



WAUBONSEE
COMMUNITY COLLEGE

EMT-BASIC

STUDENT
POLICY MANUAL

&

COURSE GUIDE

2017 - 2018

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PROGRAM DESCRIPTION:

The educational program provides the didactic and clinical experience needed to obtain licensure as an EMT Basic in the State of Illinois.

The program is organized to provide the student with knowledge of acute, critical changes in physiology, psychological, and clinical symptomatology as they pertain to the pre-hospital emergency medical care of the infant, child, adult, and geriatric patient. Students shall have an opportunity to acquire clinical experiences and practice skills related to the emergency medical care of these patients. Students shall have the understandings of the ethical and legal responsibilities, which they assume as both a student and licensed EMT Basic.

The educational program consists of didactic instruction, skills laboratory, and clinical instruction. The didactic component consists of lectures, discussions, and demonstrations, presented by paramedics and EMT Basics. The clinical component consists of supervised practice of emergency medical skills while in the emergency department.

GOAL STATEMENT:

The goal of the EMT Basic education program at Waubensee Community College is to produce competent, entry-level EMT Basics to serve in volunteer and/or professional career positions in the State of Illinois and area communities.

The EMT Basic has fulfilled the prescribed requirements by I.D.P.H., to practice the art and science of pre-hospital medicine in conjunction with medical direction. Their goal is to prevent and reduce mortality and morbidity due to illness and injury. The EMT Basic primarily provides care to emergency patients in the pre-hospital setting and serves as a vital member of the healthcare team.

OBJECTIVES:

1. Demonstrate knowledge of the organization of the Emergency Medical Services program in the State of Illinois.
2. Demonstrate knowledge of the legal aspects of emergency medical services in the State of Illinois.
3. Demonstrating knowledge of anatomy and physiology of the human body.
4. Demonstrate knowledge and skill levels necessary for the successful management of medical emergencies, trauma, environmental emergencies, and psychological emergencies.
5. Demonstrate knowledge and skill levels necessary for patient assessment including:
 - a. Obtaining and recording patient vital signs.
 - b. Obtaining and recording patient medical history.
 - c. Obtaining and recording incident history.
 - d. Demonstrate knowledge and skill levels necessary for the successful management of medical, traumatic, environmental and psychological emergencies.
6. Demonstrate knowledge of methods of communication including:

- a. Report writing
- b. Oral reporting of patient/scene conditions
- c. Field/hospital communication systems

TEXTBOOKS:

TEXT: Brady’s Prehospital Emergency Care 10th Edition
 Brady's Prehospital Emergency Care Workbook 10th Edition

PROGRAM COSTS:

In addition to tuition and regular fees, the Emergency Medical Technician student has the following minimum fees and expenses:

Textbook	\$130 new / \$75 rental
CPR/BLS Certification	\$45
IDPH Examination Fee	\$20
Stethoscope	\$15
Drug Screening	\$45
Shirt	\$20
Immunizations/TB Testing per health care provider	
Total Estimated Costs	\$220-275
(excluding medical requirements)	

Note: These fees and expenses are approximate costs and are subject to change without prior notice to the student.

COURSE PRE-REQUISITES:

All students must complete and pass an **American Heart Association BLS Provider CPR class**. No other CPR certification will be accepted. This certification must not lapse during the class. It is the student’s responsibility to re-certify **PRIOR TO** the expiration date of his/her CPR card if it will expire during the EMT Basic class.

All students must be 17 ½ years of age

All students must have a G.E.D or High School Diploma prior to taking the State exam.

Attendance:

Attendance in class is mandatory and it is the student’s responsibility to be in class. The number of hours attended is set by Illinois Department of Public Health and hours are met by the student by attending class, doing homework, and clinical. Students who are going to be absent from a particular class are to contact the Lead Instructor or his designee **prior** to the beginning of that class. The student will be held accountable for all the material presented during his/her absence. It is the student’s responsibility to complete any assignments given.

Students are only allowed one (1) absence during the Summer Semester and [2] absences during the Fall or Spring Semesters of the EMT Basic program. Students will be dropped from the class when the above mentioned number of absences has been reached.

Attendance will be taken by the instructor at the beginning of each class. Each student is required to sign the attendance sheet to be counted as present.

Punctuality:

Class will begin promptly at the specified time. Tardiness is inconsiderate to the lecturer and other students. Repeated tardiness will not be tolerated. Tardiness is considered arriving anytime late to class without prior notification to the Lead Instructor. Three late arrivals for a student will be counted as an absence.

