

# BEST PRACTICE MEDICINE



COURSE SYLLABUS & STUDENT HANDBOOK  
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BEST PRACTICE MEDICINE  
601 Haggerty Lane Suite A  
Bozeman, Montana 59715  
406-602-4202

PREPARING TEAMS FOR HIGH CONSEQUENCE ENCOUNTERS

## INTRODUCTION

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### 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 Paul Menkhaus MD

### Program Approvals, licensure and memberships

Best Practice Medicine is authorized by the Montana Board of Examiners to offer EMS 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

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<a href="#">Abbie Miller</a> Flathead EMT Course Manager	406-291-9905	<a href="mailto:amiller@bestpracticemedicine.com">amiller@bestpracticemedicine.com</a>

### Admission Requirements

To attend this 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 at time of State Licensing exam
- 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

### Enrollment Procedures

Course start dates are listed on our website at [Bestpracticemedicine.com](http://Bestpracticemedicine.com). Please note you can purchase the required textbook hardcopy from Best Practice Medicine during the registration process. The cost of the book is in addition to the registration fee.

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

### Course Cost, Additional Fees, and Refunds

When registering for this course, a \$300 non-refundable deposit is due with the remaining balance due by the first-course session. Unless prior arrangements are made with the Course Director of Best Practice Medicine, 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 a one-time transfer of their deposit to a future course session provided the request is made within 60 days of the original charge date.
- No refunds can be processed beyond 60 of the original transaction date.

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 up to the time of the withdrawal notification

- Prorated refunds and discounts are calculated based on 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 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.

-Students who fail a practical exam station and must retest on a separate day will be charged \$60 per station requiring retest.

-Students who fail their written final exam and must retest at a later date will be charged an additional \$30 in order to retake their final written exam.

-If a student misplaces their name tag, lanyard, clip or anything else requiring replacement, there will be a \$5 fee charged for each replacement during the length of their course.

-make up lab time will be charged at \$35.00 / hr for regular sessions (medical / trauma lanes will be charged at a higher rate due to set up time)

- regardless of circumstances, any more than 8 hours of missed sessions will result in dismissal from the course without prejudice.

#### Course Location

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

Flathead: Best Practice Medicine Flathead Campus, 600 Windmill Drive Suite B Columbia Falls, MT 59912

#### Course study and commitment

This 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 Bozeman office of BPM during normal business hours for those without access to a stable internet.

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

#### Physical Demands and Course ADA Policy

Best Practice Medicine offers the Candidate a Montana Board of Medical Examiners approved training course for the singular purpose of authorization of Candidates the opportunity to complete Licensing Examinations for the State of Montana Board of Medical Examiners (MT BOME). The MT BOME expects licensed EMR/EMT/AEMTs to be physically capable of performing as such therefore it is necessary for the 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 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 Candidate to read and understand the physical requirements for this course of instruction and to self-identify to the Director when the 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 EMR/EMT/AEMT responding to real world incidents will not be provided in the classroom environment.

It is the responsibility of 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 Candidate will be dropped from this course of instruction.

Although *reasonable accommodation* may be available during this course of instruction, the 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

This 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. Clinical sites may also require a Covid vaccine. This is out of our control therefore Best Practice Medicine cannot provide for any exemption.

### Student Conduct

The general expectations of learners 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.

Any behavior that results in a compromise in the psychological safety of the other learners or instructors may result in disciplinary action.

- General disruptive behavior will not be tolerated.
- Uncontrolled outbursts will not be tolerated

It is critical to remember that, when participating in any Best Practice Medicine function, that your conduct and dress are a reflection not just of you but of the program you are attending.

- If for some reason, you are unable to attend a clinical rotation due to poor physical health, your course director must be notified immediately and necessary follow up completed as directed for your clinical site.
- Students who arrive for clinicals in poor general health or inappropriately dressed will be immediately dismissed from their clinical slot per the site's policy or per the direction of the course manager.

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.

