

**SANTA BARBARA CITY COLLEGE**

**ALLIED HEALTH DEPARTMENT**



**EMERGENCY MEDICAL  
TECHNICIAN**

**Course Syllabus/Handbook**



## Santa Barbara City College Allied Health EMT 110

Welcome to Santa Barbara City College EMT program!

This class is an intensive 16-week 6-unit course that demands much of your time and has very high expectations, but I think you will find it to be a very rewarding class. You must be present at each class, keep up on reading and complete a workbook and other assignments. There is a strict grading guideline. Unless your specific goal is to become a certified EMT, I do not recommend taking the course as it is very time-consuming, challenging, and expensive.

This course will likely cost you \$1500. Costs includes tuition, books, clinical uniform, lab equipment, medical exam, immunizations, testing fees and our document center called Castlebranch which also provides your background check. Please set aside money to cover the cost of the class. For students in the Promise Program only textbook/workbook and required EMT supplies from the SBCC Bookstore will be covered. In addition, insurance companies may possibly not pay for medical requirements, but they are still required by the program due dates as outlined in the syllabus.

Please review this Syllabus and Student Course Handbook for policies and requirements. Please note and understand that most of these policies and requirements are placed by the school, agencies, and governing boards; these are not policies that I have created to make life difficult. We will help you navigate them as painlessly as possible. Please be familiar with your SBCC Canvas EMT Dashboard including what is in FILES. It is your responsibility to check Canvas Announcements and your SBCC Pipeline emails regularly.

Safe practices will be enforced. Assessment gloves will be provided and worn. If you are sick in any way, you should email the Program Director immediately before class and not come to lab or a scheduled clinical session. Please note, however, there is a very strict attendance policy. All students shall follow SBCC Guidelines, and current standards outlined by SBCC Administration and the EMT Program for campus clearance. Facial masks shall be worn according to current school guidelines. Frequent hand washing and cleaning of equipment will be enforced. Guidelines may change according to College, County, State and National mandates. Welcome to the world of EMS--you never know what your day is going to entail in this exciting, challenging and rewarding career! The Staff and SBCC EMT110 looks forward to a great semester and we welcome you!

**Special Note:** The instructor reserves the right to make changes to the course syllabus during the semester and will advise student of such changes as early as possible.

Program Director: Mark Petersen [mpetersen3@pipeline.sbcc.edu](mailto:mpetersen3@pipeline.sbcc.edu)

## GENERAL INFORMATION

### **COURSE DESCRIPTION – ALLIED HEALTH EMT 110 — Emergency Medical Technician**

This course provides theory and skills for the treatment of acute/emergency injury and illness. Upon completion of the course, the student has the specific knowledge and skills of Emergency Medical Technician (EMT). This course fulfills the curriculum guidelines of Title 22, California State Health and Safety Code for EMT certification. The student must complete observations in a hospital and with a field EMS provider. Students successfully completing the course will receive a **Skills Competency Award** which allows one to take the National Registry of EMTs (NREMT) Exam. Passing this exam is required by the State of California to obtain EMT certification in any county in California. The computer-based test is offered at testing centers throughout California. SBCC provides the practical portion of exam at the end of the semester.

### **PREREQUISITES–**

- Must be 18 years old by the 4<sup>th</sup> week of class.
- CPR Card: AHA BLS Provider or RED CROSS BLS Provider or DAN. These are the **only** cards accepted.
- Please see Physical Exam requirements listed below for other important medical requirements.

**RECOMMENDED--**Medical Terminology, Anatomy and Physiology is *highly* recommended prior to enrollment.

## FACULTY

NOTE: ALL emails regarding the program or any instructor/lab assistant should be directed to the Program Director, [megauthier@pipeline.sbcc.edu](mailto:megauthier@pipeline.sbcc.edu) . It will be forwarded to the proper instructor if needed.

**Mark Petersen, EMT-P**  
**Program Director/ Lead Instructor**  
[Mpetersen3@pipeline.sbcc.edu](mailto:Mpetersen3@pipeline.sbcc.edu)

**Mary Gauthier, EMT-P,**  
**Clinical Coordinator/Instructor**  
[megauthier@pipeline.sbcc.edu](mailto:megauthier@pipeline.sbcc.edu)

**Dana Sullivan, EMT-P**  
**Instructor**  
[Dsullivan1@pipeline.sbcc.edu](mailto:Dsullivan1@pipeline.sbcc.edu)

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**Instructor**  
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**\*Other qualified instructors and lab teaching assistants with EMS field experience and knowledge.**

### **CONFLICTING INSTRUCTOR STATEMENTS**

One of the many advantages of the Santa Barbara City College EMT Program is the diversity of its instructors in terms of both education and experience. Due to this diversity of background, in addition to the reality that medicine is both an art as well as a science, students will sometimes hear things from one instructor that ostensibly contradict another instructor. Students are encouraged to bring such matters to the attention of the relevant instructor(s) for clarification.

