



Syllabus

NEW MEXICO STATE UNIVERSITY - ALAMOGORDO  
Through

DONA ANA BRANCH COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM

## **Emergency Medical Technician - Basic Course**

### **MISSION STATEMENT**

The mission of New Mexico State University at Alamogordo is to provide quality learning opportunities for individuals in the diverse communities we serve.

INSTRUCTOR: Chuck Hardesty

OFFICE PHONE(S): 439-3688, 439-3670, Home – 585-2152

OFFICE HOURS: 30 Min. before and after class.  
Other hours by appointment only.

MEETING PLACE: TE-101

CLASS TIMES: T/Th – 5p – 7:30p  
**\*\*NOTE\*\*** Will also require 3 weekend days of class.

### **COURSE DESCRIPTION**

Basic skill instruction to include care of soft tissue and muscular/skeletal injuries, circulatory, nervous, general medical and respiratory systems emergencies. Corequisites: OEEM 101, OEEM 120L, OEEM 121. Requires a C or better to pass.

### **COURSE OVERVIEW**

The course content trains ambulance attendants to recognize and stabilize patients with life-threatening emergencies at the scene and in transport, utilizing the specialized items of equipment.

## PURPOSE OF THE COURSE

1. To understand the theory of emergency care and first aid.
2. To develop and demonstrate the skills needed to give emergency care.

\*\*\* **NOTE** \*\*\* This class is only 1 of 3 components that **MUST** be taken **simultaneously** and all passed with a “C” or better in order to be eligible to receive a Course Completion Certificate. (OEEM-120L and OEEM-121 are also required)

## REQUIRED TEXTBOOK

PREHOSPITAL EMERGENCY CARE - 8<sup>th</sup> Edition, by Brady, Mistovich/Hafen/Karren.

\*NOTE - The workbook is highly recommended, but is not required.

\*NOTE - The text is available at the NMSU-A Bookstore.

## EXAMINATIONS AND ASSIGNMENTS

1. **Six Written Examinations** covering the course material. Each exam will be fifty (50) questions in length and each exam will be worth **100** points.
2. **Hazardous Materials Awareness** exam worth **100** points.  
NOTE – This is a sub-course within the EMT-Basic course. This course is a required part of our course completion requirements. This course will be offered on a Saturday during the semester.
3. **Final Written Exam** covering the entire course. This examination will be one hundred questions in length and will be worth **400** points.
4. **Two Medical Articles**, current, relating to the class will be required from each student. One article **Trauma** related, one article **Medical** related. Both of the articles **must** be from the Internet. The last day articles will be accepted will be the same day as the **Last Day to Withdraw from the University**.
5. **Attendance:** Attendance and Participation will also be included towards the final grade. Students start with 160 pts. and may lose up to 10 points per class session due to absences and/or lack of participation.

## GRADING PERCENTS

A	=	92 to 100
B	=	83 to 91
C	=	80 to 82
D	=	75 to 79
F	=	74 or less

**NOTE:** No curve will be used in the class.

## GRADING POINTS

1. Six Examinations (6x100)
2. HazMat Exam (100)
2. Quizzes (100)
3. Final Examination (400)
4. Two Articles (see explanation) \*\*\*
5. Attendance and Participation (160)
6. Extra Credit points (?)

Total Points - 1360

**\*\*\* Explanation:** The two articles will not add points to your total grade. However, failure to complete this assignment will result in a subtraction of two (2) points per article off your **Final** grade percent.

## COMPUTATION OF THE FINAL GRADE

The computation of the final grade will result as follows. Any extra credit points earned will be added to the "total points" for percentage calculating. Any subtraction of points resulting from failure to comply with other requirements will occur after the percentage is calculated. The final percentage will be compared to the above stated grading scale and your grade will be finalized.

## \*\*\* EMT CERTIFICATION REQUIREMENTS

The following requirements do not affect your course grade, but are necessary to receive a Course Completion Certificate from the EMS Education Program.

1. 80% or better on the cumulative scores of the Six section Exams. (**Must** maintain in order to take the Final exam!!) (May retake 1 section exam, if failed, to help meet this requirement)
2. Successful completion of the Hazardous Materials course. (70% or better)
3. 80% or better on the Final Written Exam. (May retake Final Exam if score is between 75-79 after waiting 48 hours, must score 85 or better on the retake, 80% is maximum used for grading on a retake).
4. Current CPR card. (**Must** have within first 6 weeks of class) **\*\* Course must be based on AHA 2005 Guidelines!! (Completed since July 1, 2006)**
5. Satisfactory completion of **all** skills. (OEEM 120L)
6. No more than a total of 8 hours of missed class time.
7. Satisfactory completion of clinicals. (OEEM 121)
8. Completion of online FEMA training requirements.
8. Mature attitude.