Class will end at the specified time. Leaving early is inconsiderate to the lecturer and other students. Leaving early will not be tolerated. Leaving early is considered unacceptable and is as inconsiderate to lecturer and other students as coming in late. Leaving class early 3 times will be counted as an absence.

Tobacco:

Please refer to the Waubensee Community College policy regarding smoking on campus. Chewing Tobacco will not be allowed in the classroom or during clinical rotations. The smoking policy within the class room will also include electronic smoking materials.

Dress Code For Clinical Rotation:

The EMT Basic student projects an image to patients and the community. The EMT Basic student should reflect professionalism and present a well-groomed modest appearance.

Hygiene:

Use of deodorant, understated makeup, clean hands, and hair are basic requirements. Excessive nail length, nail artwork, or nail jewelry is not appropriate. **Perfume and cologne are not to be worn during emergency room clinical time.**

Jewelry:

Jewelry is limited to a watch and wedding ring during emergency room clinical time. Religious medals may be worn but must be worn inside of uniform without the ability to come out or grabbed by a patient during the clinical shift. Piercings are limited to one stud earring per ear. All other visible piercings need to be removed

Hair:

Hair must be clean and well kept. Long hair is to be secured off the shoulders so it does not drop forward when bending over a patient.

Tattoos:

Tattoos must be covered during the clinical rotation.

Classroom Attire:

Casual dress is acceptable during the classroom portion of the course, as long as the EMT-Basic student is clean, well groomed and dresses **modestly**. The practical portion of the course will require kneeling, sitting or lying on the floor, so dress should be appropriate for a lab environment. No open toe shoes, no low cut shirts, and no undergarments should be seen at any time.

Clinical Attire:

- Dark blue or black uniform trousers (**Absolutely No Jeans!**)
- Plain black leather belt
- Shirt
 - Fire Department uniform shirt or polo shirt containing the departments logo
 - If the student is not on a Department they shall wear Waubonsee Community College EMT student's Polo shirt. If a student does not have an appropriate Waubonsee or department EMT shirt, this will be considered non-compliance to the dress code and the student will be dropped from the class. The Waubonsee EMT shirt must be ordered online from the Waubonsee bookstore before the third session of class. **NO EXCEPTIONS.** A student without a required shirt will not be able to complete the course successfully, as they will not be able to be compliant with the dress code. (See Non-Compliance to Dress Code below.)
- Clean, sturdy, flat, closed toe and heel black leather shoes or boots. No sandals (Black leather gym shoes are also acceptable)
- Navy blue or black socks. (White socks may be worn with boots only)
- Name Tag (will be issued in class)

Equipment:

Each student must have the following items available to them during emergency room clinical and classroom practical labs:

1. Stethoscope

2. Black Ink Pen
3. Watch with second hand

Non-Compliance to Dress Code:

Any student who fails to comply with the dress code will not be allowed in the emergency department. The non-compliant student will be sent home for the entire clinical and receive an unsatisfactory evaluation. It will be the student's responsibility to reschedule the clinical time within the required time frame.

PATIENT CONFIDENTIALITY:

Patient confidentiality means respecting a patient's right to privacy. Nothing seen or heard during clinical time is to be discussed in any other context other than an educational manner privately with other appropriate healthcare professionals in the clinical setting or classroom discussion. Do not discuss patients in the hallway, elevators, cafeteria, etc. under any circumstances even without use of patient's name. Do not discuss patients with family, friends, neighbors, media, etc.

PROGRAM COMPONENTS:

Didactic:

Class will meet biweekly. The scheduled hours are inclusive of breaks and general program related question time. Each class is designed to *enhance the readings* and student understanding of the subject material. **Students will be held accountable to the textbook material as well as lecture.**

Clinical Scheduling & Hours:

Students must complete a minimum of twenty (20) hours of emergency room clinical in the prescribed time frame as indicated by the lead instructor. This clinical rotation must be done at Rush-Copley Medical Center in Aurora, Northwestern Medicine Delnor Hospital in Geneva and Presence Mercy Hospital in Aurora. Students employed at any of these three facilities they will be required to do their clinical at a different facility. Procedures for scheduling times will be posted. Each student will schedule his or her own hours. Each student will be **REQUIRED** to have the following documentation **before doing clinical**.