## COURSE REQUIRED MATERIALS

### **Text Book and Work Book**

*Emergency Care and Transportation of the Sick and Injured, 12 editions, by Jones & Bartlett Learning Textbook and Workbook*

Watch with second hand

Name badge holder

### Clinical Uniform

- EMS Dark blue or black tactical pants or similar (see Canvas Dashboard for approved examples)
- SBCC black EMT polo shirt
- Black belt
- Black shoes (see Canvas Dashboard for approved examples)
- N95 mask
- Safety glasses
- Pen and pocket note pad
- Assessment Kit (BP cuff/stethoscope/penlight)

*See EMT Canvas Dashboard Shell for complete details on dress code, expected performance and requirements.*

## COURSE COMPLETION REQUIREMENTS

**COURSE COMPLETION** – In order to receive a **Course Completion Certificate (at SBCC, termed “Skills Competency Award”)**, which is required to be eligible to take the NREMT written examination, a student must complete **all** of the following listed below. A *Skills Competency Award* will be issued to each student upon completion of the course. This is NOT an EMT certificate. The student will then be eligible to take the NREMT exam. Upon successful completion of the NR process, the student will be eligible for certification in any local county EMS Agency (LEMSA) in California.

### Administrative –

- Background Check
- Custom Multi-Panel Drug Screen
- Medical Exam
- Vaccinations
- TB Test
- Cottage Online MCE Training
- Homework Assignments
- Attendance
- Exams

### **All Pre-Clinical Documentation Requirements are due by:**

**Fall Semester: 3<sup>rd</sup> week of September**

**Spring Semester: 3<sup>rd</sup> week of February**

### Lectures:

Lectures are scheduled every Tuesday from 2:15-6:45 pm. Students are **required** to attend all lecture sessions. Class and individual participation will be evaluated based off of polls, case studies, discussions and review questions. Student should come prepared by having read the chapters for that week’s lesson.

### Labs:

Students are **required** to attend both of their assigned lab days, Wednesday & Thursday. Labs will be active and consist of hands-on skills and testing. Student should come prepared by reading required material pertaining to that week and reviewing any videos.

### Clinicals – Satisfactorily complete clinical shifts as follows:

- Twenty-four hours of observation completed as follows:
    - Two- 6-hour shifts in a hospital emergency department
    - One- 12-hour shift with a private ambulance provider
- \*\*Observations must include a total of 10 (ten) documented patient contacts\*\***

### Mandatory Orientation Day:

There will be a mandatory orientation day scheduled during the 4<sup>th</sup> or 5<sup>th</sup> week of class and will be posted before the semester begins. Mandatory orientation day will consist of online classes for Cottage Hospital, N95 testing, documentation uploads, clinical review and any other items that need to be addressed.

## ATTENDANCE POLICY

### **SBCC Academic Standards and Policies**

The Board of Governors of the California Community Colleges has adopted the following community college criteria and standards, as stated in the *California Code of Regulations*, Title 5, Chapter 6, Subchapter 1, Article 1:

*All students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. Students who are not in attendance at the first class meeting are considered “no-shows” and the instructor may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, **an instructor may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring semesters, and the 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three (3) meetings, or the equivalent of one week of class attendance or according to absence guidelines as published in the course syllabus.***

*Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify their instructor by email and/or phone message if they are absent for medical reasons. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Student Affairs, Room SS-260, (805) 730-4037.*

### **EMT 110 Attendance Policy**

Title 22 of the *California Code of Regulations*, Division 9, Chapter 2, Section 100074 mandates that students must complete 170 course hours which includes **24 hours of mandatory clinicals**. Therefore, a student **may not miss more than 1 Lecture and/or 2 Labs for any reason. The instructor may withdraw the student from the EMT course for excessive absence through the 9th week**, which also adheres to the SBCC Attendance Policy. Any absences as stated above or accumulation of absences after Week 9 will result in grades only and the student will not be eligible for a Skills Competency Award/course completion, making the student ineligible for taking the EMT National Registry Exam.

