CLASS INFORMATION

1. Southwest Tennessee Community College ("STCC") Course Names and Numbers – Emergency Medical Technician Skills Lab (EMSB 1101 and EMSB 1102); Emergency Medical Technician Clinical (EMSB 1111); Emergency Medical Technician Field Internship (EMSB 1112); Emergency Medical Technician Medical Emergencies and EMS Operations (EMSB 1601); and Emergency Medical Technician Trauma and Medical Emergencies (EMSB 1602).

2. This course of study is designed to provide the student with the foundation needed by Emergency Medical Technicians (EMT's). Persons interested in the field of Emergency Medical Services would begin their study of traumatic and medical emergencies in this program. This program is accredited by the Emergency Medical Services (EMS) Division, Tennessee Department of Health and Environment and the Joint Review Commission for the American Medical Association.

3. Tennessee Department of Health Class Number – TN281410. THIS IS THE IMPORTANT NUMBER TO REMEMBER.

4. My name, office location and telephone number is as follows: Instructor ......................... H. Waid Ray; Office..................... MAA-110E; Phone................................. 333-4570; E-mail ......................... hwray@southwest.tn.edu (the best way to reach me); Office Hours..................... 5:00 P.M. to 10:00 P.M., Monday through Thursday.

ESSENTIAL STANDARDS FOR BASIC EMERGENCY MEDICAL TECHNOLOGY

5. The rules and regulations set forth in this document are supplemental to the document entitled Essential Standards for Basic Emergency Medical Technology which may be found at the following website: http://faculty.southwest.tn.edu/emt/. Part of your first assignment is to thoroughly review the Essential Standards for Basic Emergency Medical Technology document and return the signed acknowledgment page to me at the next class session. DO NOT FAIL TO REVIEW THIS MATERIAL AND BRING THE SIGNED ACKNOWLEDGMENT PAGE TO ME AT THE NEXT CLASS SESSION. FAILURE TO DUE SO WILL EXCLUDE YOU FROM CLASS UNTIL YOU DO RETURN THE FORM AND ONE POINT BEING DEDUCTED FROM YOUR FINAL GRADE FOR EACH CLASS SESSION THAT YOU ARE DELINQUENT IN RETURNING THE COMPLETED FORM.
TEXTBOOKS AND SUPPLIES

6. For EMSB 1601, 1101 and 1102, you must acquire:
   6.1. Prehospital Emergency Care, 10th Edition by Mistovich, Hafen, & Karren;
   6.2. Workbook for Prehospital Emergency Care, 10th Edition by Mistovich, Hafen, & Karren;
   6.4. A pocket mask WITH OXYGEN INLET;
   6.5. A blood pressure cuff WITHOUT A “BUILT-IN” STETHOSCOPE;
   6.6. A stethoscope;
   6.7. A penlight; and
   6.8. FISDAP Unit Exams.

7. For EMSB 1602, you must acquire:
   7.1. FISDAP Comprehensive Exams.

8. All of the above are available at the STCC bookstore, the internet or through local uniform stores, medical supply stores or drug stores.

ATTENDANCE

9. As you will see when you review the Essential Standards for Basic Emergency Medical Technology, there is a department-wide attendance policy that allows only one (1) unexcused absence. The instructor is given the discretion to determine what is and what is not excused. MY POLICY IS THAT I WILL EXCUSE ANY ABSENCE FOR ANY REASON UP TO, BUT NEVER TO EXCEED, THREE ABSENCES. SAID ANOTHER WAY, EVEN IF YOU HAVE THE MOST VALID EXCUSE POSSIBLE, FOUR ABSENCES WILL RESULT IN FAILURE OF THE CLASS. I would advise you to use absences with extreme prudence.

10. At least one attendance sheet will be distributed each class and it is YOUR responsibility to get your name on the sheet. If I suspect students have departed early, additional attendance sheets may be distributed. Should any student sign for another student, the signing student will be dismissed from the class.

11. The same lecture and skills material is presented on both Monday and Tuesday evenings. The same lecture and skills material is presented on both Wednesday and Thursday evenings. You must attend your assigned class only; however, I will make exceptions for students who work twenty-four hour shifts in a documented public service profession.

