

**Sanilac Medical Services  
EMT Syllabus**

**MDHHS Course # S-03-2303**

**Course Name:** Emergency Medical Technician

**Course Start/Finish:** January 8 to May 18,2020

**Course days:** Monday, Wednesday and Scheduled Saturdays

**Course Location:** Central Huron Ambulance Service Bad Axe MI

**Sponsor Medical Director**

**Director:** Dr William Starbird MD

**Instructors:** Laura Schenk

**Credentials:** NREMT/IC/RN BSN

**Instructors Office:** 171 Dawson St, Ste. 238, Sandusky, Mi 48471

**Office Hours:** 8:00 to 4:00

**Sponsor Rep:** Lea Lentz

**Telephone:** 810-648-3092

**Email:** [llentz@sanilacmca.org](mailto:llentz@sanilacmca.org)

**Required Text:** (Brady) Emergency Care / 13<sup>th</sup> Edition (Limmer & O'Keefe)

**ISBN-13:** 978-0134024554

Workbook

**ISBN- 13:** 978-0134010731

**Prerequisites:** Must be 18 years old to apply for Michigan State Licensure.

Must have current Healthcare Provider/or equivalent CPR  
Card

Attend Mandatory Orientation.

**Course Objectives:** See MDHHS EMT objectives found:

[https://www.michigan.gov/documents/EMT\\_Objectives\\_9-02\\_156011\\_7.pdf](https://www.michigan.gov/documents/EMT_Objectives_9-02_156011_7.pdf)

**To schedule your NREMT exam:** Your instructor will assist you with scheduling your exam. You may visit the NREMT website and follow the directions found here: <https://www.nremt.org/rwd/public/document/cognitive-schedule>

**Emergency Medical Technicians** provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical

services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Emergency Medical Technicians are a critical link between the scene of an emergency and the health care system.

[From the: *National EMS Scope of Practice Model*]

Individuals applying for the Emergency Medical Technician national certification must meet the following requirements:

1. Successful completion of a state-approved Emergency Medical Technician (EMT) course that meets or exceeds the National Emergency Medical Services Education Standards for the Emergency Medical Technician.
  - o Candidates must have completed the course within the **past two years** and the course Program Director must verify successful course completion on the National Registry website.
2. Have a current CPR-BLS for "Healthcare Provider" or equivalent credential.
3. Successful completion of the National Registry cognitive (knowledge) and a state approved psychomotor (skills) exams.
  - o Passed portions of each examination (cognitive and psychomotor) remain valid for 24 months. This policy is effective for candidates with a course completion date on or after November 1, 2018. For candidates with a course completion date prior to November 1, 2018, passed portions of each examination is valid for 12 months.

#### Notes

---

- o If the initial Emergency Medical Technician (EMT) educational program was completed *more than two years ago*, and the candidate is currently state licensed at the EMT level, the candidate must document successful completion of a state-approved EMT refresher course or 24 hours of equivalent continuing education topic hours within the past two years.
- o If the candidate is **not currently state licensed as an EMT** and it has been more than two years from the completion of an approved EMT course, the candidate must complete a new state approved EMT course prior to applying for National Certification.

#### **NREMT Application Process**

---

- o Create an [account/login profile](#) on this website.
- o Submit a National Registry application and answer all questions truthfully.
- o The National Registry may deny certification or take other appropriate actions in regards to applicants for certification or recertification when a [criminal conviction](#) has occurred.
- o Pay the application fee of \$80 (US funds). The application fee is non-transferable and non-refundable. **This fee is charged for each attempt of the cognitive examination.**
- o Candidates will receive an electronic Authorization to Test (ATT) once you are eligible for the exam. The electronic ATT contains scheduling instructions and important details concerning proper identification required at testing centers. You can find the ATT in the 'Check Application Status' page.

## **Responsibilities of Nationally Certified EMS Personnel**

---

Certified Emergency Medical Technicians (EMTs) must notify the National Registry within 30 days regarding the following matters:

- o change in mailing address (the best way to update a mailing address is by editing the user profile page)
- o any criminal conviction.
- o disciplinary action taken by any state has resulted in suspension, revocation, or expiration of state registration/licensure; termination of right to practice; voluntary surrender of state registration/licensure while under investigation.