### **Excused Absence**

In the event of illness or other unforeseen emergency, the student must notify the Primary Course Instructor via email prior to class or as soon as practical and the reason for the absence. If such notification is made in a reasonable timely manner, the Primary Course Instructor has the discretion to excuse the absence. The hours missed will be required to be made up in an assignment format with a due date no later than 2 weeks from missed class. Attendance Policy guidelines as stated above will still be in effect.

### **Unexcused Absence**

Unexcused absences are grounds for immediate dismissal from the program, rendering the student ineligible to receive a course completion and Skills Competency Award.

## **Switching Labs**

### **SBCC Admissions & Records Policy:**

NON-REGISTERED STUDENTS: Under no circumstances may a student who is not officially registered or officially auditing attend your course. **Students may only attend the lab registered for. No exceptions will be made.**

## **Tardiness**

Tardiness is a poor reflection of professional conduct and should only occur for legitimate reasons. A student may be terminated from the program should the Program Director determine that the tardiness is unexcused and/or excessive. **Excessive tardiness** is defined as 15 minutes late. Classroom doors may be locked after class commences. Three (3) excessive tardies will equal 1 missed lab.

## **Ditching**

Failure to return to class after a break or leaving during class without prior permission from the instructor is grounds for immediate dismissal from the course.

## **Missed Information**

Students who are not in attendance during a class due to an approved excused absence or portion of a class for any reason are responsible for obtaining the information that was covered during their absence. Instructors will not be providing make-up material.

## **Instructor Drop**

When the Program Director or Instructor drops a student from the program for any reason, the student should not presume h/she is officially dropped until h/she verifies the drop with the Office of Admissions & Records. It is still the student's responsibility to ensure that s/he has been dropped. Students may receive an "F" grade if they fail to officially drop the course.

*It is the responsibility of the student to know all of the academic standards, policies, student rights and responsibilities as outlined in the Santa Barbara City College Catalog. <https://catalog.sbcc.edu>*

## GRADES and COURSE COMPLETION REQUIREMENTS

### Mandatory Homework

FEMA 100	10 pts	Pharmacology	10 pts
FEMA 700	10 pts	Transgender	10 pts
FEMA 907	10 pts	Workbook	60 pts

**Note:** Any late assignment will be given ½ credit. Missing assignments will disqualify you from receiving a course completion.

**Exams: All exams are mandatory. Any incomplete exams will immediately disqualify you from a course completion. If you fall below 70% on two consecutive exams, you may be encouraged to drop the class.**

(6) Unit Exams	450 pts (75 pts each)
(1) Final Exam	200 pts (must get 140pts or higher)
(41) Quizzes	410 pts each (10 pts each)

TOTAL: 1170 Points

Letter Grade	Points	Percentage
A	1053-1170	90-100%
B	936-1052	80-89%
C	819-935	70-79%

*Need a C for EMT Course Completion AND a 70% minimum on the Final Exam*

D	702-818	60-69%
F	Below 702	Below 60%

\*\*Minus and Plus grades are not given in this course.

**Extra Credit**—There will be opportunity for some extra credit assignments.

**Special Notes on Grades:** In order to receive a Skills Competency Award you **must** complete all requirements for labs and clinicals, **complete** the course with a 70% **and** you must also achieve a 70% on the final examination.

**Skills** – Students are required to demonstrate retained knowledge and competency of all BLS skills outlined by *National Registry of EMT, California Code of Regulations* Title 22, Division 9, Chapter 2 and Local Santa Barbara County EMSA. Lab skills will be tested throughout the semester. Final lab exam will consist of skills outlined by the EMT Scope of Practice and will satisfy your practical exam component of the NR Certification. You must pass all lab skills exams in order to receive a Skills Competency Award.



## CLINICAL OBSERVATION SHIFTS

Students are required to complete twenty-four (24) hours of clinical experience with our contracted providers. A minimum of ten (10) patient contacts are also required. Students will complete 12 hours on the ambulance and two (2) 6-hour shifts in the emergency department. You are covered by college insurance during your observation hours.

Student observation shifts will be graded as either satisfactory or unsatisfactory. Students must obtain a satisfactory evaluation on all clinical observations in order to earn a Skills Competency Award that is needed to be eligible to take the NREMT written exam. It is the student's responsibility to schedule and attend all observation shifts and submit the required observation paperwork.

