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| **Med / Fire Rescue**  **Course Syllabus** |  |  |  | **2016 – 2017**  **Revised: 5 / 2016** |

*Lake Area Technical Institute: superior, comprehensive technical education that changes lives and launches careers.*

**COURSE:** MFR 105 Airway and IV Management

**INSTRUCTOR:** Greg Hall Email- [hallg@lakeareatech.edu](mailto:hallg@lakeareatech.edu) Work Phone: 882-5284, ext. 354,

Gregg Noeldner Email- [noeldneg@lakeareatech.edu](mailto:noeldneg@lakeareatech.edu)

Your instructor is available on-campus 8:00 am to 4:00 pm M-F and by appointment. However, you can expect a reply to any e-mail within 24 hours M-F and 48 hours Saturday/Sunday.

**DURATION:** 84 hours / 3 Credits

**PREREQUISITES:** Emergency Medical Technician Certification, Enrollment into MFR Paramedic Program with student status granted by the South Dakota State Osteopathic Board

**REQUIRED TEXT:** Paramedic Care Principles and Practice Fifth Edition, Volume 1, Brady/Pearson

* Students are responsible for all materials presented and handed out in class, including announcements about changes in course procedures and schedules. If a student is absent or late for class, it will be the student’s responsibility to get the information from fellow students or by contacting the instructor. It is **not the instructor’s responsibility to find out what materials you are missing.**

**REQUIRED SUPPLIES:** Pens, Pencils, eraser, highlighter, notebooks, computer

**REQUIRED TECHNOLOGY:** Computer/laptop, Internet access, Internet Browser: Firefox or Chrome, Microsoft Office (Word, Excel, PowerPoint).

**COURSE DESCRIPTION:** Course integrates comprehensive knowledge of anatomy, physiology, and pathophysiology and into the assessment to develop and implement a treatment plan with the goal of ensuring and a patent airway and adequate mechanical ventilation, respiration for all patients. As well as a pharmacology understanding and formulating a treatment plan intended to mitigate emergencies and improve overall health of the patient.

**RATIONALE AND COURSE GOALS:** Careers and work related to the Med/Fire Rescue program can be dangerous, demanding, stressful, complicated, and constantly changing; while at the same time very rewarding.

The goal of the MFR program, is to prepare you to make a difference in someone’s life when no one else can help and potentially save / preserve a life. Your goal should not study to pass a paper test, but to commit to preparing yourself to be able to make a positive difference in someone’s life; there is a profound difference.

**STUDENT LEARNING OUTCOMES:**

1. The Paramedic should be able to apply principles of Airway Management and ventilation to the assessment and management of patients.
2. The Paramedic should be able to apply concepts of pharmacology to assessment and management of patients.

**UNITS OF INSTRUCTION:**

1. Respiratory Anatomy, Physiology and Assessment
2. Physiology of the Respiratory System
3. Respiratory Problems
4. Respiratory System Assessment
5. Basic Airway Management and Ventilation
6. Advanced Airway Management and Ventilation
7. Additional Airway and Ventilation Issues
8. Principles and Routes of Medication Administration
9. Intravenous Access and Intraosseous Infusion

**TESTING OUT PROCEDURE:** There is weekly work assignments given in class after each unit discussed. Laboratory skills tests are administer throughout the semester and will be recorded with progress documented in the MFR Paramedic Psychomotor skill book. Semester will culminate with Final written test and Skills test out.

**METHOD(s) OF INSTRUCTION & ASSESSMENT:** This course may be taught using a combination of classroom and online resources including the My Portal and E-Learning management systems. Videos, lectures, informational documents, classroom activities, and homework. Students will be assessed throughout and at the end of each unit of instruction as well as at mid-term and the end of the semester.

**GRADING POLICIES:**

**Grading Scale:**

**100% - 92% = A 91% - 84%=B 83% - 75% = C Below75% = F**

No incompletes will be given. All work must be completed prior to the last day of class.

**ATTENDANCE:** Technical education is training which enables you to perform a job. Therefore, you are expected to contact your instructor and clinical site when you will be unable to attend class, just as you would an employer. Inform your instructor as soon as you know you will not be able to attend in person or @ **882-5284 ext. 354**. There is an answering service available, leave name, message, and number where you can be contacted. Students will be allowed one absence that has not been approved by the instructor. Students in this program are considered to be adults and as such, are expected to prioritize their lives and time, and make appropriate decisions accordingly. **Take responsibility for yourself and your actions**. Following the second unapproved absence from any MFR class, a counseling session with the student, instructor, and the Director of Enrollment will be completed at the earliest time upon returning to class. After the third unapproved absence, the instructor **will** drop the student from the class. The drop may be appealed to the Director of Enrollment within 3 days of the third unapproved absence. Anytime a student accumulates three or more absences through a combination of approved and unapproved, a counseling session with the student, instructor, and the Director of Enrollment will be completed at the earliest time upon returning to class. Results are not limited to, but may include termination. All absences are documented and made part of your permanent record. The ***student*** is responsible for any class work, and/or tests missed**. It is up to the student to make arrangements with the instructor to make up this work. Absence is no excuse for not completing assignments, quizzes, or tests on time. All work including tests must be completed within five days from returning to class. Any work and/or tests not completed within this time frame, will automatically receive a score of zero.**

