

Prospective EMT student:

Thank you for expressing interest in the Spring 2008 Emergency Medical Technician-Basic course. EMTs are on the front line of emergency pre-hospital care and make life and death decisions on a daily basis. Illini Emergency Medical Services (IEMS) offers an Emergency Medical Technician-Basic course that enables students to gain a unique depth of experience in the emergency health service, specifically related to the provision of emergency pre-hospital care and transportation of the sick and injured. The major objective of this course is to prepare students for the work in the various occupational settings relating to emergency health services and the emergency medical service system. Illini Emergency Medical Services has developed an academically and physically challenging EMT-Basic course that is offered every fall and spring semester. The semester-long program stresses academic and clinical abilities, interpersonal skills, critical thinking processes, decision-making abilities, and the capacity for quick and appropriate judgment. Graduates of this program are prepared to interact effectively with other emergency medical services system personnel, manage an emergency medical response from start to finish, and satisfy licensure requirements from the National Registry of Emergency Medical Technicians as well as the State of Illinois Department of Public Health Division of EMS and Highway Safety.

The class will begin **Tuesday, January 15, 2008** and conclude **Saturday, April 26, 2008**. Lectures are held on Tuesdays and Thursdays from 7:00 pm to 10:00 pm. In addition to weeknight lectures, there will be eight weekend lab practical sessions. Please examine the enclosed syllabus closely for the dates and times. **Attendance at all scheduled lectures and each practical is mandatory** unless an extenuating circumstance such as personal illness or family emergency occurs. In case of such emergencies, you will be required to contact the EMT instructors as soon as possible by telephone or e-mail.

The EMT-Basic course stresses academic excellence to ensure successful completion of the National Registry EMT-Basic exam. To prepare each student for this exam, quizzes will be given at lectures and during some practical sessions. In addition, there will be three module-based multiple-choice exams and three graded practicals. An 80% minimum class average is required to test for licensure. For more detailed class requirements, please read the Class Policies section

In addition to academic material, this course covers several lifting techniques and assessment strategies. Because this is a large portion of the EMT-B's job description, students are required to be in good physical health. Students must be able to lift 100 pounds by themselves. All students are also required to have a high school diploma or equivalent and must be 18 years of age or older prior to taking the National Licensure examination. Because this class covers a great deal of material in a short amount of time,

all applicants must present proof of completion of an up to date **American Heart Association CPR for the Healthcare Provider or American Red Cross CPR for the Professional Rescuer course when they turn in their applications - NO EXCEPTIONS!** We do not take any other form of CPR certification. These are standards required by the State of Illinois and will be enforced throughout the entire semester. IEMS also requires all students to be in good standing with the organization during the semester of application. If there are any questions about this requirement, it can be addressed to the EMT instructors or a member of the Executive Board. This course is a unique opportunity for each student to receive training that will affect the lives of others. Illini EMS takes this training very seriously and students are expected to do the same. At the same time, students are also encouraged to enjoy the experience. Interesting subject matter and enthusiastic instructors are used to enrich this course.

Application Requirements

You **MUST** turn in your completed application to the IEMS office **NO LATER** than 5:00pm on Friday, December 7, 2007. **NO** applications will be accepted after 5:00pm on Friday December 7, 2007. Requirements for acceptance into this course include the following:

- Valid CPR certification at time of application (valid up to the last day of the EMT class you are applying for). The certification must be either American Heart Association CPR for the Healthcare Provider or American Red Cross CPR for Professional Rescuer. You must attach a photocopy of both sides of your signed CPR card to the application.

- Proof of a negative TB test from a medical facility (such as McKinley) valid until at least April 26, 2008 (TB tests are valid for one year).

- Be at least 18 years old.

- Understand that this course is intensive and time-consuming be it that attendance to every lecture and practical is mandatory. An average test and quiz score of 80% must be maintained throughout the course to qualify to take the National Exam.

- All fields of the application must be completed and accurate for acceptance in the course.