All the policies and rules listed previously in this handbook apply to both classroom activities and clinical observation shifts. The following are additional policies and rules that apply specifically to clinical observation shifts at hospitals and with ambulance companies.

### SCHEDULING

Clinicals may not interfere with normal class hours. The clinical coordinator will review scheduling at the beginning of the semester.

### LATE ARRIVAL or CANCELLATION

In the event of illness or other unforeseen emergency, in which a student must miss a scheduled clinical observation shift, it is the responsibility of the student to notify the Primary Course Instructor and Clinical Coordinator via email as soon as possible or before the scheduled shift.

### CLINICAL UNIFORMS

See Canvas EMT Dashboard for clinical uniform details and dress code.

### SPECIAL NOTE

If you do not have an 70% in the class or you have not met the requirements listed above, it is in your best interests to withdraw from the class and re-register for the following semester. If you continue in the class and receive a passing grade of C or better, you will NOT be eligible to retake this course at SBCC and you will have NOT obtained a Skills Competency Award.

### OTHER INFORMATION

- This is a professional-level vocational program. You are expected to act professional at all times.
- For any issue regarding the class (attendance, grades, etc), you need to contact the Program Director or Instructor, not a Teaching Assistant.
- The schedule may be modified.
- Please read relevant chapters in book *prior* to class time.
- Familiarize yourself with lab skills demonstrated on Canvas prior to lab classes. "Pop" Quizzes on skills sheets can occur during any lab.
- Please do not attempt to contact your instructors at their regular places of employment.
- This class requires you to take extensive notes.
- Unprofessional behavior in class, lab or at clinical sites is cause for dismissal.

## STUDENT LEARNING OUTCOMES

- 1) Describe three critical elements in the initial management of shock.
- 2) Distinguish relevant from irrelevant data in identifying the signs and symptoms of congestive heart failure.
- 3) Perform correct CPR technique in a simulated cardiac arrest.
- 4) Identify the correct order of airway techniques for the EMT.

## SBCC AND EMT COURSE POLICIES

### CONDUCT

Ethical, professional, courteous, and appropriate behavior and speech is expected at all times. EMT students represent Santa Barbara City College, and thus must remain professional at all times both on and off the campus. Examples of unethical behavior include the following:

1. Cheating
2. Fraud, dishonesty
3. Unexcused absences
4. Excessive tardiness
5. Ditching (leaving class early without permission)
6. Profane language
7. Sexual harassment
8. Breach of patient confidentiality
9. Damaging school property
10. Use of drugs and/or alcohol
11. Theft
12. Poor hygiene
13. Failure to report injuries
14. Failure to follow school, clinical or classroom policies or procedures
15. Disobedience to instructor, college employee, or other EMT program representative
16. Sexual Misconduct and gender discrimination is not tolerated at SBCC. Title IX is the law that prohibits this kind of behavior.

## **DRUG-FREE, WEAPONS FREE CAMPUS:**

SBCC is a Drug and Weapons Free campus. The use of alcohol and/or drugs on campus is strictly prohibited. Students cannot bring any firearm, knife, or anything that can be used as a weapon to campus.

## **RECORDING**

Audio and/or video recording of classes (lecture, skills, or other) is prohibited unless approved by the instructor for DSPS students. It is not the responsibility of the instructor to provide recording materials. Any Zoom lectures recorded by the instructor will be posted to Canvas.

## **DRESS CODE & APPEARANCE**

**Didactic** – Casual “street” clothes are acceptable for didactic sessions, so long as they are clean, neat, modest, and professional in appearance.

**Skills Lab** – Same as above. Keep in mind that during skills labs, students may be crawling on the ground, leaning over, crawling into cars, etc. Dress appropriately.

## **TESTING**

Cheating is strictly prohibited, and any student caught cheating will be immediately terminated from the program. Students should avoid even the appearance of impropriety during testing conditions. The use of any electronic device (e.g., mobile phone, computer, smart watches/devices) during testing is strictly prohibited. Any such use of an electronic device during testing conditions will be deemed cheating.

## **SPECIAL NEEDS**

It is the responsibility of the student to notify the Course Coordinator of any special needs as early as possible so that arrangements can be made to accommodate the student where possible. Examples include: Physical or mental conditions, lack of computer and/or internet access. All student communications regarding special needs will be deemed confidential.