**\* NOTE:** It is possible to receive a passing letter grade from New Mexico State University at Alamogordo but not receive a certificate to take the State Licensing Exam if all the above requirements are not met.

## **MAKE-UP EXAMINATIONS**

As soon as possible after the missed exam. Make-up exam **must** be completed before the next regularly scheduled exam. All make-up exams will occur outside of normally scheduled class time at the convenience of the instructor. It is the responsibility of the student to make these arrangements. Missed quizzes will not be allowed to be made up.

## **EXTRA CREDIT**

Students who wish to add points to their cumulative score may earn up to five (5) additional points for each of the following:

1. Participation as a patient in the State Examination (minimum of four (4) hours).
2. Participation in an instructor led project.

**\*NOTE:** Instructor led outside projects may or may not be available. If the student wishes to acquire extra credit, it is strongly advised that this be done early in the semester.

**\*\*** Failing to show up for a scheduled extra credit assignment will result in the loss of those assigned points from the student's **Final** grade percent.

**\*\*** Extra credit may not be used to increase the student's grade by more than 1 letter grade.

## **HOMEWORK/Late Work:**

Students have the Articles listed above as one homework assignment. Students will also have to go online to <http://emilms.fema.gov/> and complete the online courses for **IS-100 and IS-700** and turn in their course completion certificates associated with each course within the first 4 weeks of the course.

## **ATTENDANCE / TARDINESS / PARTICIPATION**

Class attendance and participation is calculated into the student's academic grade. However, to receive certification as an EMT the student is not allowed to miss more than eight (8) hours of class time. When students approach the instructor and ask "may I leave early or may I miss class" the instructor will always answer in the affirmative. Students are responsible for deciding how they can best schedule their time, and the instructor will always assume that the student has considered all the ramifications. Instructor permission to leave early or miss a class in **no way** relieves the student from the Eight (8) hour limit for EMT certification. Time will be cumulative in 15 min. increments.

**\*\*\*** Attendance and Participation is included towards the final grade. Students start with 160 pts. and may lose up to 10 points per class session due to absences/tardiness and/or lack of participation.

## **CLINICALS**

Those students taking the course for EMT certification will be required to do both Emergency Room and Ambulance clinical rotations. Currently there will be a minimum of 32 hours in the Emergency Room and 24 hours on an Ambulance. Prior to clinicals, students must provide proof of vaccination of childhood diseases (MMR), a current TB test within the past 12 months, and Hep B paperwork. **This documentation is required within the first 4 weeks of class.**

**\*\*NOTE – ALL students will be required to submit to a background criminal check with fingerprinting, to be performed through the New Mexico Department of Health, at the student’s expense (\$65).** This must be completed prior to the start of clinicals.

**\*\* Visible piercings other than ears will not be tolerated in the clinical setting. As such, it is recommended that ear jewelry be conservative for your own safety.**

**Clinical attire will be:**

1. An EMS Program “polo” shirt. (est. \$27 cost)
2. Dark blue or black pants, NO jeans
3. Dark brown or black leather shoes.

**\*\*\* NOTE:** OSHA regulations require any person riding with an ambulance in either an observation or patient care capacity to have an **APPROVED:** safety orientation to blood borne diseases. This orientation lecture will occur only once during the class. If a student misses this lecture, they will **NOT** be eligible to participate in the clinicals.

**\*\*\* NOTE \*\*\***

**Patient confidentiality MUST be observed at all times!** Any breach of confidentiality (Hospital or Ambulance) may result in immediate removal from the program. Patient/Clinical information, procedures, or operations may **ONLY** be discussed with your preceptors, clinical coordinator, instructor, or program coordinator under appropriate conditions.

**\*\*\* You may be exposed to a variety of illnesses including communicable diseases while you are enrolled in the program. You should be aware of this and are urged to maintain good health practices. It will be your responsibility to obtain medical care and treatment as needed. You are not covered by worker’s compensation or health insurance as a student in the EMS Program. Therefore, you will be held responsible for any medical care costs for accidents, injuries, or illnesses.**

**LEARNING OBJECTIVES**

**Learning Objectives may be downloaded from:**  
**<http://alamo.nmsu.edu/protech/oecmpage.html>**

Learning objectives are not intended to serve as a lecture outline. Their primary function is to provide the student with a guide of what material will be covered in the test. Students should expect that some learning objectives **will not** be covered in lecture. In cases where the learning objective is not covered in the lecture, the information can be found either in the reading assignments or the handout material.

