



**EMT 170 Emergency Response
Communication and Documentation
2 Credits
College Now/CTE
Student Outcomes Checklist
cocc.edu/departments/college-now**

Student's Name _____

Student's Signature _____ **Completion Date** _____

**High School Teacher's
Signature** _____

Recommended Grade _____ **High School** _____

COCC Review Instructor's Signature _____

COURSE DESCRIPTION: Covers principles of therapeutic communication, verbal, written, and electronic communications in the provision of EMS, documentation of elements of patient assessment, care and transport, communication systems, radio types, reports, codes, and correct techniques.

INSTRUCTIONS: The high school teacher must evaluate the student using the following outcomes. The high school teacher will initial and date each competency as the student completes it.

REQUIRED TEXT: *EMS Documentation – John Synder - Brady*

GRADING SCALE:

93% - 100% = A	83% - 86% = B	70% - 76% = C
90% - 92% = A-	80% - 82% = B-	60% - 69% = D
87% - 89% = B+	77% - 79% = C+	0% - 59% = F

COURSE COMPLETION: Student outcome assessment and articulation credit will be based on the successful completion of all outcomes and exams. The high school teacher will then mail or deliver the following documentation to: College Now Office, Central Oregon Community College, 2600 NW College Way, Bend, OR 97703.

1. Pages 1, 2, 3 of the course outcomes checklist.
2. Completed and signed final grade roster.
3. Final paper Patient Care Report.

QUIZZES AND FINAL EXAM: Contact Matthew LaChance, COCC Director of EMS by phone 541.383.7751 or email mlachance@cocc.edu to request a copy of the topic exams, mid term exam and the final exam.

**EMT 170 EMERGENCY SERVICES COMMUNICATION AND DOCUMENTATION
FINAL GRADE COMPUTATION**

Homework/Quizzes

(20% of grade)

Assignment 1 _____
 Assignment 2 _____
 Assignment 3 _____
 Assignment 4 _____
 Assignment 5 _____
 Assignment 6 _____
 Assignment 7 _____
 Assignment 8 _____
 Assignment 9 _____

Mid-Term

(25% of grade)

Score: _____

Class participation

(20% of grade)

Score: _____

Final Exam

(35% of grade)

Score: _____

RECOMMENDED FINAL GRADE

	Average		Weight		Raw Score
Homework/Quizzes	_____	x	20%	=	_____
Mid-Term	_____	x	25%	=	_____
Class Participation	_____	x	20%	=	_____
Final Exam	_____	x	35%	=	_____
				Total:	_____

<u>Raw Score</u>	<u>Final Grade</u>
93 - 100	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
70 - 76	C
60 - 69	D
0 - 59	F

Recommended Grade: _____

(Enter here and on page 1)

GRADING: A, A-, B+, B, B-, C+, C, D, F.

See Grading Policy at

cocc.edu/departments/college-now/forms/files/grading_policy.pdf

Teacher's Signature: _____

1. Students will demonstrate a fundamental understanding of interpersonal and small-group communication skills and be able to communicate effectively in a verbal and written format.

Teacher's Signature _____ Date_____

2. Students will be able to use standard tools to resolve conflict in a manner beneficial and acceptable to all parties.

Teacher's Signature _____ Date_____

3. Students will be able to accurately document an EMS scenario in a patient care report (PCR) as well as properly complete other commonly used written documents.

Teacher's Signature _____ Date_____

4. Students will have a basic understanding of two-way communications systems, the HEAR reporting system, radio operations, the role of the dispatch center in emergency services system.

Teacher's Signature _____ Date_____

5. Students will be able to interact with other emergency service providers using a two-way radio and face-to-face.

Teacher's Signature _____ Date_____

6. Students will demonstrate the ability to report to a receiving medical facility the condition and interventions used with a specific patient being transported.

