



BEST PRACTICE
M E D I C I N E

PREPARING TEAMS FOR HIGH CONSEQUENCE ENCOUNTERS

Emergency Medical Technician
COURSE SYLLABUS & STUDENT HANDBOOK
©AUGUST, 2020

BEST PRACTICE MEDICINE
601 Haggerty Lane Suite A
Bozeman, Montana 59715
406-602-4202

INTRODUCTION

Congratulations on becoming an EMT Candidate in Best Practice Medicine's Emergency Medical Technician course. We applaud your dedication to gain knowledge and expertise that will help your friends, neighbors, and community in their time of need. It is our goal to provide a course of instruction that will equip each of you to function as an entry-level EMT and successfully complete the state and national certification process.

Best Practice Medicine Education History

Best Practice Medicine is a Montana clinician founded, owned and operated education team specializing in emergency and critical care education. Our team of over forty educators provide lifesaving education to clinicians in nearly every discipline. As the fastest growing education team in Montana, we serve providers from all over the country with our wide variety of specialized and purpose-built programs. Our curriculum meets or exceeds both the Montana Board of Medical Examiners standards and National Standards. Best Practice Medicine has been operating since 2016.

Our Purpose

Guarantee the health and safety of clinical teams and their patients in time sensitive decisions, especially high risk, low-frequency non-discretionary time emergencies.

Best Practice Medicine Officers

CEO Ben King

COO Loren Deichman

Medical Director Zach Sturges MD

Program Approvals, licensure and memberships

Best Practice Medicine is authorized by the Montana Board of Examiners to offer EMT educational programs.

Montana BOME

P. O. BOX 200513

301 SOUTH PARK AVENUE

HELENA, MT 59620-0513

Accrediting Agencies

Best Practice Medicine is provisionally accredited by the Society for Simulation in Healthcare.

Society for Simulation in Healthcare

2021 L Street, NW Suite 400

Washington, DC 20036

Phone: 866.730.6127

Academic Calendar

Best Practice Medicine provides four EMT courses per calendar year. The EMT curriculum is 10 weeks in length. Candidates successfully obtaining a course completion certificate are able to sit for the NREMT cognitive exam.

Classes meet two to three times per week, depending on the current block of instruction and holidays. Typical class time is from 6 pm-10 pm on weekdays and 8 am-5 pm on those Saturday class days.

Observed Holidays

Standard Federal Holidays-Provided to students depending on the season in which the course is being conducted.

EMT Course Staff and Faculty

Staff Member and Role	Phone Number	Email
Loren Deichman, BS NRP <i>COO & President</i> <i>Lead Instructor</i>	406-600-8649	ldcichman@bestpracticemedicine.com
Ben King, BS CC-NRP <i>CEO</i> <i>Instructor</i>	406-602-4202	bking@bestpracticemedicine.com
Kevin Box, CC-NRP <i>Director of MED-ED</i> <i>Course Director</i>	406-602-4202	kbox@bestpracticemedicine.com
Matt Macoy, BA EMT <i>Director of Marketing</i> <i>Instructor</i>	406-602-4202	mmacoy@bestpracticemedicine.com
Amber Olson, BS NRP <i>EMT/AEMT Course Manager</i> <i>Instructor</i>	406-602-4202	aolson@bestpracticemedicine.com

Paul Menkhaus, MD <i>Assistant Medical Director Instructor</i>	406-602-4202	pmenkhaus@bestpracticemedicine.com
Lauren Bodeman, NRP <i>Instructor</i>	406-602-4202	lbodeman@bestpracticemedicine.com
Matt Hopkins, EMT <i>Instructor</i>	406-602-4202	mhopkins@bestpracticemedicine.com
Amber Clifton, EMT <i>Instructor</i>	406-602-4202	aclifton@bestpracticemedicine.com
Marcus Svingen, AEMT <i>Instructor</i>	406-602-4202	msvingen@bestpracticemedicine.com
Sarah Jorgenson, AEMT <i>Instructor</i>	406-602-4202	sjorgenson@bestpracticemedicine.com
Scott Marquardt, AEMT <i>Instructor</i>	406-602-4202	smarquardt@bestpracticemedicine.com
Miranda Roy, EMT <i>Instructor</i>	406-602-4202	mroy@bestpracticemedicine.com
Jason Wheeler, Paramedic <i>Instructor</i>	406-602-4202	jwheeler@bestpracticemedicine.com