The course fee for the spring semester will be \$350. This course fee includes all required texts and handouts, and most training supplies. Not included in the course fee but also required by the first day of class is a red IEMS uniform polo and a blood pressure cuff and stethoscope set. These can be purchased through IEMS at standard cost. Fees for the licensure test are not included and must be provided by student on the testing day. Applications will be accepted and considered, provided that a complete application packet with CPR certification, proof of a negative TB test valid until at least April 26, 2008, and course fee is turned in. Applicants are encouraged to submit their paperwork

as early as possible. Applicants should plan their schedule accordingly as refunds will not be granted for students who realize their class or personal schedule conflicts with the EMT course. **No refunds will be given to any student who drops this course after the first night of class. Students dropping before the first night of class will forfeit the \$150 application fee. The additional fees for the vitals kit and the IEMS polo will also be forfeited should a student drop the class, at any time before or after the first day of class, although you will be able to keep the purchased materials. Should you be put on a waiting list for the class and never make it in, you will be refunded the full amount which you paid.** As outlined above, this is a time-consuming course. Students are expected to attend six hours of class time each week and approximately eight hours every other weekend. In addition to class time, there will be intense amounts of reading and skills check-offs each student must complete on his or her own time. In addition, each student will be required to complete twenty-four hours of clinical requirements on his or her own time. Students should plan to allocate at least fifteen hours each week for this course. Excuses and conflicts are rarely granted and are handled on a case-by-case basis.

Students interested in taking this course should read over the course policies carefully and complete the attached application. **The completed application should be returned to the Illini EMS office (238 Illini Union) along with a front and back photocopy of a valid, up-to-date, signed CPR card, proof of a negative TB test valid until April 26, 2007, and a check made out to Illini Emergency Medical Services.**

Illini EMS is proud of its EMT-Basic program and the EMTs that graduate from it. If you have any questions about the course or any of the course policies, please feel free to contact me.

Sincerely,

Toby Gabrielsen
EMT Lead Instructor
Illini EMS
toby.gabrielsen@gmail.com
217.333.9492

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Illini Emergency Medical Services Emergency Medical Technician – Basic Class Course Policies

The EMT-Basic course will follow the National Standard Curriculum as outlined by the U.S. Department of Transportation, and is approved by the Illinois Department of Public Health. The syllabus includes all required didactic, clinical, and testing procedures. All EMT-Basic candidates must be at least eighteen years old upon completion of the course, and must have a high school diploma or GED. **A front and back Xeroxed copy of your signed CPR certification reflecting the proper certification level as well as the new AHA guidelines** must be presented on the first day of class. Either an American Heart Association Healthcare Provider or American Red Cross Professional Rescuer certification is acceptable.

Attendance

Lectures will be held every Tuesday and Thursday from 7pm to 10:00pm, beginning on January 15 at a location TBD. There are also eight required weekend practical sessions in Lincoln Hall or at another predetermined location, running from approximately 8am to approximately 6pm. Times and locations may change and will be announced as needed.

All EMT students must be on time to all classes and practicals. Any student who is late by more than five minutes will be considered tardy. Students who need to be absent due to an emergency must contact the instructors in advance. Each student is permitted two excused absences. Any unexcused absence or three unexcused tardies is grounds for immediate dismissal from the course. Attendance at all practicals is mandatory. Failure to attend a practical in part or in whole is grounds for immediate dismissal from the course. All academic and extracurricular excuses will be dealt with on a case-by-case basis.

Practicals

Practicals are hands-on applications of skills learned in lectures. Eight weekend sessions are dedicated to scenario-based skills practice and testing. Students are expected to take these sessions seriously, as these days form the backbone of the EMT's education. The first practicals will be dedicated to learning and practicing new skills as well as testing those already acquired. As the semester progresses, practicals will consist of several half hour scenarios that will test the student's ability to integrate academic knowledge into various "real-world" situations.