**READING ASSIGNMENTS**

Students are encouraged to read the entire book in the first two weeks of class. This provides the necessary framework to organize the information presented in the lectures. The assigned chapters are intended only as general guidelines as to where information can be found that relates to a given lecture topic. Furthermore, students are highly encouraged to seek out other sources of information.

**CONFLICTING SOURCES OF INFORMATION**

In the realm of testing, the rank of importance of various sources of information will be: Instructor lecture, student handouts, reading assignments, other text, personal experience.

**PERSONAL HYGIENE**

Due to the close interaction between students during labs, it is expected that students will maintain a high level of personal cleanliness both in class and during clinicals.

### **ACADEMIC MISCONDUCT**

If the instructor suspects any form of academic dishonesty the student may be asked to involuntarily withdraw from the course, in compliance with School and Program policies.

### **TOUCHING**

Due to the nature of this, class students will be required to touch fellow classmates during the lab portions of the class. Any inappropriate touching will result in immediate dismissal.

### **PROFESSIONALISM / MATURITY**

Students are expected to maintain a professional and courteous bearing while in class and working in the clinical setting. The student may be removed from the program if professional or ethical standards are not maintained at all times. Any act which may injure or seriously compromise a patient, co-worker, or staff member may be grounds for immediate removal from the program. If for any reason the instructor of the class feels that the student is insufficiently mature to provide patient care or work within the guidelines of the course, the student will receive counseling regarding the deficiency. If the student does not make the appropriate changes, it is within the privileges of the instructor to withhold EMT certification.

### **LETTERS OF RECOMMENDATIONS**

If a student wishes an academic letter of recommendation, the student must abide by the following guidelines:

1. The student must be maintaining an “A” average on both the written and lab portion of the class.
2. The student must submit their request for a letter of recommendation two (2) weeks prior to the stated deadline of the receiving institution.

### **INVASIVE SKILLS**

No invasive skill (Combi-Tube, SAED, etc.) may be performed outside of the course/clinical setting until you have:

1. Successfully completed the course.
2. Successfully completed the State Licensing Test Site.
3. Received the approval of your service Medical Director.

### **CLASSROOM BEHAVIOR**

No eating, drinking, except as permitted by NMSU-A policy and the instructor, or smoking in NMSU-A classrooms. Any student engaging in disruptive behavior may be required to leave the class. A partial list of what constitutes disruptive behavior may be found in the current edition of the **NMSU-A Student Code of Conduct**.

### **IN CASE OF EMERGENCY**

If someone in your family needs to contact you in an emergency, the person calling should know the class building, room number, and time of class when calling the following telephone numbers:

DAYTIME	439-3700 (Admissions Office)
EVENING	439-3634 (Campus Security) or 439-3611 439-3670 (Pro-Tech Secretary)

To expedite finding you, the person calling should know the class that you are attending, OEEM-120(EMT-Basic) in Rm TE-101

## **ADA Statement**

If you have a disability and would benefit from classroom accommodation(s), please call the Office of Special Student Services at 439-3720.

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the instructor.

### Student Responsibilities

1. Register with Special Student Services and obtain accommodation documents early in the semester;
2. Deliver the completed accommodation and testing form(s) to the instructor(s) within the first two weeks of beginning of classes (or within one week of the date services are to commence);
3. Retrieve the signed form(s) from faculty and return to SSD within five (5) days of receipt from faculty and at least one week before any scheduled exam; and,
4. Contact the Special Student Services Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade.  
**Retroactive accommodations cannot be considered.**

### Faculty Responsibilities

1. Sign the **Accommodation Request Form and Testing Accommodation Form** (when presented), retain a copy, and return the original to the student within five (5) working days of receipt;
2. Contact Special Student Services immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and,
3. Refer the student to Special Student Services for any additional accommodations.

### Contact Information

**Accommodations:** Jeremy Patton, Special Student Services Advisor, (505) 439-3725

**ADA Coordinator:** Sharon Fischer, Campus Student Services Officer, (505) 439-3717

**Discrimination:** Director of Institutional Equity, NMSU Las Cruces Campus, Room 15, (505) 646-3635

**Please note that all medical information is treated confidentially.**

**GRADES RECORD**

Test One \_\_\_\_\_ Test Two \_\_\_\_\_ Test Three \_\_\_\_\_ Test Four \_\_\_\_\_

Test Five \_\_\_\_\_ Test Six \_\_\_\_\_ HazMat \_\_\_\_\_

Final Exam \_\_\_\_\_

Skills Test 1 \_\_\_\_\_ Skills Test 2 \_\_\_\_\_ Skills Test 3 \_\_\_\_\_ Skills Test 4 \_\_\_\_\_