#### Dress Code:

##### Classroom Attire:

- Clean, close-toed shoes must be worn at all times regardless of circumstances.
- Learners must wear clean pants that reach the top of their feet and are free of tears. Shorts, leggings, yoga pants, capris, or excessively sagging pants are not permitted. Jeans, khakis, cargo pants or other solid-colored, sturdy pants are acceptable.
- Shirts must be clean and free of tears. They must completely cover the mid-section even while moving, lifting, or otherwise participating in class functions. Any neckline that exposes cleavage or bra straps is not permitted.
- Hair that is longer than shoulder-length must be secured whenever participating in lab/skills.
- Name tags must be worn and clearly visible at all times.
- A watch with secondhand capability is required

##### Clinical Attire:

- Clean, sturdy, dark-colored footwear that at minimum covers the ankle are required.
- Learners must wear sturdy, khaki, dark blue, or black pants that reach the top of their foot and are free of tears. Leggings, yoga pants, capris, or excessively sagging pants are not permitted.
- A clean BPM-issued shirt must be worn at all times. The shirt must cover the mid-section even while moving, lifting, or otherwise participating in clinical functions. Any neckline that exposes cleavage or bra straps is not permitted.
- Hair that is longer than shoulder-length must be secured whenever participating in lab/skills.
- Name tags must be worn and clearly visible at all times.

##### 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.

#### 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 Attendance and Completion Criteria

Successful completion of this course of instruction authorizes the 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 on the individual effort of the 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.
- If an absence from a lab session is an emergency, make up time may be considered at the discretion of the course director.
- All absence notifications must be sent via email to the course director or lead instructor prior to class start time.
- Lecture/Classroom - The Candidate will be dropped from the course if more than 8 hours of non-lab class time is missed.
- Exams - 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 Candidate will be notified ASAP of any canceled 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.

\*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.

### Course Completion Criteria

The 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 necessary clinical shift(s)
- Passed final written exam or final retest, in-class exam, with a score of 70% or greater

### Appeal Process

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 Candidate to discuss the appeal and to give the 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 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 appropriate EMS level.

# EMR-Specific Class Information

## Addendum A

### **WHAT IS THE EMR 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 Responder - Basic. This curriculum was revised in 1998, known as the EMR-Basic National Standard Curriculum, and revised again most recently in 2009 as the National EMS Education Standards where the title of EMR-Basic was changed to Emergency Medical Responder.

### **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 Responder 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 Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Responder is a link from the scene to the emergency health care system.

### ***Recertification requirements for EMRs:***

- Complete an 8 hour EMR refresher course every two years
- Complete 4 hours of individual CEs every two years
- Complete 5 hours of state-local directed CEs every two years

### ***Course study and commitment:***

It is estimated that you will spend over 60 hours in the classroom, 30 online, and an additional 10 hours in the Emergency Room for patient observation. To say the least, this 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 to an additional hour of outside study. If you are an MSU student with a heavy course load, I would NOT recommend taking the course. In the past, MSU students who carried heavy academic course loads had a very hard time completing this course.

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

### ***EMR Course Attendance and Completion Criteria***

Successful completion of this course of instruction authorizes the EMR Candidate to compete 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.

We are 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 EMR Candidate.

### ***Attendance***

Practical Skills/Scenarios - Full attendance of scheduled Practical Skills/Scenario course days is required due to the critical nature of instruction.

Lecture/Classroom - The EMR Candidate will be dropped from the course if more than 4 hours of non-skills lab class time is missed.

Exams - EMR Candidates are required to attend all scheduled exam days. Missed exams will result in failure of the course. The block exams will be taken online. The course's final written exam will be live at a date TBD..

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

### ***Grading Criteria***

Quizzes and Homework Assignments will be graded and collectively count as 1 Block Exam grade. See "Block exams" grading policy..

Block exams – Block Exams are hosted in our online course management system, will be opened for a limited time for completion, and are passed with a score of 70% or greater. Students missing the open exam period will be dropped from the course. The student will be allowed to retest a failed exam. Students failing more than two block exams including retests will be dropped from the course.

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.

Final Written Exam – The course final exam is a comprehensive exam which covers all course content and will be administered in class. All students are allowed one retest of the course final exam. Students failing the retest of the course final will not receive a course completion certificate.

### ***Course Completion Criteria***

The EMR 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 4 classroom hours
- Passed all block exams with no more than 2 exam failures
- Passed final written exam or final retest, in-class exam, with a score of 70% or greater

## Amendment for Covid-19 Precautions and Mitigation Addendum D

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 Responder/Emergency Medical Technician/Advanced EMT

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