Notice that very little class time is given to skills practice. Skills are often introduced in class and should be mastered within one to two weeks. The time provided in class and practicals alone is not enough for students to become proficient. Students will need to find time outside of class to practice, with roommates, classmates, proctors, or a member of the EMT department. Practice sessions with the EMT department and proctors will be made available by appointment upon personal request.

Reading and Homework

Lectures and homework assignments are designed to supplement the reading assignments.

Specific reading assignments are indicated on the syllabus next to the corresponding lecture, and will be quizzed on accordingly. Any homework will be assigned in class, where their due dates will be announced as well. Students should come to class having completed the assigned reading and homework on that date. IEMS sponsors a class that goes above and beyond the book to give students a comprehensive education. This requires each student to be familiar with the lecture material before class.

Testing

To qualify for licensure through the National Registry of Emergency Medical Technicians, students are required to pass a written examination. To prepare each student for this exam, quizzes are administered in class and occasionally at a practical. Each quiz will be twenty minutes in length, consisting of short-answer and multiple-choice questions. In addition, three multiple-choice exams are administered throughout the semester. These will be written to closely mimic the national licensure exam. Quizzes and exams given in class will start promptly at 7:00pm. Any student arriving late on the night of a quiz or exam will have the remainder of the time to finish.

Students are expected to maintain an 80% average on quizzes overall, with no lower than a 70% average in any particular module. Students must also score an 80% or better on the three multiple-choice exams. Failure to meet the requirements will result in a written warning, remediation, and possible dismissal from the course.

Graded practical sessions will be graded on a pass/fail basis. Any student receiving multiple unacceptable grades will be subject to remediation and possible dismissal from the course. The final cumulative practical is graded as pass/fail. All students must successfully complete all the stations of the final practical. Failures at final practical stations due to unsatisfactory skills performance and poor scene management will result in a re-examination at a later date.

Because this is a class that teaches life-saving skills, completion of the course does not rely on academic knowledge alone. Successful students demonstrate the ability to synthesize classroom material in the hands-on portions of the practicals. After successful completion of this course, students will be registered to take the National Registry or State Licensure exam.

Clinical

Students are also required to attend at least twelve hours of observation in either Provena-Covenant Medical Center's Emergency Department or Carle Foundation Hospital's Emergency Department. Details regarding registering for ER clinical time will be given during class after the first graded practical. In the emergency department, students will be expected to introduce themselves to the charge nurse and he or she will provide direction. Students are expected to be respectful, polite, and eager to assist with those skills learned in class and to observe new skills or procedures. When participating in ER clinical, students should remember that they are guests at the facility and should assist the staff as much as possible.

In addition to clinical rotations at the emergency department, students must spend a minimum of twelve hours “riding along” with an ALS ambulance service. Unless there are extenuating circumstances, students are required to schedule this time with Professional Ambulance Service or Carle Arrow Ambulance. Details regarding scheduling for ride-alongs will be given during class after the first graded practical. Students should introduce themselves to the dispatcher or the shift supervisor when they arrive. They will then be introduced to the paramedic and EMT that will be in charge of the clinical time. This observation time is for students to learn about pre-hospital medicine and emergency care. Students should assist as much as possible with vital signs and other skills as directed with the paramedic’s/EMT’s approval. Above all else, observe as much as possible, be respectful, and be interested. Students are expected to be awake and alert throughout the duration of their clinical time.

During the twenty-four hours of clinical time, students are expected to have ten patient contacts between the emergency department and pre-hospital ride-along. Each of these experiences will be documented on forms administered by the EMT Lead Instructor when students are cleared to attend clinical. Students should complete the form as best as possible, but should not include any confidential information such as a patient’s name or demographic information. These run forms, records of ER/Ambulance/IEMS clinical time sheets, and practical scores are required to qualify for the final practical. Students must complete their clinical time and have documentation before they may participate in the final practical. Depending on the availability of clinical time, extensions may be granted on a case-by-case basis.

Clinical time sheets should be brought to each of the clinical sites. The paramedic/EMT or nurse should fill out the form and sign it as proof of attendance. These should be attached to any documentation of patient contacts and returned when complete or all together at the final practical.