1. Copy of American Heart Association BLS Provider CPR Card
2. Proof of Vaccinations
 - A. 2-step Mantoux (TB) completed within last 12 months
 - B. Proof of MMR (Mumps, Measles, Rubella)
 - C. Hepatitis B (or signed waiver)
 - D. Completed 10 panel drug screening
 - E. Completed criminal back ground check with finger prints
 - F. Annual Influenza vaccine at least two weeks prior to clinical but no more than 12 months before beginning clinical time

(Influenza Vaccine is required for students who are doing any clinical rotations between the months of September 1st to March 31st)

3. Pass a drug screen and criminal background check

The drug screen and criminal background check must be current with the semester the student is enrolled in

4. Signed Confidentially agreements

5. Signed Release of Information form

Students will be required to complete the all required paperwork and mandatory drug screen by the date established by the Dean for Health Professionals and Public Service Department (Dr. Jess Toussaint). If the appropriate paperwork is not completed by announced date students will be dropped from the course per the Dean.

Failure to meet all of the set requirements for Clinical will result in failure of the class.

Clinical Absence:

A student who is going to be absent must contact the Charge Nurse at the emergency room where they are scheduled. This must be done with as much notice as possible so the hours will be available to other students. Please notify the lead instructor of your intentions to be absent from clinical as well. It is the students responsibility to reschedule the missed clinical.

Evaluation Forms:

It is the student's responsibility to return all required clinical paperwork to the lead instructor within the designated time frame in order to receive credit and pass the class. Individuals sent home from clinical as discipline will be dropped from the class.

GRADING SYSTEM:

Academic Dishonesty:

Each student is expected to be honest in his or her work. The instructors regard dishonesty in assignments, examinations, or other academic work as a serious offense. A student who cheats is subject to discipline at the discretion of the lead instructor. Cheating will **NOT** be tolerated and will result in an automatic failing grade for that assignment. If cheating is an ongoing problem the student will be dismissed from the program.

Homework:

Homework will be assigned and be required to meet the courses hourly requirement. The homework will be graded in class and used for self- evaluation of how the student is doing in the class. Students failing to get an 80% on weekly homework are

encouraged to talk with the instructor to obtain helpful suggestions in obtaining better test scores. The workbooks may be used as homework assignments also.

Modular Written Exams:

7 modular examinations – Exams will be Multiple Choice, True /False, Objective, or a combination of the three. Exams will cover topics within the module. Students must score an 80% or better to receive a passing grade. Three (3) failed Modular Exams will result in the student being ineligible for State and National exams. No modular exam retakes or make up test will be allowed.

Students who score less than 80% on three modular exams may be dropped from the course.

Final Written Exam:

Multiple choice questions over subject material from the entire course. No retakes or rescheduling of the final exam will be allowed. You must score an 80% or better on the final exam or else a failing grade will be applied for the entire course and students will not be allowed to challenge the State or National Licensure Exam. Students may also be required to pass a final practical examination that has all of the same testing criteria as the final written exam.

Practical Skills Exams:

Practical exams are listed in the program syllabus. Practical skill stations will be set up to examine skill competency and situational use. The student must be present for all Practical Skills Exams.

A final Practical Skills Exam may be given per instructor syllabus. The student must pass the final practical exam to be allowed to sit for the National or State of Illinois Licensure examination.

Grading Scale:

The grading scale for the class will be as follows:

90% - 100%	=	A with State/National testing benefits
80% - 89%	=	B with State/National testing benefits
70% - 79%	=	C without State/National testing benefits
60% - 69%	=	D without State/National testing benefits
50% - 59%	=	F without State/National testing benefits

GRADUATION REQUIREMENTS:

The following class requirements must be completed in order for the student to challenge the State of Illinois or National Registry Exam:

1. Students must achieve a minimum score of 80% average on modular exams

2. Student must achieve a minimum score of 80% on the final written exam.
3. Students must successfully pass all practical examinations
4. Student may not have more than the allowed absences, depending on the semester they are enrolled in.

STATE LICENSURE EXAM:

After successful completion of the EMT Basic Curriculum, the EMT Basic candidate shall be eligible to take the State of Illinois EMT Basic Exam or the National Registry EMT exam. The examination is based on the United States Department of Transportation National Standard Curriculum.

Failure to achieve a passing grade (70%) on three successive State or NREMT examinations within 12 months of completion of the EMT Basic education program shall require the candidate to retake the EMT Basic education program before retesting again.

The lead instructor will coordinate the arrangements for students to take the State of Illinois Licensure examination. Testing locations, Dates, & Times, will be posted well in advance of the licensure exam.

The fee for the State of Illinois will be announced, and is not included in the course tuition. The Fee is non-refundable should the candidate fail to appear for the examination on the scheduled date, at the time and place specified.

Information regarding the testing process will be distributed to students.