



South Portland, Maine 04106
Emergency Medical Services Department

Title: Paramedic Boards Review

Credit Hours: 3 (3 Lab)

Lecture (or Lab): Monday 0830-1635, ETC 102

Office Hours – Location: By appointment

Catalog Number: EMSP 280

Total Contact Hours: 90 Laboratory hours

Instructor: Eric Wellman, MS, NRP, CCEMTP

Contact Information: ewellman@smccm.edu

Course Syllabus

Course Description

This senior level course taken in the final semester will review major topics and prepares the senior paramedic student for the National Registry paramedic written and practical examination. This course will also prepare the student to enter the field as an entry level paramedic, perform paramedic interfacility transfer in accordance with Maine EMS rules, and help the student use evidence to make a persuasive argument about emergency medical care in the out-of-hospital environment. Prerequisite courses: EMSP 205, EMSP 235, and EMSP 250. Co-requisite course: EMSP 285

Course Objectives

After successfully completing the course, the student will be able to:

1. Explain and demonstrate integrity, empathy, self-motivation, professional appearance and personal hygiene, self-confidence, communication skills, time management skills, teamwork and diplomacy skills, respect, patient advocacy, and the careful delivery of services as paramount in the helping profession of healthcare.
2. Perform a comprehensive assessment on a patient.
3. Demonstrate the ability to comprehend, apply and evaluate clinical information to implement the treatment plan for patients in the pre-hospital settings.
4. Show the ability to comprehend, apply and evaluate clinical information to implement the treatment plan for patients in the pre-hospital settings.
5. Integrate technical proficiency in all pre-hospital skills including cardiac rhythm recognition, airway management and medication administration.
6. Recognize that paramedics are an essential component of the continuum of care and service among health resources.
7. Communicate findings to a physician or other health care professional.
8. Understand and explain the process and expectations for National Registry of Emergency Medical Technician's (NREMT) cognitive and psychomotor examinations
9. Incorporate the process for completing psychomotor examinations offered by the NREMT.
10. Deliver a research backed persuasive argument for or against the usage of a particular medical device or procedure within the pre-hospital environment.

Topical Outline of Instruction

Methods of Instruction:

This course will utilize on-line work, small group work, student presentation, practical skills rotations, and simulations.

Schedule:

Week	Topic	Assignments
1	Holiday – Martin Luther King Day	
2 1/23	Course Introduction Operations review	LMS Assignments Syllabus Statement
3 1/30	Operations review Comprehensive Scenarios Simulation Lab: Integrated Out-of-Hospital Scenario	LMS Assignments Quiz-1
4 2/6	Medical Review Operations Fisdap Exam	LMS Assignments
5 2/13	Medical Review Oral Scenario Review Simulation Lab: Integrated Out-of-Hospital Scenario	LMS Assignments Quiz-2
6 2/20	Holiday – Presidents Day	LMS Assignments
7 2/27	Cardiovascular Review Medical Fisdap Exam	LMS Assignments
8 3/6	Cardiovascular Review Dynamic & Static Cardiology Review Simulation Lab: Integrated Out-of-Hospital Scenario	LMS Assignments Quiz-3
3/13	Vacation	
9 3/20	Airway & Trauma Review	LMS Assignments
10 3/27	Airway & Trauma review Trauma Assessment Simulation Lab: Integrated Out-of-Hospital Scenario	LMS Assignments Quiz-4
11 4/3	Practice & Preparation Simulation Lab: Integrated Out-of-Hospital Scenario	LMS Assignments
12 4/10	Practice & Preparation Simulation Lab: Integrated Out-of-Hospital Scenario	LMS Assignments
13 4/17	Holiday – Patriots Day	LMS Assignments
14 4/24	Paramedic Interfacility Transport Program Simulation Lab: Integrated Out-of-Hospital Scenario	LMS Assignments
15 5/1	Program Final Examination Week Simulation Lab: Integrated Out-of-Hospital Scenario	LMS Assignments
Finals 5/8	Program Final Examination Remediation & Retest Week Simulation Lab: Integrated Out-of-Hospital Scenario	Remediation Assignments

The above schedule is subject to change.

Course Requirements

Quizzes

There will be **timed** quizzes throughout the semester. **Quizzes will be comprehensive in nature.** They will cover material from on-line modules, lecture, and readings. If a class session is missed the student will not have an opportunity to retake the quiz and will receive a grade of zero (0) for the quiz. On-line quizzes will be completed by the date/time specified in the learning management system. The lowest classroom quiz score will be dropped from grading.

Maine EMS Paramedic Interfacility Transport (PIFT) Program

The student will be required to successfully complete the PIFT Program during the course. In the event that the student cannot complete the PIFT course the student will receive an "F" for the course.

Blackboard and MyBrady Lab Assignments

Prior to class the student will complete an on-line learning assignment for each new topic. The student is required to complete this work by the date and time assigned.

