



# Reading Emergency Unit Hillsdale Training Center

30 Monroe St.  
Hillsdale, Mi. 49242  
Phone (517) 607-4200 or 1-(800) 524-4071  
Fax (517) 283-3145



## SYLLABUS

### Emergency Medical Technician Basic

#### Program Sponsor

Reading Emergency Unit, Inc.

#### Program Instructor Coordinator

David K. Myers Sr. Paramedic. I/C

#### Textbook

Brady Emergency Care Current edition text and workbook  
State of Michigan Objectives for EMT Basic  
D.O.T. National Standard Curriculum for EMT Basic

#### Location

Reading Emergency Unit, Inc.,  
Hillsdale Training Center 30 Monroe Street  
Hillsdale, MI 49242  
517-607-4200

#### Date and Time

To be determined upon sufficient pre - enrollment

#### Course Description

This Course is a State of Michigan approved course through the Michigan Department of Consumer and Industry Services EMS division leading to certification as an Emergency Medical Technician Basic. This course deals specifically with teaching the student about the stabilization and treatment of emergency / non-emergency patients. Students must be able to provide / perform all functions of Emergency Medical Technician Basic program. This includes but not limited to patient assessments on both males and females, CPR, heavy lifting, bending, twisting, reaching, communicate to patients, faculty, instructors and clinical staff any / all information about the patient. The student could be exposed to possible infectious diseases from blood and or body fluids / tissues. The student who successfully completes this course will be eligible to apply to the National Registry Exam. Once the student successfully completes the National Registry Exam he/she will be eligible to apply for Michigan licensure. A course completion certificate and application for National Registry exam will be given to each student who successfully completes this course.

**Revised February 15, 2009**



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**Pre-Requisite:** In order to be admitted into this program the student must:

- A. Be 18 years old by the end of the course.
- B. Pass a Physical exam
- C. Take a math. Reading and writing proficiency test to be provided at no cost to the student.
- D. Not have committed any prohibited criminal act.
- E. Have Internet access for on line testing

## **Attendance Policy / Tardiness Policy:**

- A. Attendance: Absenteeism of greater than **5 DAYS, or a total of 20 class room hours**, will result in failure of the program, **No** exceptions, **No** excuses, **NO** refunds.
- B. Tardiness: We can understand why people are late and we can make a few exceptions to this policy for certain things **BUT** being **LATE** for class causes a disruption in the learning process. Each class will start at a predetermined time, each student must be in class at the start or will be considered late, at 5 minutes after the start of class the student will be tardy. If after 15 minutes after the start of class and the student still hasn't showed up then the student will be marked absent and not allowed into the building. Exceptions to this policy are weather related problems, work related problems, valid family emergencies. If any of these exceptions become a continuing problem the instructor reserves the right to rescind these exceptions.
- C. If you leave class to respond to an emergency call, you will be marked absent for that day
- D. If you have to leave for a valid family emergency you will not be penalized, however if it becomes a routine everyday occurrence or the instructor feels that it is being abused then you will be marked absent for that day.

**Grades and Testing:** An 80% average at the end of the course is required for graduation.

- A. Tests may consist of any of the following combinations:  
Matching, true/false, short answer fill-in, multiple choice, and essay  
Practical testing will be scenario and skill based. Pass/Fail type grading will be used. Passing will be based on the skill sheet used in class each station is pass or fail
- B. Your final grade will be determined as follows:
  - 80% Course average of tests and quizzes.
  - 80% on the final exam.
  - Workbook: The workbook will need to be completed as each chapter is covered in class. Each chapter will be graded for completeness and correctness. A complete workbook will count as a 100% an incomplete work book will count as a 0% score. This score will count as pass / fail
- C. Final exam:
  - You must achieve a score of 80% or better on the final exam in order to pass this course. If you do not obtain a score of 80% or above, you will be allowed to retake the test three times.
- D. Making up missed tests:
  - If you are going to be absent from class on a test day you will need to notify the instructor ahead of time and make arrangements to take the test at another time. If you do not notify the instructor that you will be absent on said date then you will get a zero on that test.



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**Clinical Time:** Your clinical experience will be completed using the following objectives and hours. Special requirements of each section must be completed, regardless of the number of hours needed. Hours listed are only minimum requirements.