## **DSPS PROGRAM**

Students enrolled in the DSPS program must advise the Course Coordinator. It is the student’s responsibility to obtain all documentation required to comply with the program. It is the responsibility of the student to schedule all exams with the DSPS center. Please see Instructor the first week of class. More information regarding DSPS at the end of this document.

## **OBTAINING AN EMT CERTIFICATE**

Congratulations! You are taking the first step toward becoming an EMT. This is a list of steps you will need to complete.

- Set-up a Personal Account with NREMT in Week 13
- Pass the EMT Course (including skills test) & obtain a Skills Competency Award
  - EMT Program Coordinator will “verify” your successful completion of the course and skills test on-line with NREMT
- Arrange for taking the NREMT Computer-Based Exam (done on-line once verified)
- Take NREMT Computer-Based Exam

When you have passed the NREMT Exam, go to [EMT Information | Santa Barbara County, CA - Official Website](#) or your local EMSA website in your County for the application process to obtain your State Certification. Please retain this syllabus in your personal files when the course is completed.

### **Useful Links:**

**National Registry of EMT**

<https://www.nremt.org>

**Santa Barbara County EMSA (LEMSA)**

[EMT Information | Santa Barbara County, CA - Official Website](#)

**SANTA BARBARA CITY COLLEGE EMT PROGRAM**

**STUDENT AGREEMENT**

**By initialing and signing this document.....**

I have read and thoroughly understand the Santa Barbara City College EMT Program Student Course Handbook and Syllabus. \_\_\_\_\_

I agree to abide by the school and class code of conduct. \_\_\_\_\_

I understand the mandatory hourly attendance requirement. \_\_\_\_\_

I agree to abide by the dress code during labs and clinicals \_\_\_\_\_

I agree to have all clinical pre-requirements met as listed in the syllabus or be dropped from class. \_\_\_\_\_

I completely understand the grading policy. \_\_\_\_\_

I agree to hold myself to the general professional standards contained herein. My participation in this course is a direct reflection on myself, the instructors and the college and I will conduct myself accordingly. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
K number

STUDENT COPY

Instructor Witness: \_\_\_\_\_

**SANTA BARBARA CITY COLLEGE EMT PROGRAM**

**CONFIDENTIALITY STATEMENT**

I understand that in the performance of my duties as an EMT student during observation shifts I will have access to private patient health information of a personal nature. I understand that I am legally required and ethically obligated to maintain the confidentiality of such information at all times, whether functioning as an EMT student or not. I understand that a violation of patient confidentiality may subject me to both criminal and civil liability, immediate termination from the EMT Program, and/or disciplinary action by Santa Barbara City College. I hereby certify by my signature on this agreement that I have participated in the orientation and training session concerning these privacy and confidentiality requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
K number

\_\_\_\_\_  
Instructor Witness

STUDENT COPY

### **Accommodations for Students with Disabilities:**

Disability Services and Programs for Students (DSPS) coordinates all academic accommodations for students with documented disabilities at Santa Barbara City College. If you have or think you might have a disability that impacts your educational experience in this class, contact DSPS to determine your eligibility for accommodations.

DSPS is located in the Student Services (SS) Building, Room 160. Their phone number is [805-730-4164](tel:805-730-4164).

If you have already registered with DSPS, please submit your accommodation requests via the '**DSPS Online Services Student Portal**' as soon as possible. This needs to be done each semester. *If you have any questions or concerns about your accommodations, please make an appointment with a DSPS Counselor.*

Complete this process in a timely manner to allow adequate time to provide accommodations.

### **Acomodaciones para estudiantes con discapacidades:**

Los Programas y Servicios para Estudiantes con Discapacidades (DSPS) coordina todas las adaptaciones académicas para los estudiantes con incapacidades documentadas en Santa Barbara City College. Si usted tiene, o cree que podría tener una discapacidad que afecta a su experiencia educativa en esta clase, póngase en contacto con DSPS para determinar si califica para servicios.

La oficina de DSPS está situada en el edificio de Servicios Estudiantiles (SS), Salón 160. ([805-730-4164](tel:805-730-4164))

Si ya está registrado en DSPS envíe las solicitudes de adaptación a través del '**DSPS Online Services Student Portal**' tan pronto como sea posible. Debe completar este proceso cada término académico. Si tiene alguna pregunta o duda acerca de sus acomodaciones haga una cita con un consejero de DSPS.

Complete este proceso de una manera oportuna para permitir el tiempo necesario para ofrecer la debida acomodación.