Admission Requirements

To attend this EMT course a student must:

- Be at least 18 years of age at the time of State Licensing exam
- Have a valid state or U.S Government issued picture identification
- Complete a Best Practice Medication registration application
- High school graduate or GED equivalent
- No prior felony convictions – may be waived on a case by case basis by the MT BOME
- Approved by the Lead Instructor or Medical Director
- Attain AHA BLS CPR certification prior to the beginning of clinical rotations

- Provide proof of student malpractice insurance
- Provide a copy of immunization record (MMR, HEP B, Negative TB Test (PPD)) prior to clinical rotations

Recertification requirements for EMTs:

- Complete 48 hours of continuing education every two years
- Complete a MT approved EMT refresher course every two years
- National Registry: Complete 40 hours of continuing education every two years and be approved by a training officer for renewal

Student Conduct

Best Practice Medicine strives to provide and maintain an environment open to learning for all students. In addition to the classroom setting, BPM students directly reflect the quality of our EMT program instructors and company operations while interacting with healthcare providers during clinical rotations. BPM expects the same conduct from our program students, both in class and in the clinical setting, that we do from our instructor employees.

The general expectations of EMT program students are as follows:

- Be on time to all scheduled class dates. Late students are a disruption to the group.
- Be well prepared for the day’s lesson. A schedule of topics and reading assignments is provided well in advance and class time is limited.
- Show up every day willing to learn.
- Communicate early and often to the Course Director over any potential problems with the course, content, or attendance.
- Show respect to your fellow students, instructors, and clinical preceptors.
- Cell phones are a distraction in class, please put them in silent mode, answer if you must but step outside if you do. Lab Instructors will call you out every single time for being on your phone during lab sessions.
- Discussions of politics and religion are polarizing and usually lead to heated interaction and lingering resentment therefore are not appropriate in class.

Grounds for immediate dismissal from the course:

- Threatening or harassing behavior towards fellow students or instructors.
- Academic dishonesty to include cheating on exams, plagiarism, and falsifying course documentation/records.
- Sexual, discriminatory, racially charged behavior or harassment.

Infractions resulting in immediate dismissal will be reported to the MT Board of Medical Examiners for consideration of future licensing action.

Drug, Alcohol and Smoke Free Environment

All Best Practice Medicine Campuses are smoke-free. Using or being under the influence of alcohol or drugs poses a significant health and safety risk to the students and others. BPM's policy is that the use, sale, transfer, purchase, or presence in one's system of any prohibited substances including alcohol, by any student while on BPM campuses, or any other places/locations or training facilities, during clinical assignments, performing assigned activities, operating equipment as a student of Best Practice Medicine is prohibited.

Physical Demands and EMT Course ADA Policy

Best Practice Medicine offers the EMT Candidate a Montana Board of Medical Examiners approved EMT training course for the singular purpose of authorization of EMT Candidates the opportunity to complete Licensing Examinations for the State of Montana Board of Medical Examiners (MT BOME). The MT BOME expects licensed EMTs to be physically capable of performing as such therefore it is necessary for the EMT Candidate to understand the physical abilities needed to be eligible to continue in this course of instruction.