Formative Scenarios

During this course the student will participate as a team leader and a team member in various peer and instructor reviewed scenarios. **Students must maintain their competency rates in previously learned skills throughout the program.**

Weekly Affective Domain Assessments (90% of affective domain grade)

Students will act and behave as professionals at all times. The students will receive a weekly evaluation through Blackboard based on their classroom behaviors and interactions with program personnel. The lowest score received in any column will be the grade entered for the week. Example: If the student receives a one (1) for preparation but a two (2) in all other categories, he or she will receive a one (1) for the daily grade.

Grading Rubric:

<u>Score</u>	<u>Attendance</u>	<u>Dress Code</u>	<u>Behavior</u>	<u>Preparation</u>	<u>Participation</u>
2	Attended class, not late, and did not leave early <i>(includes breaks)</i>	Adhered to assigned dress code	Adheres to EMS Department code of conduct	Student has all assigned equipment and is prepared to utilize it	Student actively and positively participates in all aspects of the day
1	Left early or tardy <i>(includes breaks)</i>	Minor dress code violation	Warned for code of conduct violation	Student is missing a piece of equipment	Student is reminded to stay on task
0	Did not attend and failed to follow notification process <i>(counseling session)</i>	Major dress code violation <i>(student sent home and counseling session)</i>	More than one warning or major violation <i>(student sent home and counseling session)</i>	Student missing more than one piece of equipment <i>(counseling session)</i>	Student is reminded more than once to stay on task <i>(student sent home and counseling session)</i>

Affective Domain Self Evaluations (10% of affective domain grade)

At the mid-point and the end of the course the student will complete a self-evaluation utilizing the Rubric Affective Domain Tool from the 2002 National Guidelines for Educating EMS Instructors, Appendix VI. This will be completed in FISDAP by the date specified.

Summative Final Program Examination

A multiple choice computer based examination encompassing all materials in the course will be given at the end of the course. **All students must pass the examination with the minimum cut score.** Students that fail to achieve the cut score on the first examination will be required to complete a second examination with a satisfactory grade on the date and time specified in the syllabus.

Criteria	Grade Entry
Pass of first attempt	100%
Pass on second attempt	80%
Do not pass exams	0%

Summative Final Program Scenarios

The Student will complete the final psychomotor scenarios as a Team Lead. **All students must pass the scenario examination with the minimum cut score.** Students that fail to achieve the cut score on the first examination will be required to complete a second scenario examination with a satisfactory grade on the date and time specified in the syllabus.

Criteria	Grade Entry
Pass of first attempt	100%
Pass on second attempt	80%
Do not pass exam	0%

Learning Management System Access and Log-In:

Computer usage and internet access is a required component of this course. If the student does not have internet access at home, the campus has multiple computer labs available for access. Lack of home access is not an acceptable reason to not complete assignments.

Students will be required to complete assignments through the SMCC learning management systems. Assignments will be posted weekly with expected completion dates on the learning management system.

The SMCC learning management system is accessed by going to <https://my.smccme.edu/ics/>.

To log in

1. **Username** = the student first name + middle initial + last name - WITH NO SPACES AND NO CAPITAL LETTERS (i.e. johnqsmith) - maximum of 20 characters
2. **Password** = the student first initial + the first four letters of the student last name + the last four digits of the student social security # - NO SPACES (i.e. jsmit1234)

If the student cannot log on, please e-mail the instructor that the student are having problems logging in and then contact technical support through the webpage. **The instructor cannot fix access problems; the student must remedy them with the assistance of technical support.**

Required Electronic Formatting:

All materials that are submitted electronically to the instructor must be in the following formats:

- X.doc; X.docx; X.pdf; X.rtf

Any materials submitted in a different format will receive a zero (0).

SMCC E-Mail and Communications

Students are **REQUIRED** to use their SMCC provided e-mail account for this course. ALL communications with the instructors will be through the SMCC address. Students are required to check their SMCC e-mail account at least once daily (Monday-Saturday) and respond to all e-mails from the class instructors upon receipt. The student will contact the help desk for assistance with e-mail access.

How to succeed

1. The student is expected to be prepared for the class session by completing all assigned reading and work assignments for the day. **Keep up with the weekly assigned readings.** This course proceeds at a fast pace. If the student gets behind, it can be a lot of work to keep up.
2. The student is expected to attend all class sessions and be on time. The student will manage their absences, to facilitate their needs. The student can't learn if the student is not here.
3. The student will make up all missed work on their own time.

4. Ask questions in class. If the student doesn't understand something, chances are that others don't understand it either. If the student needs extra help, ask us.
5. The student is expected to dedicate an average of **1-3 hours per credit hour** of time per week outside of class to study, review and complete assignments.
6. The student is entering the healthcare profession and professional behavior is expected at all times. Students with inappropriate behavior will be asked to leave class for the day. Repeated incidents may result in dismissal from class. The student is expected to be respectful of fellow class members, the instructors and the college.
7. In the realm of Emergency Medicine our patients rarely get a second chance. The student want to view the student first opportunity as the student only opportunity to affect the student outcome, study for assessments, exams and quizzes as if there isn't a second chance.

SMCC Paramedic Program Handbook

In addition to this syllabus, the course will be governed by all academic policies of SMCC and the SMCC Paramedic Program Handbook as received in Introduction to Paramedicine.