**The National Registry considers the individual to be solely responsible for their certification.**

## **Disciplinary Policy and Rights of Appeal**

---

The National Registry has disciplinary procedures, rights of appeal and due process within its policies. Complete information about the National Registry Disciplinary Policy and the Rights of Appeal can be found [here](#):

[https://content.nremt.org/static/documents/Appeals\\_Policy\\_feb\\_2019.pdf](https://content.nremt.org/static/documents/Appeals_Policy_feb_2019.pdf)

## **Americans with Disabilities Act**

---

The National Registry complies with the Americans with Disabilities Act (ADA) of 1990 and offers reasonable accommodations for individuals with disabilities. Pearson VUE test centers are also ADA compliant. Complete information about the National Registry Accommodations Disability Policy can be found [here](#):

<https://www.nremt.org/rwd/public/document/policy-accommodations>

## **Emergency Medical Technician Course (EMT-B)**

The Emergency Medical Technician student is entering a Summer or fall EMT class. The EMT student will be required to put in 196 hours of lecture with practical and 72 hours clinical rotation (24 ER + 48 EMS). The student must complete the ER hours first. Students will need to maintain an 80% overall to participate in clinical and continue in the program. Upon completion of the EMT program, the student must complete the minimum hours that is determined by the state of Michigan. Student must have made up any hours missed. The student will be responsible to maintain 80% as a final grade to receive certification of class completion and be able to apply for the computer adaptive testing with National Registry. The Student must pass the final practical and the computer adaptive test with the National Registry prior to applying for licensure in the State of Michigan.

**Course Goals:** Upon successful completion of the course the student will have the knowledge and practical skills to pass the practical and computer adaptive National Registry Test for EMT.

### **MDHHS Education Program requirements**

Each EMT education program shall:

- A. SMS will assure the course is approved through the Initial Program Application process as outlined by MDHHS, EMS & Trauma Systems Section.
- B. Utilize clearly stated behavioral objectives and performance criteria for the didactic, practical, affective and optional clinical activities.

Course Requirements; Once a course has been approved, the EMS Instructor-Coordinator will make available for their review and study, the following information:

- A. A copy of the MDHHS course approval
- B. Michigan EMT program objectives
- C. All student policies and relevant operational policies as outlined in the Initial Program Approval process. The education program sponsor is responsible for notifying the Education Coordinator Terrie Godde of any modifications to their program schedule on the Approved Education Program Sponsor Notification of Interim Courses. As Education Coordinator conduct periodic on-site visits to evaluate courses. Any changes to an approved education program must be reported.

Objectives: The information included is required in order to meet the established educational objectives for an EMT education program. The objectives are written in the behavioral objective style and flow from cognitive information, to affective behaviors and then psychomotor objectives. The objectives are structured to identify minimal knowledge in those content areas.

Task Analysis: The skills that the EMT will minimally be able to perform are broken down into an abbreviated task analysis format for the instructor and student. The task analysis is provided for instructional purposes.

### **National Registry of EMT Skill Sheets:**

The evaluation skill sheets are also provided as they identify the minimum skill evaluation that must be completed successfully, prior to application for the NREMT EMT cognitive exam.

### **Educational Policies**

Sanilac Medical Services, Inc. is required by MDHHS to maintain certain policies and procedures. Copies of the detailed specific policies are available upon request. SMS, Inc. reserves the right to change or amend policies as needed; students will be notified immediately of any changes. All students at satellite courses will have access to resources equivalent to those at the primary site, including library, assessment, tutoring and financial aid.

### **Vaccination Policy**

It is the policy of Sanilac Medical Services, Inc. to only allow a student into the student body who has received the required vaccinations as required by the State and clinical locations. Students must provide proof of vaccinations. These records are kept at Sanilac Medical Services, Inc.

The Sanilac Medical Services education program also requires:

- a. A negative 2 Step TB test before the EMS student is eligible for clinical rotations. This test is the Mantoux TB test.
- b. The student is to complete the HBV vaccination prior to admission into the clinical setting at their own expense.

### **Health and Safety Policy**

- c. It is the policy of this institution to safeguard, to the highest degree possible, SMS employees/students and the public who come into contact with people who are known to have or suspected of having a communicable disease without sacrificing services to SMS or individual students.
- d. It is also the intent of this policy to train, educate, and establish guidelines and procedures for employees/students to reduce the risk associated with exposure to blood and/or bodily fluids.
- e. This policy applies to all SMS personnel/students that may come into contact with blood or other potentially infectious materials in the performance of clinical objectives.

- f. This policy will be reviewed and updated on an annual basis. The review shall include changing technologies and consideration of appropriate commercially available and effective medical devices designed to reduce or eliminate exposure to bloodborne pathogens.