To be eligible to continue in this course of instruction, the EMT Candidate is expected to:

- Occasionally Lift and carry up to 125 lbs. unaided for short distances
- Occasionally As a crew, help lift and carry 250 lbs. for short distances
- Frequently Kneel on hard ground for extended periods
- Frequently Change position from kneeling to standing
- Occasionally Lie down prone and supine on hard ground and floors without padding
- Frequently Operate gurney/cot controls, lift loaded gurney/cot, load and unload gurney/cot into an ambulance
- Continuously See with corrected vision well enough to use visual instruction aides, perform visual exam of patient, interpret diagnostic device readings such as Sphygmomanometer, glucometer, pulse oximeter
- Continuously Hear and understand adequately to utilize audio instruction aides, operate radio communication devices, conduct patient interview, auscultate lung/heart/bowel sounds, auscultated blood pressure, auscultate carotid bruits
- Continuously Read adequately to utilize course textbooks and supplied course material, take course written exams, understand medical equipment instruction and warning labels.

It is the responsibility of the EMT Candidate to read and understand the physical requirements for this course of instruction and to self-identify to the Director when the EMT candidate believes these physical requirements cannot be met. The Director will consider the student's

limitations and will make every effort to provide *reasonable accommodation* to the student. In general, any accommodation which likely cannot be provided to the Licensed EMT responding to real world incidents will not be provided in the classroom environment.

It is the responsibility of EMT Candidates who start this course of instruction and develop a physical condition or ailment, either temporary or permanent, to notify the Director of the need for accommodation to continue the course of instruction. In the event where a *reasonable accommodation* cannot be provided to the student, the EMT Candidate will be dropped from this course of instruction.

Although *reasonable accommodation* may be available during this course of instruction, the EMT candidate should not expect to be accommodated in the same manner during the BOME Licensing Exam. Please contact Montana Board of Medical Examiners to inquire about specific accommodations during Licensing Exams.

Psychological Demands

The EMT course may be stressful. The clinical rotation and many hours spent training can put added stressors on students. Students should consider personal stressors and the added course stressors that can impact course completion. BPM staff and instructors are available for assistance. Please also note:

In our endeavor to create realistic training scenarios and class discussions learners at times may encounter situations that create an overwhelming emotional response.

If at any time you are emotionally uncomfortable, please feel free to remove yourself from the situation and/or let your educator know.

Wellness of our learners is of utmost concern to all of us at BPM. We encourage learners to use appropriate means of managing various stressors from peer support to professional services.

Language Proficiency

BPM courses are taught in the English language. Currently, there is no accommodation for students, oral or written, that speak English as a second language.

Pre-Clinical Requirements

Clinical sites have certain immunization requirements to be met before students are able to participate. The following are required by Best Practice Medicine: MMR, TDAP, Hepatitis B and a negative TB skin test or x ray read by a medical physician.

Enrollment Procedures

Course start dates are listed on our website at Bestpracticemedicine.com. Please note you can purchase the required textbook several ways:

Purchase a hardcopy or eBook online from various sellers or purchase a book from Best Practice Medicine during the registration process. The cost of the book is in addition to the registration fee.

Required Textbook

Limmer, D. & O'Keefe, M.F., (2016). *Emergency Care* (13th ed.). Boston, MA. Pearson Education Inc.

ISBN 13 978-0-13-402455-4

*The companion workbook is not required.

**After registering you will receive an email confirming your registration.

Student Record Confidentiality

Best Practice Medicine maintains strict written confidentiality in relation to all student course records. Student records may be inspected by official request of the MT BOME only. Student records will not be released to or shared with anyone other than the student, course directors, medical director unless a written request/release of records is submitted by the student.

Employers, to include sponsoring departments and agencies, may only receive student records upon written consent by the student.

Medical Director Policy

The medical director is responsible for oversight of this course; the Lead Instructor retains all professional responsibility to the MT BOME for the conduct of the course and competency of EMT candidates receiving completion certificates. In addition to general oversight, the medical director may deliver lectures and conduct practical skills/scenarios as needed. The medical director is involved in an advisory role in the student appeal process as outlined in this course syllabus.