Skills Final \_\_\_\_\_

**CLINICAL SCHEDULE**

Hospital \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Ambulance \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**FELLOW STUDENT CONTACTS**

Student Name	Phone Number
1. _____	_____
2. _____	_____
3. _____	_____





**NMSU-A Fall 2007**  
**EMS Education**  
**EMT-Basic Course**  
**OEEM-120**

**Class Meeting Dates/Topics (Tentative)**  
(Will Include additional weekend days)

August 23 – Introductions, Course Overview, Course Paperwork, Assignment

August 28 – Anatomy & Physiology, General Concepts

August 30 – Pt. Assessments, Scene Safety, Mechanism of Injury

August 31 – \*\*\*\* **Deadline for Registration and Course addition** \*\*\*\*

**September 3 - \*\*\*\* - Labor Day Holiday – NO CLASSES \*\*\*\***

September 4 – Shock, Communicable Diseases, Bloodborne Pathogens

September 6 – Lifting & Moving, Written Reports

September 11 – Confidentiality & HIPAA, *Review for Section 1 Exam*

September 13 – **Section 1 Exam**, Airway A&P

September 18 – Airway assessment & management, Oxygen & Adjuncts, MLA's

September 20 – Artificial Vent, Pulse Oximetry, LMA's

September 25 – Bleeding, MAST pants, Head Injury

September 27 – Face & Spinal Injuries, Traumatic Brain Injury, *Review for Section 2 Exam*

October 2 – **Section 2 Exam**, Chest Injuries, Abdominal & Genitalia Injuries

October 4 – Musculoskeletal Injuries, Burns, Inhalation Injuries

October 9 – Cardiovascular Emergencies, Aspirin, SAED's, CVA's, *Review for Section 3 Exam*

October 11 – **Section 3 Exam**, Seizures

**October 14? - \*\*\*\* – Skills Day – 8a – 5p \*\*\*\* NOTE – Sunday \*\*\*\***

**October 16 – \*\*\*\* Last day to drop individual course with a “W” \*\*\*\***

October 16 – Diabetes & Glucometry, Unconsciousness

October 18 – Dyspnea, Substance Abuse, Overdose

October 23 – Poisoning, Acute Abdomen, Hypothermia, Hyperthermia

October 25 – Water Emergencies, Bites/Stings

October 30 – Pregnant Trauma Patient, Childbirth, *Review for Section 4 Exam*

November 1 – **Section 4 Exam**, Pediatric Emergencies, Acetaminophen

November 6 – Geriatric Emergencies, Specially-Abled Patients, Triage

November 8 – Extrication, EVO, ICS, *Review for Section 5 Exam*

November 13 – **Section 5 Exam**, NM Rules & Regulations, Med/Legal, Radio Communications

November 15 – CISM, Administration of Medications, Injury Prevention, Domestic Violence,  
*Review for Section 6 Exam*

**November 16 – \*\*\*\* Last Day to Withdraw from the University \*\*\*\***

**November 17? - \*\*\* – HazMat 8a – 6p \*\*\* Note – Saturday \*\*\* (Section 7 exam)(Pending)**

**November 19 - 25 - \*\*\*\*\* Thanksgiving Holiday \*\*\*\*\* NO CLASSES \*\*\*\*\***

November 27 – **Section 6 Exam**, Review for Written Final

November 29 – Skills Testing/Review for Final

December 4 – Skills Testing/Review for Final

December 6 - Skills Testing/Review for Final

**December 8? – Skills Final Exam\*\*\* Note – Saturday \*\*\* 9a-5p**

December 11 – Written Final Exam

December 13 – Final Course Paperwork

**\*\*\*\* NOTE \*\*\*\***

THE INSTRUCTOR RESERVES THE RIGHT TO MODIFY THE COURSE SCHEDULE AS NEEDED WITH NOTICE, TO COMPLETE THE COURSE WITHIN THE TIME AVAILABLE.

New Mexico State University - Alamogordo

# TRAINING APPLICATION

**PLEASE PRINT OR TYPE**

**APPLICATION MUST BE COMPLETE**

1. Course Number \_\_\_\_\_
2. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Home Address \_\_\_\_\_ City \_\_\_\_\_
5. County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_
6. E-mail address \_\_\_\_\_
7. Are you affiliated with a Service? \_\_\_ If so, who? \_\_\_\_\_
8. As a student, are you capable of performing all physical tasks required to pass this course? Yes \_\_\_ No \_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*My signature above indicates that I have read the course syllabi and agree to abide by those policies.