

**Module 1 –**

**Course Introduction,  
Administrative Activities, and  
Challenge Examinations**

## **OBJECTIVES**

At the completion of this lesson, the student will be able to:

### **COGNITIVE OBJECTIVES**

- 1-1 Describe the EMT-B Refresher course content
- 1-2 Discuss the Course Policies and Procedures
- 1-3 Explain the challenge examination Policies and Procedures
- 1-4 Discuss the Course Schedule
- 1-5 Discuss the Written Challenge Examination
- 1-6 Discuss the Practical Skills Challenge Examination

### **AFFECTIVE OBJECTIVES**

- 1-7 Explain the “No retest policy” of the Practical Skills Challenge Examination

### **PSYCHOMOTOR OBJECTIVES**

- 1-8 Properly complete an “Application for EMS Certification” form.

## **PREPARATION**

Motivation: Prehospital emergency medical care providers serve in a variety of agencies which may or may not provide the opportunity to gain experience in the use of the skills and knowledge gained when an individual became an EMT. Although many EMTs have access to on going continuing education and skills practice, some EMTs do not. This course will help the EMT-Basic refresh previously learned material while gaining new knowledge, skills and attitudes necessary to be a competent, productive, and valuable member of the emergency medical services team. Through both a written and practical skills challenge mechanism, this course will help evaluate the current skill and knowledge of the refreshing EMT student and provide an opportunity for customization of the course to meet the needs of each refreshing EMT student. It will also provide a mechanism to acknowledge and provide credit for the experience of the EMT student.

## **MATERIALS**

AV Equipment: Utilize various audio-visual materials relating to emergency medical care. The continuous design and development of new audio-visual materials relating to EMS requires careful review to determine which best meet the needs of the program. Materials should be edited to assure the objectives of the curriculum are met.

EMS Equipment: Introduction Session - None Required  
Written Challenge - None Required  
Practical Skills Challenge - Equipment required as specified in the Administrative Manual For EMT-Basic Practical Skills Examination  
Learning Contracts Session - None Required

## **PERSONNEL**

Primary Instructor: One EMT-Basic instructor knowledgeable in the EMT-Basic refresher course overview, administrative paper work, certification requirements, Americans with Disabilities Act issues, and roles and responsibilities of EMS.

Assistant Instructor: The instructor to Student ratio should be adequate to allow for supervision of psychomotor skill practice. Individuals used as assistant instructors should be knowledgeable in the techniques of lifting and moving patients.

### **Course Overview:**

The EMT - Basic Refresher training program is divided into nine modules. The nine modules are:

1. Course Introduction, Administrative Activities & Challenge Examinations
2. Preparatory
3. Airway
4. Cardio-Pulmonary Resuscitation
5. Patient Assessment
6. Medical/ Behavioral
7. Trauma
8. Obstetrics, Infants and Children
9. Operations

In order to assist in planning the course schedule, each of the nine modules have the number of hours which are anticipated to cover the material. There is no further breakdown of each teaching session's content provided in this course content outline.

This Instructor's Content Outline is designed to provide the Certified Instructor Coordinator (CIC) with the opportunity to structure and organize the course sessions as needed. The outline is organized in the following manner:

Modules - The module is a complete, self-contained package of educational materials focused on the attainment of skills and knowledge within a given

- subject or concept area. Each module is organized as follows:
- An Objectives list which lists of all the module objectives divided into Cognitive, Affective and Psychomotor.
  - A section on the Preparation necessary for the CIC deliver the module.
  - A Presentation outline which describes the subject material which must be covered in the specific module.
  - A Suggested Application of the module presented.
  - Guidance on development of an Evaluation of the module
  - Guidance on development of a Remediation plan for the module.
  - A Suggested Enrichment for the module.

### ***EMT-B Refresher Attendance Challenge Examinations***

Students who wish to have their attendance at the lecture portions of the EMT-B Refresher waived must demonstrate their knowledge of the material contained in those sessions by taking the course written challenge examination. Students who wish to have their attendance at practical skills sessions of the EMT-B Refresher waived must demonstrate their competence in the performance of the Practical Skills. Based on the results of the challenge examination, the course CIC and Course Medical Director will develop a customized schedule for each student which reflects those content and/or skills sessions which the student will be required to attend.

Any student may waive their right to either the Written and/or Practical Skills portion of the Challenge Examinations. In doing so, the student accepts the requirement to attend all the didactic and/or skills sessions in the EMT-B Refresher.

#### *Written Challenge Examination*

The written challenge examinations are a series of written examinations which are divided into the specific content areas of the EMT-B Refresher curriculum. This will permit the evaluation of a student against each individual course module's learning objectives and help the CIC and Course Medical Director determine the student's specific didactic needs. A decision can then be made by the CIC and Course Medical Director as to the specific modules and/or sessions which the student should be scheduled to attend.

#### *Development of the Written Challenge*

The examinations used for this portion of the course should be developed to reflect the relative weight or importance of the subject area being tested in the practice of the EMT-B. Questions used should evaluate the refreshing EMT- B's knowledge and not just describe the proper steps of a skill. Proper procedures for skills should be tested in the Skill Challenge Examination. i.e. do not have ten questions on how to apply a

pressure dressing and one question on administration of patient prescribed nitroglycerin.

There are a variety of ways in which the written challenge examinations can be developed. One way is the use of abbreviated versions of the end of module examinations used in your original EMT-B course. A second way is to develop quizzes for each module of the EMT-B refresher in advance. Using all the quizzes as the challenge exam allows for a direct relationship to the specific course content of each module/ session. This will aid in the development of a student specific course schedule of attendance. Additionally, there are a number of commercial test bank products available which can assist in the development of written examinations.