Open Door Policy

The lead instructor, course director, medical director, and instructors utilize an open door policy. Should you ever have a problem with the material, class instruction, or a classmate, please feel free to contact any instructor. Be aware that we will assume that you will have already attempted to work out any personality conflicts on your own. If such an occasion should arise, we are there to help facilitate any conflict resolution. If there still is no satisfaction, you

may discuss the matter with our Medical Director, Dr. Zach Sturges. Feel free to call or e-mail if you have any questions.

Course Location

Best Practice Medicine Training Center, 601 Haggerty Ln. Suite A. Bozeman, MT 59715

WHAT IS THE EMT COURSE?

In 1966, the committees on Trauma and Shock of the National Academy of Sciences National Research Council published a report titled "Accidental Death and Disability." This report brought attention to the inadequate emergency care being provided throughout much of the country. To help alleviate this problem, the Department of Transportation (DOT) developed nationally standardized curriculums for the training of prehospital care providers. The first curriculum developed (and cornerstone of all the prehospital care training) is the Emergency Medical Technician - Basic. This curriculum was revised in 1998, known as the EMT-Basic National Standard Curriculum, and revised again most recently in 2009 as the National EMS Education Standards where the title of EMT-Basic was changed to Emergency Medical Technician.

This course will be conducted in accordance with the 2009 National Emergency EMS Education Standards. From the Standards:

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Course study and commitment

This 160-hour course is INTENSE and moves very quickly! It requires MATURITY, DEDICATION and plenty of extra STUDY time. We suggest that for every classroom hour you attend, you must commit at minimum to an additional hour of outside study. If you are a university student with a heavy course load, we would NOT recommend taking the course. In the past, university students who carried heavy academic course loads had a very hard time completing this course. Internet access is required for this course. The Internet is available at the office of BPM during normal business hours for those without access to stable internet.

We strongly recommend that you get involved with study groups and continually practice your skills and book knowledge throughout the entire course.

EMT Course Attendance and Completion Criteria

Successful completion of this course of instruction authorizes the EMT Candidate to complete the MT BOME Licensing Examination process. As a professional licensing organization, the MT

BOME holds the Course Directors of EMS provider courses personally responsible, under the professional conduct rule, for the initial and continued competency of licensed EMS providers. Due to this professional accountability of the Course Director, the BOME does not set PASS/FAIL criteria for EMS courses in MT. This undefined benchmark for competency results in inconsistency of criteria between instructors and ultimately results in inconsistent entry-level competencies of licensed EMS providers.

Best Practice Medicine is committed to educating highly competent entry-level EMS providers and consequently maintains excellent relations with local and regional agencies who ultimately wish to hire only the most competent EMS provider. As a fundamental course in emergency medicine, this course is academically rigorous, requires a significant time commitment, and ultimately depends of the individual effort of the EMT Candidate.

Attendance

- Tardiness – Arriving more than 5 minutes late to class will equate to one hour of class time.
- Practical Skills/Scenarios - Full attendance of and participation in scheduled Practical Skills/Scenario course days is required due to the critical nature of instruction. Missing a scheduled skills/lab day will result in course failure.
- Lecture/Classroom - The EMT Candidate will be dropped from the course if more than 8 hours of non-lab class time is missed.
- Exams - EMT Candidates are required to complete all exams within the open exam period. Missed online and in-class exams will result in an exam failure and will count toward the two-exam failure criteria.

If a technical error interferes with access or completion of your online exam, you are required to immediately notify the lead instructor & course director regardless of time of day. Failure to notify the lead instructor and course director immediately will be a missed exam and counted as an exam failure.

Weather - Extreme weather and road closures may result in cancellation of course days. The EMT Candidate will be notified ASAP of any cancelled course dates.

