received a copy of
368 the Course Syllabus and Daily Schedule, which detail the required books, equipment, supplies and
369 curriculum for this program. I am aware that the AZ Bureau of EMS and the National Registry of EMTs
370 will require me to disclose certain information regarding my criminal history. I understand that my criminal
371 history may affect my ability to become certified as an EMT.

372
373 Name (print): _____

374
375 Signature: _____

376
377 Date: _____

378
379 **WestMec Students Only:**

380 I understand that my grade in EMT104 may affect my eligibility for high school graduation.

381
382 Return this page to your instructor on the first class session. Retain the rest of the EMT104 Course
383 Syllabus for your records.

384
385 Rev.8/09