Regardless of the clinical site, students represent IEMS and the entire course faculty. As such, they are to act in a professional manner at all times. The lead instructor is in frequent contact with the emergency department and ambulance staff. Any and all concerns will be directed to her. The course faculty and IEMS will not tolerate unprofessional behavior during class or clinical time, and will not hesitate to dismiss any student for conduct violations as outlined in the disciplinary policies.

When enrolled in the course, students are automatically registered as members of IEMS. As such, students will also be required to staff at least three different types of IEMS events. These can be completed at any time in the semester by signing up in the operations binder in the office. Students will be required to provide documentation of working the IEMS events as an additional part of the clinical requirement for this class. These events may be completed at any time during the semester.

**Illini Emergency Medical Services
Emergency Medical Technician – Basic Class
Disciplinary Procedures**

The purpose of the IEMS EMT-Basic course is to provide an extra educational opportunity to students who are willing to make the effort. Students are expected to maintain a proper and professional manner in class and clinical areas. When a student's conduct violates these standards, they will be subject to disciplinary action. Dismissal by the EMT department results in the removal of the student from the class roster without refund.

Conditions for immediate dismissal:

1. Engaging in dishonorable, unethical, or unprofessional conduct during the delivery of patient care, while conveying patient information, or while otherwise functioning in the classroom, practical, or clinical setting.
2. Engaging in conduct likely to deceive, defraud, or harm the public while functioning in a practical or clinical setting.
3. Physical impairment to the extent that the EMT student cannot physically perform the emergency care and life support functions in the practical or clinical setting for which he/she is required to perform. A licensed physician must verify the physical impairment.
4. Mental impairment to the extent that the EMT student cannot exercise the appropriate judgment, skill, and safety to perform emergency care and life support functions in the practical or clinical setting for which he/she is required to perform. A licensed physician must verify the impairment.
5. Intoxication or personal misuse of any drugs, liquors or controlled substances in the classroom, practical, or clinical setting.
6. Intentional falsification of personal student records or misrepresentation involving patient care.
7. Abandoning, neglecting, or withholding emergency care to a patient in the clinical setting.
8. Performing or attempting emergency care techniques or procedures without proper permission, licensure, training, or supervision.
9. Discriminating in the classroom, practical or clinical setting because of race, sex, creed, religion, or national origin.

10. Medical misconduct or incompetence, or a pattern of repeated medical misconduct or incompetence in the provision of emergency care in the practical or clinical setting.

The normal progression of disciplinary action is as follows:

Verbal warning: The Training Officer will inform the student of the misconduct and the student will be given the chance to remedy the situation.

Written warning: The student is placed on probation. The Training Officer will address misconduct in this manner through a written letter or evaluation. The training officer will outline a means of correction and consequences if the conduct continues. A conference will take place between the student and the EMT department to discuss the situation, and the student will sign that he/she received and understood the warning.

Dismissal: In cases of serious or continued misconduct, the training officer will remove the student from the course. **The student is not entitled to any refund.** The student may file an appeal with the executive board within one week or until the final practical, whichever occurs first. In case of appeals, the student is required to draft a letter to the president explaining why the EMT department decision should be overturned. The president will decide if it is necessary to hold an informal interview or simply assemble the executive board for a vote. For a dismissal to be overturned, a simple majority of the executive board must be obtained.