Grading Criteria

- Quizzes – Quizzes are non-graded self-assessments administered after self-study areas of learning or to supplement extensive content, i/e following pediatrics and OB/GYN lesson sections.
- Block exams – Block Exams, are hosted in our online course management system, will be opened for a limited time for completion as indicated in your course schedule, and a passing score is 70% or greater. The student will be allowed to retest a failed exam however the retest must occur no later than 4 (four)calendar days after the failed attempt. Students failing two block exams including retests will be dropped from the

course. Block exams I-V are online, the block VI exam is a cumulative score of the homework assignments. The final exam is a written exam administered in class.

- Practical Exams – Practical exams (Skills/Scenario Exams) are Pass/Fail based on distinct criteria. Two retests are allowed for a failed Skill/Scenario Exam. A third failure of any skill/scenario exam will result in course failure.
- Clinical Requirements - Pass/Fail based on attendance, student affect, timely completion, student participation, and completed documentation.
- Final Written Exam – The course final exam is a comprehensive exam which covers all course content and will be administered in class. A passing score is 70% or greater. All students are allowed one retest of the course final exam however must pass the retest within 4 calendar days of the exam failure. Students failing to retest within 4 calendar days or the retest of the course final will not receive a course completion certificate.

Course Completion Criteria

The EMT Candidate will be issued a Certificate of Course Completion when all of the following criteria have been met:

- Attended all Practical/Lab Sessions
- Missed no more than 8 classroom hours
- Passed all block exams with a 70% or greater*
- Successfully completed (1) 10-hour clinical shift
- Passed final written exam or final retest, in-class exam, with a score of 70% or greater

*Each student is required to pass all block exams with a minimum score of 70%. Each student is permitted a total of only 1 additional exam attempt or "retake" throughout the course. An unsuccessful exam attempt will require the student to use his or her only re-take attempt. An unsuccessful retake attempt or subsequent unsuccessful block exam attempt will result in academic dismissal from the course.

Appeal Process

EMT Candidates who are pending course failure for attendance, low exam scores, and/or Practical Exam failures will be given the opportunity to appeal in writing within 24 hours of notification, to the Lead Instructor and Medical Director. When an appeal is received:

- The Lead Instructor will review the written information and forward to the Medical Director
- The Medical Director will review the written appeal, attendance, and academic records
- The Lead Instructor and Medical Director will meet with the EMT Candidate to discuss the appeal and to give the EMT Candidate an opportunity to discuss his/her performance with the Lead Instructor and the Medical Director.
- A final decision will be provided in writing to the EMT Candidate before the next course meeting day.

- Please be aware that although there is an appeal process in place, appeals to remain in the course due to test failures or lack of attendance are likely to be successful only in extraordinary circumstances.

Course Evaluations

You, as a participant of the course, are expected to complete formal instructor evaluations and course evaluation forms two (2) times throughout the course. The course directors and faculty will review these evaluations and continually improve the course in order to reach our goal of providing an optimal program that will prepare you to function at the EMT level.

Course Cost, Additional Fees, and Refunds

The total cost of this course is \$950.00 where \$300.00 is held as a non-refundable deposit and the remaining balance of \$650.00 is due by the first-course session. Unless prior arrangements are made with the EMT Course Director of Best Practice Medicine, EMT Candidates will be dropped from the course of instruction without refund of the deposit if unable to pay course costs.

- \$300 Deposit. This is non-refundable, however, registered students who are unable to attend the scheduled course may request to transfer their deposit to a future course session provided the request is made within 120 days of the original charge date.
- No refunds can be processed beyond 120 of the original transaction date.

EMT students requesting a refund for a non-academic withdrawal from the course are eligible for a partial refund of their course fee. The amount of a partial refund will be based upon the total course cost, less the \$300 non-refundable deposit and a deduction of \$5.50/hour for the course sessions the student has attended at the time of the withdrawal notification.

- Prorated refunds and discounts are calculated based on 116 live course hours @ \$5.50 / hr.
- Processing and handling fees for credit card refunds will be \$20 and deducted from the total refund balance.