## **BLOODBORNE PATHOGENS CONTROL POLICY**

- g. The following Bloodborne Pathogens Control Policy has been prepared in accordance with the OSHA Bloodborne Pathogens standard, 28 CFR 1910.1030.

## **POLICY STATEMENT**

- h. It is the policy of this institution to safeguard, to the highest degree possible, SMS employees/students and the public who come into contact with people who are known to have or suspected of having a communicable disease without sacrificing services to SMS or individual students.
- i. It is also the intent of this policy to train, educate, and establish guidelines and procedures for employees/students to reduce the risk associated with exposure to blood and/or bodily fluids.
- j. This policy applies to all SMS personnel/students that may come into contact with blood or other potentially infectious materials in the performance of clinical objectives.
- k. This policy will be reviewed and updated on an annual basis. The review shall include changing technologies and consideration of appropriate commercially available and effective medical devices designed to reduce or eliminate exposure to bloodborne pathogens.

## **Method of Instruction**

Lecture, Demonstration, Simulations, Presentations, Hands-On Practical application, and online content

## **Criminal History**

The National Registry of EMT and/or the Michigan Department of Health and Human Services may deny an applicant the right to participate in testing, certification and/or licensure based on criminal history. If you have a criminal history, before enrolling in any EMS education program, you should contact both the NREMT and MDHHS for specific information on their policies and to review your specific situation to ensure you would be eligible for certification and licensure.

## **Class Schedules, Terms and School Holidays**

Sanilac Medical services, Inc. closes for the following holidays. New Year's Day, Christmas Day/ Christmas Eve, Easter, Memorial Day, Labor Day, Independence Day, Thanksgiving, and any other days that may be identified in the course syllabus. Students will be made aware of the course schedule when enrolling and will be made aware of any changes.

### **EMS Terms, Discounts, Conditions, and Refund policy**

All tuition and fees paid by the student shall be refunded if the student is rejected prior to completion of enrollment. SMS does reserve the right to charge up to \$25 for an application-processing fee. Any student canceling enrolment of an educational program within three (3) business days is entitled to a refund of any tuition and fees, less up to a \$25.00 application processing fee. Once the program has been started the student will be responsible for the complete cost of the program. Students dismissed for disciplinary or academic reasons are responsible for the entire cost of the program. If a program is cancelled by Sanilac Medical Services, Inc. prior to the start of the program, a full refund will be given to all students. Any refunds will be issued by Sanilac Medical Services, Inc. check within thirty (30) days.

### **Course Completion**

Upon completion of all course requirements, students will receive a course completion certificate signed by the course coordinator and the medical director. Students will be provided with the National Registry application, exam reservation forms, license application and instructions for application completion. It is the student's responsibility to ensure that after completing the national registry testing that they apply for a State of Michigan license.

### **Internet Requirements**

Students will be required to register and log in to [www.sanilacmca.org](http://www.sanilacmca.org) in order to access course information, take quizzes, tests, and other work the instructor assigned to the course.

### **Inclement Weather**

When it is deemed to be in the best interest of the employees and/or students of SMS, the instructor is authorized and responsible to make a reasonable decision to cancel/postpone class session(s). Students will be notified by email and/or text of class cancellations.

## **IV. DRESS AND APPEARANCE**

**Classroom:** Each student must maintain good hygiene practices for you, your fellow students, the instructors, and your patient's safety and comfort. Dress code is relaxed but tasteful. Wear what is comfortable to you but keep it professional. If you have any questions regarding this issue, please ask your instructor.

**Clinical Setting if applicable (EMT – AEMT):**

Each Student ***MUST*** wear an instructor approved clinical uniform, which consists of the following:

- 1) Class Clinical Shirt (one provided; additional shirts can be purchased)
- 2) Approved color pants
- 3) Black belt
- 4) Black shoes or boots
- 5) Approved outerwear during foul weather
- 6) Student photo ID

Clinical site staff and preceptors are instructed to dismiss the student from the clinical experience if they are dressed inappropriate or behave in a manner inconsistent with the principles of SMS student policies.

**Grading Policy:** Students must complete the course with a minimum of 80% on course work and a minimum score of 80% on the final Exam.

90-100%	A
80-89%	B
70-79%	C
60-69%	D
<60%	F

**Students will be graded on the following items:**

Module Tests (online and/or in Classroom)

Quizzes (online and/or in Classroom)

Practical Examinations (in Classroom)

Final Exam (in Classroom)

On-line Tests and quizzes will be open for set time frames set up by the Education Coordinator. Quizzes will open the First day of class during a given week, and the quiz will close within the allotted time frame (1.5 min per question) Any test or quiz that is incomplete at the end of the allotted time frame will be graded on what is completed at that time. In the event of a student's absence on a day of a quiz or exam the student will receive a zero for that quiz with no opportunity to make up the quiz.