Hours	Clinical Rotations	Expectations +
4	Emergency Department	See Below
4	Triage	See Below
32	Field Internship	See Below
40	<b>Totals</b>	See Below

- The student must demonstrate the ability to effectively administer oxygen to patients of all age groups.**  
The student should effectively, and while performing all steps of each procedure, administer oxygen to at least **10 live** patients of various age groups. This can be accomplished in the following areas. Emergency Department, McGuire Unit, OB, CCU, OR, and Field internship.
- The student must demonstrate the ability to perform a comprehensive assessment on pediatric patients.**  
The student should perform a comprehensive patient assessment on at least **2 pediatric patients**. Including newborns, infants, toddlers, and school age children. This can be accomplished in the following areas. Emergency Department, Triage, and Field internship.
- The student must demonstrate the ability to perform a comprehensive assessment on Adult patients.**  
The student should perform a comprehensive patient assessment on at least **5 Adult patients**. This can be accomplished in the following areas. Emergency Department, Triage, OB, CCU, PSYCH, and Field internship.
- The student must demonstrate the ability to perform a comprehensive assessment on Geriatric patients.**  
The student should perform a comprehensive patient assessment on at least **2 geriatric patients**. This can be accomplished in the following areas. Emergency Department, Triage, and Field internship.
- The student must demonstrate the ability to perform a comprehensive assessment on trauma patients.**  
The student should perform a comprehensive patient assessment on at least **5 trauma patients**. This can be accomplished in the following areas. Emergency Department, Triage, and Field internship.
- The student must demonstrate the ability to serve as a team leader in a variety of prehospital emergency situations.**  
The student should serve as the team leader for at least **5 prehospital emergency responses**. This can be accomplished in the following area. Field internship.



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- A. Each student must have their own, pen light, pocket mask, stethoscope, universal precautions kit, and a watch with a second hand in order to participate in clinical training.
- B. Hospital Clinical Rotation:
  - You must report to the nurse in charge. He/ She will then instruct you where to go and what to do.
- a. Ambulance Clinical Rotation:
  - Call REU Dispatch center and check in.
  - Report to the Paramedic in charge.
- b. You will need to fill out the following forms at both clinical sites in order to receive credit for attendance:
  1. Attendance verification form
    - a. This must be signed by your clinical mentor for each day you attend. It is designed to track your hours.
  2. Patient contact log
    - This form is designed to track contact that you have with patient during your clinical rotation. A form must be filled out for each patient seen on a clinical rotation or day.
  3. Student evaluation form
    - This is for your Mentor to fill out. It is designed for your mentor to evaluate your performance during your clinical rotation.
- c. All clinical rotations are a pass / fail type grade.
- d. All costs associated with obtaining the vaccinations, medical testing, and equipment for clinical rotations are the sole responsibility of the student.

## **Homework:**

- A. There may be some homework quizzes given from time to time. These quizzes must be completed and turned in at the next class session.
- B. The workbook will need to be completed chapter by chapter as we cover them in class.

## **Dress Code:**

### A. Classroom Dress:

- Students will be expected to use proper hygiene at all times.
- Hair is to be kept neat and clean at all times.
- No sexual explicit, vulgar, or abusive clothing is to be worn at any time.
- Clean Clothing.

### B. Clinical Dress:

- Students will be expected to use proper hygiene at all times.
- Hair is to be kept neat and clean at all times.
- No sexual explicit, vulgar, or abusive clothing is to be worn at any time.
- White or light blue shirt.
- Black or navy pants.
- Clinical ID Tag.
- Black or Brown shoes. (Preferably Black Boots.)
- Black or brown belt. (Preferably Black belt.)
- Long hair must be put into a pony tail.



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- NO JEANS or JEAN TYPE material is allowed to be worn during clinical rotations.
- NO TENNIS SHOES, TENNIS TYPE SHOES or HIGH HEELED SHOES are to be worn during clinical rotations.
- If you belong to an emergency organization you may wear their specified uniform during clinical rotations. However, NO jean type material is allowed.

## C. Hospital Clinical Rotations

- Hospital type scrubs uniforms may be worn; however the aforementioned clinical uniform is desired.
- A name tag clinical ID tag must be visible at all times. You must not be confused as an employee of the facility while you are doing your clinical rotation for the EMT class.
- Hospital scrub type uniform is not appropriate for Ambulance clinical. They do not have the protection and warmth needed for the ambulance.

## **Grievance / Appeals Policy**

If a student(s) have any problems with a fellow student, faculty, instructor, or program coordinator he / she must follow the chain of command. If the problem is with the instructor coordinator then skip to the next person in the chain of command, please try and solve the problem between the parties first. All grievances must be placed in writing and given to Instructor Coordinator with in 5 days of occurrence.

A. Instructor:

B. Program Coordinator:

C. Executive Director:

D. Regional Coordinator:

E. State of Michigan MDCIS EMS Division

## **Guidance Procedure:**

The Instructor will be available for those students that might need some extra help one half hour before and after class or by appointment. All students will periodically be evaluated and informed of there academic standing in the class. For those students who are academically deficient, a counseling session will need to be set up at a mutually agreed time between the student in question and the program instructor.

## **Class Cancellation:**

Every attempt will be made to notify the student by phone if the class is canceled for any given session and will be announced on the local radio stations, weather related closure will be considered on closure of the Hillsdale City Schools WCSR 92.1 FM. VMXE 102.5. WNW\ 98.5.