Teacher's Signature _____ Date_____

7. Students will be able to list basic procedures for answering and responding to emergency calls.

Teacher's Signature _____ Date_____

8. Students will demonstrate proper two-way radio use and etiquette.

Teacher's Signature _____ Date_____

Sample of Course Syllabus:

Course Information	
Course Title / Number	Emergency Communication and Documentation – EMT 170 CRN 21387
Course Date	SPRING Term: March 31 to June 9
Course Time	Tuesdays: 1:30-3:30
Course Location	Bend COCC Main Campus – Ponderosa 117
Course Director	Matt LaChance Office – PON 224 mlachance@cocc.edu 541-383-7751
Course Instructor	
Office Hours	
Course Description	This is a mandatory introductory course for all students seeking to enter the EMS degree program. This course is also very helpful for those students wishing to have a successful career in Emergency Services. This will offer tools that are essential in the daily activity as a Firefighter, law enforcement officer, or EMT. This course includes a broad-based overview of communication and documentation within the Emergency Services environment.
Prerequisite/Program:	Meets all requirements of enrollment regarding entrance testing. The final exam date is set and there will not be any rescheduling other than in the case of an emergency.
Learning Outcomes	
Outcomes	<ol style="list-style-type: none"> 1. Students will demonstrate a fundamental understanding of interpersonal and small-group communication skills and be able to communicate effectively in a verbal and written format. 2. Students will be able to use standard tools to resolve conflict in a manner beneficial and acceptable to all parties. 3. Students will be able to accurately document an EMS scenario in a patient care report (PCR) as well as properly complete other commonly used written documents. 4. Students will have a basic understanding of two-way communications systems, the HEAR reporting system, radio operations, the role of the dispatch center in emergency services system. 5. Students will be able to interact with other emergency service providers using a two-way radio and face-to-face. 6. Students will demonstrate the ability to report to a receiving medical facility the condition and interventions used with a specific patient being transported. 7. Students will be able to list basic procedures for answering and responding to emergency calls. 8. Students will demonstrate proper two-way radio use and etiquette.

Instructional Methods				
Methods		<p>This course will include classroom lectures, possible guest presenters, small group exercises, writing assignments, and student presentations.</p> <p>There will be multiple written assignments given during the term. Written assignments are due at the <u>beginning</u> of the following class that they are assigned.</p> <p>The mid-term and final exams are cumulative and will be based on information covered in the lecture, videos, Power Point presentations and exercises. Students are encouraged to save their assignments and quizzes for study material.</p>		
Textbook & Materials				
Textbook & Materials / Author		<p>EMS Documentation John Snyder 9780132369640 Homework assignments will be assigned by the instructor.</p>		
Topics & Assignments (subject to change)				
Week	Date	Lecture	Work Due	Assignments
1	March 31	Syllabus, BB, Into to the course		Read all handouts Review PP in Blackboard
2	April 7	Documentation: What's in it for you Professionalism Financing of EMS	Ch. 1 Critical Thinking 1 and 2 Ch. 2 Review Questions 3, 4, 7, and 8 Ch. 3 Action Plan question 1	Read handouts Review PP in BB Snyder 1
3	April 14	Legal Responsibilities	Ch. 4 Review Questions 1-10	Read handouts Review PP in BB Snyder 1
4	April 21	Documentation Fundamentals Essential Documentation Elements	Ch. 5 Practice Exercise 1 and 2 Ch. 6 Review Questions 1-9	Read handouts Review PP in BB Snyder 2
5	April 28	Narrative Documentation Mid-term	Ch. 7 Critical Thinking 1-4	Read handouts Review PP in BB Snyder 2
6	May 5	Medical Necessity Putting it all together Role play exercise	Ch. 8 Critical Thinking 1-3	Read handouts Review PP in BB Snyder 2

7	May 12	Incident Reporting Verbal Reports	Ch. 11 Review Questions 1-4 Ch. 12 Review questions 1 and 3	Read handouts Review PP in BB Snyder 3
8	May 19	Guest Lecturer Listening		Read handouts Attached files in Week 8
9	May 26	PCR report writing Listening		
10	June 2	Prep for final exam	Term Paper Due	
11	June 9	Final Exam: Tuesday June 9 1:30-3:30		

ASSESSMENT

Homework

Homework will be due the week we are covering the chapter. IE Ch. 1-3 is covered week 2 during lecture, homework for those chapters are due at the start of week 2 lecture.

Term Paper

Students will need to turn in on June 2, 2015 Final Paper. Minimum of 3 pages not including cover page and reference page. Paper should be in APA 6th edition format with proper cover page and references.

Subject: Importance of documentation

Final:

Cumulative course Final Exam:

In-class work:

Students will be responsible for being prepared for and participating in classroom discussions.

Homework assignments will need to be completed and turned into the instructor for credit at the beginning of the class. After class begins assignment is considered late.