**Clinical Evaluations**

Students will be provided a clinical portfolio and a copy of all clinical objective requirements. A student clinical evaluation will be completed at the end of each session by the clinical preceptor for evaluating the student's progress in skills, leadership, performance and attitude. The clinical evaluation must be turned into the course instructor at the next class period to be complete. Each clinical evaluation sheet must



have a preceptor's signature with their contact information. Random verification will be conducted by the education coordinator to verify clinical evaluations integrity. Evaluation that do not have a preceptor's signature will not be accepted and that portion of clinical time will remain incomplete until it is signed. Clinical evaluation sheet must be turned in at the beginning of each class once clinical phase has been started. Any student observed by staff or other individuals acting in an inappropriate manner during clinical time will be expelled from the program. Any behavior less than professionalism will not be tolerated. ***All Clinical time will be scheduled as indicated on the schedule and is not subject to change unless it is put in writing why you cannot attend the clinical and it is approved by the education coordinator only. Students will be notified via email that the clinical site has been approved and is available on the google calendar.*** The clinical portfolio, once completed with all requirements set forth in this syllabus, will become part of the student record and be maintain in the course file.

### **Clinical Sign Up:**

For the student's clinical rotation to count, the student must pre-register in the clinical calendar. Any clinical rotation completed without approval on the clinical calendar will not be counted. In addition to losing the rotation time, the student will also be issued a written warning against this practice. Two written warnings will constitute removal from the clinical rotation portion of the class and make the student ineligible for the National Registry Examination. You may not attend clinical hours until you get a verification email from the education coordinator stating the time has been approved. **The student is required to complete the 24 hours of ER clinical time all ER clinical time will be done at Beaumont Royal Oak, one 12 hour rotation in the pediatric ER and One 12 hour to be done in the Adult ER no exception, prior to starting the 48 hours of EMS clinical time (it is mandatory that 24 hours be done on an ALS service).** Students are required to obtain a minimum of 24 patient contacts in the clinical setting (ER, EMS), additional clinical time will be scheduled in the event the student does not meet the minimum requirement.

### **Absence:**

If a student is absent for a test, quiz, exam, or practical, and the absence is excused, the student will have to complete any work during the normal class schedule. If the absence is unexcused, no makeup will be allowed and a 0 will be entered as the grade. If a student's grade drops below 80% during the class, they will be placed on academic probation for 2 weeks; if their grade is not raised to a minimum of 80% after 2 weeks, and the student will be dismissed from the class. The Student must notify the education coordinator as well as the Instructor of absence.

### **Attendance:**

Students are expected to be on time and attend all scheduled classes. A student will be allowed to miss 2 classes without penalty if they notify the instructor prior to the absence. Extenuating circumstances will be reviewed on a case by case basis. The student is responsible to make up all class work and/or clinical that was missed within 72 hours of absence. Students must notify the course instructor if they are going to be absent and the

Education Coordinator will determine whether it will be excused. If a student has accumulated a 3rd unexcused absence, the student will be dismissed.

**Violations:**

Violations of any of the above policies are subject to disciplinary action up to and including dismissal from the program. First violations will result in a written warning, second violations could result in dismissal from the program.

**Appeals Policy**

All students who feel the class, the content of the class, or something about the class is unfair, unjust, or wrongful, have a course of action to correct it. That course is as follows:

1. The course instructor
2. SMS Inc, Education Coordinator
3. The SMS, Inc. Advisory Committee
4. The MDHHS EMS Section

The course of action must be followed as presented. You may take your complaint through as many steps as needed to obtain a satisfactory resolution. If you do not follow the procedure as listed, resolution may not be obtainable. Contact number will be provided.

**Guidance Policy**

If any student needs additional help, they may ask the instructor. An appointment can and will be made at the convenience of both the student and the instructor before, or after class

**Disclosure Policy**

All student records will be kept in the strictest confidence. The only way information will be distributed will be with written consent from the student. This will include why the information is needed.

Syllabus Receipt/agreement: I agree and understand the requirements set forth by Sanilac Medical Services Inc. I understand a copy of this signed syllabus will be receipt of my understanding of these policies and will become part of my student record.

Student Signature \_\_\_\_\_

Date:\_\_\_\_\_