## **Health and Safety:**

Due to the nature of EMS and close contact with fellow students, faculty and patients students are required to take necessary precautions to ensure that the safety and health of all are protected. All students are required to practice universal precautions at all times in the classroom and at all clinical sites, students who are ill and are in danger of passing their illness to others should not attend clinical or class, the student must be in good physical condition.

## **Disclosure Policy:**

It is the policy of the program sponsor to ensure that all student candidates and students are made aware of how to access information. Information regarding program requirements, tuition fees, program policies and procedures, and supportive services will be made available to all student candidates and students. Information regarding student progress will only be released to the student in question, unless a release of information has been completed, please feel free to contact the Program Coordinator for help.



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## **Patient Confidentiality:**

It is the policy of this program to protect the privacy of any and all patients that the student comes in contact with. The release of any information to anyone, about any patient or information learned related to patient's condition, financial status, medical information, or personal information during any clinical rotation shall remain private. Any breach of patient confidentiality is cause for dismissal from this program, events occurring on a clinical rotation may be discussed in class and only in a class session. If the student receives a subpoena then the student may comply with the court order.

## **Sexual Harassment Policy:**

The Reading Emergency Unit is committed to providing students and faculty with a learning environment which is safe, comfortable and productive, sexual harassment in any form will not be tolerated. Sexual harassment is any unwanted sexual attention pressed on an unwilling person, students or faculty, sexual harassment is further defined as follows:

1. Sexual relations, sexual contact, or threat of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.
2. The continual or repeated verbal abuse of a sexual nature including but not limited to sexually explicit statements, sexual suggestive objects, pictures, or propositions of a sexual nature, sexual degrading words used to describe the employee or student.
3. The threat or insinuation that a lack of sexual submission will adversely affect the student's grades or advancement, assigned duties or other conditions that affect the student's status

If you believe that you are a victim of sexual harassment deal with the problem immediately by contacting the I. C. or the Program Coordinator. Each student can have the confidence that all allegations of sexual harassment will be investigated impartially and with discretion.

Anyone who is found after appropriate investigation to have engaged in sexual harassment of another will be subject to discipline up to and including dismissal, depending on the circumstance.

## **Smoking Policy:**

No Smoking in any of the buildings owned or operated by Reading Emergency Unit. This includes the hospital clinical sites and grounds. Smoking is permitted on the back porch of REU main building. Please dispose of wastes trash in the appropriate receptacles. Please pick up and dispose of your **CIGARETTE BUTTS** properly, any caught violating this policy will be terminated from the program.

## **Food and Drink Policy:**

Food and drink is allowed as long as you are quiet and pick up after yourselves, if this becomes a problem or disruption the instructor has the right to suspend eating and drinking during class.

## **Pagers, Portable Radios, and Cell Phones:**

These are to be turned off during class, vibrate-mode is acceptable, if it becomes a disruption the student will be asked to turn the device off. At no time will a student talk on their cell phone during class time, the instructor has full discretion when enforcing this policy. If this becomes a disruption then the instructor may at his discretion, have the student removed for the day and mark the student absent.

## **Non-Discrimination / Fair Practice Policy:**

Reading Emergency Unit, Inc. does not discriminate on the basis of race, color, sex, national origin, disability, sexual orientation, religion, or age in its educational programs, activities, admission procedures or employment practices as required by Title IV of the Higher Education Amendments, Title IX of the Civil Rights Act, Section 501 of the Rehabilitation Act and the Americans with Disabilities Act of 1990.



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## **Record Policy:**

All student records, examination tools and admission criteria, reasons for denial of admission to the program, and program evaluations must remain on property and will be kept on file for a minimum of (5) five years.

## **Criminal Histories:**

Students who have criminal histories may take this course however, the State of Michigan and the National Registry may not allow a student who has a criminal history to make application for testing or licensure. They evaluate each student on a case by case basis depending on the student's criminal record, therefore all students who have a criminal history may not receive a license from the State of Michigan, **and you have been warned**. The State of Michigan only evaluates students with criminal histories when they make application for state licensure.

## **Blood borne Pathogens and Exposure Control Policy:**

See Student Handbook.

## **Break Time:**

Breaks will be given throughout the class and will be approximately every hour for about 10 minutes. Everyone will need to take care of their business before class begins and during breaks, so that we can keep interruptions to a minimum. You are requested to bring everything to class that you will need, food, drink etc. getting up to get things disrupts the class and makes for a poor learning environment, everyone's cooperation is appreciated on this subject.

## **Progress Evaluations:**

After each test there will be progress evaluations done on each student, this will help evaluate your progress throughout the program. This will include evaluating the student's integrity, empathy, self-motivation, appearance, personal hygiene, self-confidence, communications, time management, teamwork, diplomacy, respect, patient advocacy and careful delivery of service. This evaluation will help determine the students continued participation in the course.