Grading Standard:

Although the individual instructor may determine grading standard, if a student is participating in the Communication and Documentation course for credit grading will be as follows:

GRADE/PERCENTAGE

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=Less than 60%

Policies

Late Work: **Prior Instructor approval needed and will receive half credit.**

Missed

Exams/Quizzes: Can be made up with an excused absence if arranged prior to the missed exam.

Absences/Attendance: **Students are required to notify the instructor if they must miss class for illness, family emergency, work conflict, or other related issues prior to the date of the missed class. Unexcused absences are those when the instructor is not notified and/or include such issues as ski days, fishing trips, hunting trips, and any other related issue.**

Class participation will comprise 20% of your grade and is based on weekly participation in class.

Expectations for Class Participation

Participation is graded on a scale of 0 (lowest) or 6 (highest), using the criteria below. The criteria focus on what you demonstrate and do not presume to guess at what you know but do not demonstrate. This is because what you offer to the class is what you and others learn from.

I will deduct a point for participation if you are late to class. Promptness is paramount in our field of work and we need to build these habits now.

1-5 minutes late is 1 point

6-10 -2 points

11-15-3 points

Over 15 minutes you will receive not points for participation

Grade	Criteria
0	Not in class unable to participate. Unexcused Absence
3	Not in class unable to participate. Excused Absence. Only if notified prior to class starting
6	<ul style="list-style-type: none">Demonstrates good preparation: knows case or reading facts well, has thought through implications of them.

	<ul style="list-style-type: none"> • Offers interpretations and analysis of case material (more than just facts) to class. • Contributes well to discussion in an ongoing way: responds to other students' points, thinks through own points, questions others in a constructive way, offers and supports suggestions that may be counter to the majority opinion. • Demonstrates consistent ongoing involvement.
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Extra Credit: No extra credit will be given.

Cheating/Plagiarism It is essential that students conduct themselves in accordance with the high ethical standards expected of health care professionals. Because students, after completion of the program, may be certified or licensed to practice health care and may be required to assume responsibility for the life and/or welfare of other people, every student is expected to demonstrate a level of competence and patterns of behavior which are consistent with these professional responsibilities and which are deserving of the public's trust.

There are also certain actions or types of conduct that constitute unacceptable behavior. These include, but are not limited to:

1. Submitting material in assignments, examinations, or other academic work which plagiarizes a person or persons.
2. Knowingly producing false evidence or false statements, making charges in bad faith against another person, or making false statements about one's own behavior related to educational or professional matters.
3. Committing any breach of patient confidentiality, in accordance with the policies of this or any other health care institution with which the student may be affiliated during the course of the program.
4. Falsification or misuse of program records, permits, or documents.
5. Exhibiting behavior which is disruptive to the learning process in either the academic, clinical setting, or field internship environment.

6. Disregard for ethical standards appropriate to the practice of a health care professional while a student. Allegations of unacceptable behavior or of breaches of ethical standards will receive a thorough review by the program staff, and may, upon thorough review, be grounds for dismissal from the program.

Student Rights and Responsibilities ADA, Harassment, and Insurance Statements

Policies See Examples of Course Policies, Expectations and Agreements

Students Rights and Responsibilities:

Please read the Students Rights and Responsibilities handbook available at:
studentlife.cocc.edu/Resources/Policies/default.aspx

Americans with Disabilities Statement:

Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor as soon as possible, no later than the second week of the term. Students may contact COCC Disability Office in Boyle Education Center to discuss special needs, 541.383.7583.

COCC Non-Discrimination Policy:

Central Oregon Community College is an affirmative action, equal opportunity institution.. It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities or employment. Persons having questions about equal opportunity and non-discrimination, please contact Human Resources for referral to the appropriate personnel, 541.383.7236.

Physical Contact Statement:

Due to the nature of this course, students are advised that physical contact between the instructor and student, or student to student is required for some lab assignments (example, taking blood pressure, taking pulse, etc.) If you have concerns about these requirements, you are encouraged to discuss these with the instructor prior to the next class session to determine if appropriate alternative assignments exist. If you do not think you will be able to participate to the extent required by the course, you are encouraged to drop the course within the appropriate deadlines in order to obtain a refund.

Student Insurance:

Students are not covered by medical insurance while on campus or involved in college classes and activities. Students are responsible for their own medical and dental insurance coverage.