FISDAP (Field Internship Student Data Acquisition Project)

12. To become licensed as an EMT in Tennessee, you must pass the National Registry of Emergency Medical Technicians written examination which is administered using a technique called computer adaptive testing (“CAT”). The examination is very rigorous and results in a very high failure rate nationally. In order to prepare you for the National Registry examination, STCC requires that you purchase FISDAP Unit Exams and Comprehensive Exams. For more
information regarding FISDAP, you should visit the https://www.fisdap.net/ website. FISDAP also offers a Study Skills product which is highly recommended, but not required. FISDAP offers a discounted plan whereby you may purchase the Unit Exams, Comprehensive Exams and Study Tools at a reduced cost. See “Assessment Package” at http://www.fisdap.net/what_we_make/prices#packages for more information.

EXAMINATIONS

13. During EMSB 1601, you will be given three (3) examinations. The examinations are the FISDAP Airway and Breathing Unit Exam, the FISDAP Cardiology Unit Exam and the FISDAP Medical Unit Exam, each of which is seventy-five questions in length.

14. During EMSB 1602, you will be given four (4) examinations. The examinations are the FISDAP OB/GYN & Pediatrics Unit Exam, the FISDAP Trauma Unit Exam, and the EMS Operations Unit Exam, each of which is seventy-five questions in length. You will also be administered the FISDAP Comprehensive Exam which is comprehensive over the entire course and prepares you for the National Registry licensure examination.

15. IN BOTH EMSB 1601 AND EMSB 1602, YOU MAY TAKE ANY AND ALL OF THE EXAMINATIONS AS MANY TIMES AS YOU WISH AND THE SCORE USED TO COMPUTE YOUR GRADE WILL BE THE HIGHEST ONE THAT YOU ACHIEVE IN THE RESPECTIVE UNIT EXAM AND READINESS EXAM. As you will see in your syllabi, time is allotted during classes for examinations but you may also repeat examinations at the STCC Testing Center. The Testing Center’s hours of operation are 8:00 A.M. until 4:30 P.M.; however I am told that no EMT examinations are begun after 1:00 P.M. during to the length of the tests. 77% is the minimum passing score on all exams. YOU MUST MAKE A MINIMUM OF 77% ON THE FISDAP READINESS EXAMINATION IN ORDER TO BE ELIGIBLE TO RECEIVE A PASSING GRADE IN EMSB 1602.

16. All books, notes, PDA’s, cell phones, calculators, etc. are to be TURNED OFF and deposited at the front of the room during examinations. Talking is allowed only to ask the test monitor a question.

17. You are responsible for ALL assigned material, whether covered in class or not. This includes, of course, lecture notes, textbook, skills manual, workbook material and any audiovisual material presented.

18. NO EXTRA CREDIT WORK IS GIVEN.

19. The examinations given during the first and second semesters are weighted according to the following scale:
20. FISDAP will provide you immediate access to your score following each examination. Final letter grades will be posted under a code name of your selection at the end of the semester. You may not choose a code name that is profane, suggestive, or which is self-evident of your identity.

21. The letter grading scale is as follows:

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<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93 – 100</td>
<td>A</td>
</tr>
<tr>
<td>85 – 92</td>
<td>B</td>
</tr>
<tr>
<td>77 – 84</td>
<td>C</td>
</tr>
<tr>
<td>&lt;77</td>
<td>F</td>
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</tbody>
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No “D” grade is available in EMSB 1101, EMSB 1102, EMSB 1111, EMSB 1112, EMSB 1601, or EMSB 1602.

SKILLS

22. Each skill must be practiced PERFECTLY a minimum of five (5) times prior to your requesting that I check you off on a skill. Your PERFECT practices are confirmed by having a fellow student initial the EMT Skills Confirmation Sheet found on the class website. By requesting that you be checked-off, you and your peers are affirming that you have practiced and perfected that skill. If you perfectly complete the skill, I will then initial your Emergency Medical Technician – IV Course Skills Evaluation form. Should you attempt to check-off and be unsuccessful, you will be required to complete at least three (3) more practices before attempting a second check-off. If your check-off performance is grossly inadequate, each of your peers initialing the skill will be required to check-off on the skill again. This is true even if your peers have already checked off.

23. All skills will be taken from the Skills Manual. Should the text and skills manual differ, you should refer to the Skills Manual for the correct technique. All skills must be performed to the instructor’s satisfaction before you will be passed on that skill. Each check-off is to be performed as if you were performing the procedure on a real patient. Anything less than perfection will not constitute a completion. You will not be allowed to “talk” your way through a skill unless specifically authorized.