**Illini Emergency Medical Services
Emergency Medical Technician – Basic Course
Syllabus: Spring 2008**

Date	Topic
Tu 1/15	Intro, Legal, Ethical, Well-Being
Th 1/17	Anatomy and Physiology
Tu 1/22	Vitals, SAMPLE
Th 1/24	Airway, Combitube
Sat 1/26	Practical 1: CPR, Learning Stations
Tu 1/29	Scene Size-up
Th 1/31	Patient Assessment
Tu 2/5	EXAM 1, Communication and Documentation
Th 2/7	Mechanism of Injury, Bleeding and Shock
Sat 2/9	Practical 2: Intro Scenes
Tu 2/12	Soft Tissue and Musculoskeletal Injuries, Burns
Th 2/14	Head, Neck and Spine Injuries
Sat 2/16	Practical 3: Intro Trauma
Tu 2/19	Chest, Abdomen, Genitalia
Th 2/21	Environmental Emergencies, Drowning
Tu 2/26	HAZMAT, MCI, Triage
Th 2/28	Behavioral Emergencies
Sun 3/1	Practical 4: Practice Trauma
Tu 3/4	Exam II, Paperwork
Th 3/6	CPR review, equipment practice, checkoffs
Sat 3/8	Practical 5: Midterm Practical- Graded Trauma
Tu 3/11	Pharmacology
Th 3/13	ALOC, Diabetic, Stroke, Seizure
Tu 3/25	Allergies, Poisoning, OD
Th 3/27	Cardiac Emergencies
Tu 4/1	Respiratory Emergencies
Th 4/3	OB/GYN
Sat 4/5	Practical 6: Intro Medical
Tu 4/8	Geriatrics
Th 4/10	Pediatrics
Tu 4/15	Ambulance Operations, Gaining Access
Th 4/17	EXAM III , review, equipment practice, checkoffs
Sat 4/19	Practical 7: Graded Medical
Tu 4/22	Introduction to ALS, Protocol exam
Th 4/24	Final exam equipment practice, checkoffs
Sat 4/26	Practical 8: Final Graded Practical
TBD	National EMT-B License Exam

Lead Instructor:
toby.gabrielsen@gmail.com
Class Coordinator:
Practical Coordinator:

Toby Gabrielsen
Dean Adams
Cody Brumm

dradams2@uiuc.edu
cabrumm2@uiuc.edu

Application for the Illini EMS EMT-Basic Course

You **MUST** turn in your completed application to the IEMS office NO LATER than **5:00pm on Friday, December 7, 2007**. NO applications will be accepted after 5:00pm on Friday December 7, 2007.

- 1) This application will be active upon receipt of \$350 and other additional applicable fees. The \$350 includes the course fee of \$200 and a NON-REFUNDABLE \$150 application fee.
- 2) Upon acceptance of this application, applicants must read course policies and initial each section of course policies. The course policies are located on page 3 of this application.
- 3) Contact Illini EMS at 333-9492 or visit at 258 Illini Union for more information.
- 4) Please print clearly and complete all entries!

Name: _____

Local Address: _____

Home Address: _____

Cell Phone/Local Phone: (____)____-____ Date of birth ____/____/____

E-Mail Address: _____

AIM Screenname: _____

Emergency Contact (name, relationship to you, phone number): _____

Major/Curriculum _____

Year in school _____

From whom/where did you hear about this EMT class? _____

1. Please note the number of IEMS events you volunteered during the semester of application. _____

2. If you have volunteered for any IEMS EMT-B or First Responder practical sessions, please note the number of practical sessions you volunteered for during the Fall 2007 semester (IEMS membership at time of practical not a requirement). _____

3. What year in school will you be during the Spring 2008 semester?

Freshman: semester 1 2

Sophomore: semester 1 2

Junior: semester 1 2

Senior: semester 1 2

Graduate student

Non-student university staff

Are you an AHA certified CPR-Instructor? Yes _____ No _____

Did you take the First Responder class through IEMS? Yes _____ No _____

Do you hold any current certifications or licenses? If so, please list and indicate how long you have held them

Do you have any prehospital or medical experience? If so, please describe your duties and length of time of your involvement.

Are you a current Illini EMS member? If yes, describe your involvement.

Why do you want to take this EMT class? What do you plan to do with your EMT certification? Will you volunteer your time for IEMS in the future?

The EMT Program through Illini EMS is more involved than most other courses. Why did you choose to apply for this course?

Tell me at least one interesting thing about yourself.