Student Evaluation and Grading

10%	Weekly Affective Domain Assessment
10%	Assignments & Quizzes
20%	Psychomotor Portfolio
30%	Final Examination
30%	Final Scenario

Grading Scale:

A =	93-100
A- =	90-92
B+ =	88-89
B =	83-87
B- =	80-82
C+ =	78-79
C =	73-77
C- =	70-72
D+ =	68-69
D =	60-67
F =	Below 60

To receive credit towards a degree in Paramedicine and meet pre-requisites for other EMSP courses, a student must receive a minimum grade of **B- (80%)** in this course as specified by Maine EMS.

Students that are not achieving at least a **B- (80%)** average or have missed a class before the early alert and academic alert periods will receive an early/academic alert notice from the college.

No late work will be accepted in this course. As computer access is a requirement for this course and provided by the college, students are expected to deliver the work by the assigned time regardless of attendance at the course.

No individual extra credit will be provided in this course.

Text, Tools and / or Supplies

Required Texts:

- (AAOS) Emergency Care in the Streets, 7th Edition
- (ACLS) Advanced Cardiac Life Support, 2015 Standard
- (AMLS) Advanced Medical Life Support, 2nd Edition
- (PALS) Pediatric Advanced Life Support, 2015 Standard
- (PHTLS) Pre-Hospital Trauma Life Support, 8th Edition
- (PEPP) Pediatric Education for Pre-Hospital Professionals, 3rd Edition
- SMCC Pharmacology Guide (*Distributed in class*)

Recommended Texts:

- **Handbook of Emergency Cardiovascular Care For Healthcare Providers 2015 Standard** (AHA Handbook of Emergency Cardiovascular Care)

Additional Required Equipment

- *Pen or pencil, with materials to take notes on.*
- *Watch*
- *Stethoscope*
- *FISDAP Access*

Special Equipment Note

- Mobile phones and other electronic notification devices will not be used during classroom time. They will be set to vibrate or silent. Answering or making calls, checking e-mail or sending text messages during class time is not permissible.
- Computers may be utilized during class time for note taking and researching materials related to the class lecture or topic. Computers used for any other function during class time are prohibited, without consent of the instructor. The instructor reserves the right to refuse a student the ability to use a computer in class if the student cannot abide by the rules.

Attendance Policy

Snow days and school closings are announced on local radio and television stations and the school website www.smccme.edu. SMCC announces its own closures and it should not be assumed that if local schools are closed that SMCC is closed.

A student that arrives after the scheduled start time of the class is late. A student that leaves class early will also be marked tardy. **An absence will be assigned for accumulation of two late attendances and/or leaving class early and apply towards the attendance policy.**

If the instructor is more than ten (10) minutes late for class, without giving prior notice, the students have a right to leave.

A student may be absent for one (1) full class session but should make every effort to attend all classes. **The second class missed will result in the reduction of the student's grade by one full letter grade (Example: An A- becomes a B-).** It is the responsibility of the student to manage their absences accordingly.

The instructors are under no obligation to provide any make up assistance for students that miss a class. The student will be required to learn and perform any skills that they have missed due to tardiness or absence.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes.

The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. The student will receive an e-mail to the student e-mail account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If the student have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, the student must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when the you've finished the student printing, to prevent unauthorized access to the student account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce the student printing charges, please go to the IT Help tab on My SMCC. If the student have questions about the pay-for-printing policy or the student printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses (usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit

a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct

**Southern Maine Community College
Emergency Medical Services Department**

Syllabus Acknowledgement

Student Name: _____ **Course:** _____ EMSP 280 Paramedic Boards Review

I have been given a copy of the syllabus for the above listed class, and I have reviewed the syllabus and asked the instructor questions clarifying the expectations for this course. Please read and initial each statement below:

- _____ I have reviewed and understand the course schedule. I understand that the course schedule may change at the discretion of the instructor and a new syllabus will be made available to me upon the change if necessary.
- _____ I have reviewed and understand the student grading and evaluation process. I also understand what is required of me for cognitive, psychomotor, affective and clinical objectives and/or evaluation.
- _____ I understand how to log into the MySMCC portal and/or Blackboard system as needed for the course. I understand this is where my current estimated grade will be maintained for my review.
- _____ I have reviewed and understand the attendance policies for the course.
- _____ I understand what textbook and materials are required for this course.
- _____ I understand that in addition to this syllabus I am also governed by the SMCC code of conduct, SMCC policies as indicated in the current course catalog and compass, clinical handbook and the program handbook all located at www.smccme.edu.
- _____ I have reviewed and understand the ADA Statement.
- _____ I have reviewed and understand the Add-Drop Policy.
- _____ I have reviewed and understand the Withdrawal Policy.
- _____ I have reviewed and understand the Plagiarism Statement.
- _____ I have reviewed and understand the SMCC Pay for Print Policy.
- _____ I have reviewed and understand the process for Course Evaluation.

I acknowledge that I have received the syllabus and that I was afforded an opportunity to ask questions for clarification.

Student Signature

Date

Instructor Signature

Date