24. The EMT Skills Confirmation Sheet and the Tennessee Department of Health Emergency Medical Technician – IV Course Skills Evaluation form are available on
the class web-site. These will be the only record of the completion of your skills. If these sheets are misplaced or stolen, you must repeat each skill again to the instructor's satisfaction.

25. Each skill sheet describes the total points you can earn when checking off on that skill. If you perform the skill perfectly the first time you check off, you are awarded the maximum amount of points set forth on the skill sheet. In the event you commit either a “Critical Criteria” error during the skill or earn less than 75% of the total points available, you will be required to check off on that skill again after practicing it no less than three (3) additional times. However, a twenty-five percent (25%) penalty is assessed for your initial failure. A second failure results in a fifty percent (50%) penalty and a third failure results in a seventy-five percent (75%) penalty. Once all skills are completed, the total points earned are added together and your letter grade assigned.

26. You must successfully be checked off on ALL assigned skills by the end of each respective class. Failure to complete the skills as required will result in your receiving an “F” for the class.

27. Instructors will not remain later than the scheduled class ending time on the last day of class or schedule special sessions for you to complete your skills check-off. Therefore, it is recommended that you use each and every laboratory opportunity to its fullest.

28. YOU WILL NOT BE ALLOWED TO CHECK-OFF IF YOU DO NOT HAVE YOUR EQUIPMENT (BP CUFF, STETHOSCOPE, WATCH AND PENLIGHT).

FORMS & ASSIGNMENTS

29. Throughout both semesters of this course, you will be given forms and at least one take-home assignment to complete and return to me. A deadline will be established for the return of each form and assignment. ONE POINT WILL BE DEDUCTED FROM YOUR FINAL GRADE FOR EACH CLASS PERIOD THAT YOU ARE DELINQUENT IN RETURNING THE FORM OR ASSIGNMENT.

MISCELLANEOUS

30. A web site supporting this class has been set up and the most important information and documents are posted at the site. You are strongly encouraged to make use of this resource. You may visit the site at http://faculty.southwest.tn.edu/wray/. THERE IS NO PAWS SITE SUPPORTING THIS CLASS.

31. You are strongly encouraged to print each lecture outline from my website to minimize the need for note-taking during class.

32. You are strongly encouraged to see me before class, during breaks or after class should you have questions, comments or concerns regarding your progress.
33. An audio recording of one of the two lecture days will be posted on the class website. You are also welcome to record the lectures yourself should you desire to do so.

34. No equipment is to leave the school. Any student leaving the school with STCC equipment will be brought before the Dean of Students and/or the Social Discipline Committee. I will do everything in my power to ensure that the student is both permanently separated from STCC and criminally charged.

35. The didactic portion of the course will follow the syllabus as closely as possible. However, the instructor reserves the right to change the syllabus in order to accommodate class needs, inclement weather, etc.

36. MAKE CERTAIN THAT YOU MAINTAIN A CURRENT E-MAIL ADDRESS AND CHECK IT DAILY. WHEN I NEED TO COMMUNICATE WITH YOU, I WILL DO SO THROUGH YOUR E-MAIL ACCOUNT.

37. My classes are not offered as a bedroom where you can catch up on your sleep or a lounge from which you may text, Facebook or Tweet your friends. STAY AWAKE DURING CLASS AND STAY OFF OF YOUR PHONE AND COMPUTER UNLESS YOU ARE USING YOUR COMPUTER FOR AN ACADEMIC PURPOSE DIRECTLY RELATED TO MY CLASS. ONE POINT WILL BE DEDUCTED FROM YOUR FINAL GRADE FOR EACH INSTANCE OF NON-COMPLIANCE WITH THIS POLICY.
PRINT CLEARLY

Last Name _____________________________________________

First Name _____________________________________________

Middle Name _____________________________________________

Street Address _____________________________________________

City _____________________________________________

State _____________________________________________

Zip Code _____________________________________________

Home Phone _____________________________________________

Work Phone _____________________________________________

Social Security _____________________________________________

DOB (MM/DD/YY) _____________________________________________

Sex _____________________________________________

E-mail Address _____________________________________________

Code Name _____________________________________________

By my signature below, I acknowledge that:

I have received a copy of the 2014-2015 Class-Specific Rules & Regulations and have been given the opportunity to ask any and all questions I may have regarding the Rules & Regulations;

I understand these Rules & Regulations and agree to abide by them knowing that failure to do so may result in my receiving an “F” for the course;

Signature _____________________________________________

Date _____________________________________________