The Written Challenge Examinations should be prepared by the CIC and reviewed by the Course Medical Director for medical accuracy. The exams should be written to test the learning objectives of the EMT-B Refresher course as they are listed in the beginning of each module. The specific exams that need to be developed are as follows:

- Exam #1- Preparatory -  
Scene Safety, Body Substance Isolation, Personal Protection, Quality Improvement, Health & Safety, Medical - Legal, Domestic Violence
  
- Exam #2 - Airway -  
Anatomy Review, Opening the Airway, Suctioning, Artificial Ventilation, Airway Adjuncts, Oxygen
  
- Exam #3 - Cardio-Pulmonary Resuscitation - Suggest use of the certification examination as challenge.  
Adult CPR, Child CPR, Infant CPR, Obstructed Airway Techniques
  
- Exam #4 - Patient Assessment  
Scene Size-up, Initial Assessment, Focused History & Physical Examination, Detailed Physical Examination, Verbal Communication, Interpersonal Communication, Prehospital Care Report (PCR)
  
- Exam #5 - Medical / Behavioral  
General Pharmacology, Breathing Difficulty, Review of Circulatory System A & P, Cardiovascular Emergencies, Cardiac Emergencies  
Automated External Defibrillation, Disorders affecting the Brain, Patients with Altered Mental Status, Seizures,

Poisoning / Overdose, Environmental Emergencies, Water Related Emergencies, Behavioral Emergencies

- Exam #6 - Trauma  
Shock, Internal Bleeding, Review of the Skin, Chest and Abdomen, Airway Management, Emergency Care, Musculoskeletal Review, Injuries to Bones & Joints, Nervous System Review, Head & Spine Injuries, Principles of Moving Patients, Rapid Extrication, Helmet Removal
- Exam #7- Obstetrics, Infants and Children  
Reproductive Anatomy & Physiology Review, Predelivery Emergencies, Normal Delivery, Care of the Newborn, Abnormal Deliveries, Human Body - Developmental concerns, Airway Management Review, Oxygen Therapy, Assessment - Pediatric Exam, Common Problems in Infants & Children, Trauma, Child Abuse & Neglect, Infants & Children with Special Needs, Family Response
- Exam #8 - Operations  
Advanced Life Support Utilization, Air Medical Considerations, Hazardous Materials

### *Practical Skills Examination Challenge*

The NYS EMT-Basic Practical Skills Examination is used as the basis of the Practical Skills Challenge. The examination is organized, staffed and conducted in accordance to the current version of the “*BLS Skills Examination Administrative Manual - 1998*”. This will permit the evaluation of the student skills against the standardized minimum competency skills evaluation used for certification. The results of this skills examination will help the CIC and Course Medical Director determine the student’s specific skills needs. A decision can then be made by the CIC and Course Medical Director as to the specific modules and/or sessions which the student should be scheduled to attend.

Students must understand that the Challenge Practical Skills examination does not have any retesting. Any skill exam station which the student fails as part of the Challenge exam, will be retested at the scheduled Final Practical Skills Examination at the end of the course under the following policy:

Failing up to two (2) stations

A student who fails up to two skills stations during the challenge practical exam will be allowed to retest those stations at the final practical skills examination. This student

would not be required to repeat the stations already passed.

### Failing three (3) or more stations

A student who fails three or more stations during the challenge practical exam will be required to retake the entire EMT-B practical skills exam at the end of the course. Since this student will be required to take all stations, the end of course practical skills examination is not considered a “retest”, but would be considered as if they are taking the Final Practical Skills examination for the first time. All the retest policies affecting a student outlined in the “BLS Skills Examination Administrative Manual -1998” would apply.

### **Course Planning -**

#### Students Eligible for Refresher

To be eligible for participation in the EMT-Basic refresher, the student must meet the entry requirements listed in Part 800 and as published in the “*NYS EMS Certification Course Administrative Manual*”.

1. A student may have a current EMT card that will expire in less than eighteen (18) months.
2. A student who was certified as a New York State Emergency Medical Technician may have a lapsed certification.
3. A student who has previously failed the Final Practical Skills Examination within one (1) year or the has failed the state written certifying examination after a second attempt may enroll in the refresher course. Proof of previous failure must be provided to the CIC by the student. In the case of having failed the state written examination, a letter will have been provided by the Bureau to the student.
4. A student who has received written permission from the Bureau of EMS to enroll in an EMT-B refresher course as a result of filing for reciprocity based on EMT training from another state. The student must submit the letter which was provided from the Bureau of EMS as proof of eligibility for enrolling in the refresher.

# PRESENTATION

1. Course Introduction and Administrative Activities
  1. Introduce Instructors and Staff
  2. Review Refresher Course Content and Objectives
  3. Completing Student Applications
    1. Review regulations on previous criminal convictions
  4. Review Course Policies and Procedures
    1. Distribute Course Policies and Procedures
      1. Challenge Examinations
      2. Learning Contracts
      3. Attendance and make-up sessions
      4. Evaluation sessions
      5. Course cancellation procedures
      6. Successful course completion requirements
  5. Explain challenge policies and procedures for:
    1. Written examination challenge
    2. Practical Skills challenge
      1. Review “No retest policy”
        - (1) Failure of 2 or less stations policy
        - (2) Failure of 3 or more stations policy
        - (3) End of course Final Practical Skills exam
    3. Waiving challenge examinations
      1. Student must attend all refresher course sessions
  6. Review Course Schedule and reading assignments
    1. Challenge Examination dates
    2. Learning Contract distribution
    3. Course sessions
    4. Final Practical Skills Examination dates
    5. Final Written Examination date
2. Written Challenge Examination
3. Practical Skills Challenge Examination
4. Review of Learning Contracts with Students