Office use: _____ Date Received ___/___/___ Time Received ___: ___ Received By
CPR Card Attached? _____ Check Received? _____ Receipt #

IEMS Emergency Medical Technician – Basic Course Course Fees Form: Fall 2007

There is no negotiation for the \$350 course fee. \$150 of this amount will be held as the application fee which is non-refundable if a student drops the class before Tuesday, April 15. The entire amount will be non-refundable if a student drops, or is dropped from the class after Tuesday, April 15. While it is not required to purchase a sphygmomanometer and stethoscope (vitals kit) from Illini EMS, we will provide you the kit at cost. Additionally, an Illini EMS uniform polo is required for the class. Remember, you will need to provide a check for the licensure test later in the semester.

1. Non-refundable application fee, course fee, equipment and materials fee, required texts 1 \$350

2. Vitals kit (check one):

- One vitals kit (features include: contemporary black enamel 300mmHg no-pin stop manometer, ADCUFF calibrated nylon cuff with proprietary Size Guide marking system, latex inflation bladder and bulb, chrome plated deflation valve, dual pocket carry case 10"x6"x3", 22" tubing, two year inflation system warranty, twenty year calibration warranty) **Add \$30.00 to right column at "#2".**

Available colors (check one):

- Orange
- Royal Blue
- Magenta
- Hunter
- Teal
- Black

- I already own a vitals kit or will have individually purchased one by the first day of class. **Add \$0.00 to right column at "#2".**

#2 _____

3. Illini Emergency Medical Services Uniform Red Polo (check one):

- One IEMS red polo: **Add \$20.00 to right column at "#3".**
circle one (sizes run large): **S M L XL XXL**

I already own an IEMS polo: Add \$0.00 to right column at “#3”.

#3 _____

4. Add up the right hand column (#1, 2, 3) for total amount due at application turn-in

TOTAL: _____

**Illini Emergency Medical Services
Emergency Medical Technician -Basic Course
Student Agreement**

**Notice! Your application will not be valid until you have initialed each bullet point
and submitted this form to the EMT training department**

If you have any questions regarding the course policies, do not hesitate to contact the EMT Training Officer at toby.gabrielsen@gmail.com . If you have any concerns about meeting these course criteria, please do not submit an application until you speak with the EMT Instructor.

- ____I have read and understood the course policies.
- ____I verify that I am above the age of 18 or will be by the Licensure Examination. I also verify that I have completed high school, as evidenced by a high school diploma or G.E.D.
- ____I understand that the \$150 application fee is completely non-refundable should I get into the class. I understand that the entire \$350 course fee is completely non-refundable after the start of the class. I understand that all additional fees are completely non-refundable should I get into the class, although I will be able to keep all materials.
- ____I understand that in addition to the course fee, I am responsible for the payment of National and/or State testing fees.
- ____I understand that I must attend all class and practical sessions. I have checked my schedule and have no conflicting events on any class or practical session.
- ____I understand that this course is very intense and although University credit is not given, it is the equivalent of a five credit hour course. I realize that I will receive no refund if I drop the course because of school or work- related conflicts.
- ____I have included with this application proof of a negative TB test valid until at least April 26, 2008.

- ____I have included a check made out to Illini EMS for \$350 plus any additional applicable fees along with my completed application.

Signature:_____

Date:_____

**Spring 2008 EMT-B Class
Application checklist:**

You must turn in the following to the Illini EMS Office (Illini Union room 258) before 5:00pm on Friday, December 7, 2007 to be considered for admission into the IEMS EMT-B course:

- 1 A completed course application packet
- 2 A signed check made out to Illini EMS for your total on #4 page 13 of this packet. (at least \$350 plus vitals kit and polo)
- 3 A Photocopy of the front and back of your valid, signed, up-to-date American Heart Association CPR for the Healthcare Provider or American Red Cross CPR for the Professional Rescuer card.
- 4 A copy of documentation of a valid TB test good until at least April 26, 2007 from a medical facility. (McKinley Health Center can provide you with a TB test. Please get your TB test done early, as it can take weeks to get results).