Students dismissed from the course for academic reasons, inadequate attendance, or other administrative criteria are not eligible for a refund. Students dismissed under these circumstances may be permitted to return to a subsequent EMT course session and will be required to provide an additional non-refundable \$300 deposit, however, the remaining balance of the course fee will be discounted according to the prorate policy detailed above, applied to the days not yet attended in the original course session.

NREMT National EMS Education Competency Standards

- Applies fundamental knowledge of the EMS system, safety/well-being of the EMT, and medical/legal and ethical issues to the provision of emergency care.
- Applies fundamental knowledge of the anatomy and function of all human systems to the practice of EMS.

- Uses foundational anatomical and medical terms and abbreviations in written and oral communications with colleagues and other health care professionals.
- Applies fundamental knowledge of the pathophysiology of respiration and perfusion to patient assessment and management.
- Knowledge of operational roles and responsibilities to ensure patient, public, and personnel safety.
- Applies fundamental knowledge of lifespan development to patient assessment and management.
- Uses simple knowledge of the principles of illness and injury prevention in emergency care.
- Applies fundamental knowledge of the medications that the EMT may assist/administer to a patient during an emergency.
- Applies knowledge (fundamental depth, foundational breadth) of anatomy and physiology to patient assessment and management in order to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
- Applies scene information and patient assessment findings (scene size-up, primary and secondary assessment, patient history, reassessment) to guide emergency management.
- Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for acutely ill patient.
- Applies a fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post-resuscitation management.
- Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient.
- Applies a fundamental knowledge of growth, development, aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. The State of Montana BOME requires the use of the National Registry of EMT's Psychomotor Exam, which includes the following testing skills/procedures:
 1. Patient Assessment/Management-Trauma
 2. Patient Assessment/Management-Medical
 3. BVM Ventilation of an Apneic Adult Patient
 4. Oxygen Administration by Non-Rebreather Mask
 5. Bleeding Control/Shock Management
 6. Cardiac Arrest Management/AED
 7. Joint Immobilization
 8. Long Bone Immobilization

Clinical Requirements

The student must observe patient care contacts by a licensed Emergency Care Provider (ECP) in the out of hospital environment--The student should observe patient care on at least 5 patients. The Student must demonstrate the ability to perform an assessment on adult patients. The student should perform a patient assessment on at least 5 adult patients.

Amendment for Covid-19 Precautions and Mitigation

All students must cooperate with, and adhere to, best-practices and local guidelines regarding COVID-19 exposure control. As research improves and Montana State guidelines change, BPM will continue to update our COVID-19 policies and disseminate any changes to all students. In order for BPM to conduct our courses, the safety and health of all students and instructors will be kept a top priority. Accommodations will be made as necessary and appropriate to address potential exposures, quarantines and monitoring periods. Reasonable exception to the above attendance policy will be made for classes missed due to COVID-19 exposure or illness.

- Students are required to notify the course manager as soon as possible in the event of any onset of symptoms or potential exposure in or outside of class.
- Students are required to stay at home if not feeling well and participate in class through remote/online access.
- Students must wear a mask at all times when on the BPM campus.
- Students and instructors will participate in daily temperature and symptom screenings and self-report if COVID contact or exposure is suspected or known to have occurred.
- Students must wear clean gloves when physically interacting with other students or course equipment and training materials.
- Students must participate in the regular sanitization of all training materials, desks, and shared surfaces on the campus.

COVID-19 Screening will take place prior to any in-person activities related to this course. A copy of Best Practice Medicine's COVID-19 Mitigation plan is available upon request.

Receipt of Syllabus

Name: _____
Last First Middle

Course: Emergency Medical Technician

The instructor has given me a copy of the course syllabus for this class. I have read the syllabus and understand the course content, grading & attendance policies, and the student conduct policy.

Student Signature

Date