**ADDITIONAL COURSE INFORMATION:**

*For online and on-campus students*

1. It is expected that students will spend 2 hours for each hour of class time, working outside of class to learn and master written material and practical skills requirements.
2. Laptops will be used for academic purposes only. Social networking is distracting to those around you. Please be courteous during classroom instructional time (lecture and other class activities).
3. Cellphones and other mobile devices (iPods) are to be turned off and put away unless being used for classroom activities (as specified by your instructor). Any texting during class will not be allowed. Please inform the instructor if there is an emergency call expected. No cell phones should be on or visible during class time. If you cannot follow this policy, you will be asked to submit the device to the instructor, who will return it to you at the end of class. If you choose not to submit said device, you will be excused from class and counted as unapproved absence.
4. The instructor has the right to alter the syllabus and assignments during the course. Any changes will be announced.
5. Personal responsibility is expected of all students. You are responsible for learning / knowing the material as well as meeting all due dates. It is suggested that each student develop a method for keeping track of due dates, exams, and evaluations.
6. Professional behavior is expected in class and on-campus at all times. Professionalism in the classroom and in the workplace are vital to your success. Unprofessional behavior including, but not limited to, swearing, cheating, making rude comments or gestures, displaying disrespect, and talking during instructional time will not be tolerated.
7. Excellent communication is a vital tool to success in the classroom and workplace. This communication includes in-person and email as well as any other methods utilized by your instructor. The course (via My Portal / ELearning) is available 24 hours a day, seven days a week. Your instructor is available 8:00 am to 4:00 pm M-F and by appointment. However, you can expect a reply to any e-mail within 24 hours M-F and 48 hours Saturday/Sunday. ***As an MFR student, you are expected to check your email at least once every day***. As your instructor, I am here to assist you. If I do not know you have questions or are struggling, I am not able to help. Please feel free to call, stop by my office, or send an email if you have any questions or need assistance.

*Communication guidelines for email:*

* When emailing, always use LATI’s email system for communicating with your instructor.
* Include a subject line to let me know what the message is about.
* Please include a salutation (Hi) and a closing (thank you, sincerely,)
* Clearly describe your question or information you would like to share.
* Use complete sentences including capital letters and punctuation. Email (in an academic and workplace setting) should follow a professional format; it is not the same as texting or sending a quick reply to a close friend.

*Professional Online Etiquette:*

* **Be aware of how you communicate via e-mail or in the forum so your message is not misinterpreted.** Communication between humans is approximately 90 percent body language, 8 percent tone of voice, and 2 percent spoken words. With e-mail, 98 percent of the communication’s context is no longer in play.
* **Avoid language that may come across as strong or offensive.** Language can be easily misinterpreted in written communication. Humor and sarcasm may easily be misinterpreted in online platforms, so try to be as matter-of-fact and professional as possible. No inappropriate, offensive, or profane language.
* **Review, review, then send.** There’s no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
* **An online classroom is still a classroom.** Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
* **Proofread posts and messages.** Make sure you are communicating your points as clearly as possible in the forums and other communications. The accurate grammar and spelling of a message is vital. If your audience cannot decode misspelled words or poorly constructed sentences, you are not communicating. It is a good practice to compose, review, and check your comments in Word before posting them.

1. Without my permission, you do not have the authority to record any of my class, its class members, or any content expressed here.

**LATI POLICIES and STUDENT SERVICES**

*The LATI Student Handbook is available under the Current Students menu on the LATI webpage. Please review this handbook to familiarize yourself with the student handbook. Some policies and student services listed in the handbook are outlined below.*

* *Academic Honesty/Dishonesty Statement*

Students’ Responsibilities: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

Faculty and Administrator Responsibilities: Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair treatment of all students. Administrators also share the responsibility for developing an environment that discourages academic dishonesty.

If a student is participating in academic dishonesty and is caught, he/she may be dismissed from the course.

Students come to LATI not only to improve their minds, gain knowledge, and develop skills that will assist them in their life’s work, but also to build character. Students should seek to be totally honest in their dealing with others. They should complete their own work and be evaluated upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, falsification, cheating and other academic misconduct. Per the LATI student conduct policy: Dishonesty and/or plagiarism in class, laboratory, shop work, or on tests is regarded as a serious offense, and the student is subject to disciplinary action including dismissal by the instructor and authorized representatives of the institute. It is essential that students in this course understand plagiarism and how to avoid it. Consult this website for more information about plagiarism: <http://www.plagiarism.org/plagiarism-101/overview/>

* *Career Counseling*

Guidance is available for students when investigating career choices or in reaffirming the choice already made.

* *Personal Counseling*

Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.

* *Americans with Disabilities Act Policy*

Students are entitled to ‘reasonable accommodations’ under provisions of the Americans with Disabilities Act.  Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Counseling Office.

* *Student Tutoring*

The Educational Services Center staff and peer tutors provide tutoring for all courses. If you are a student in need of help in any of your classes, please contact the Educational Services Coordinator located in the LATI library.

* *Online Learner Information*

Additional information and support for online learners at LATI is available at: <http://www.lakeareatech.edu/onlinelearner/index.html>

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The criteria and requirements for the MFR 105 class, have been explained to me and I understand them without any question or doubt regarding what I am expected and required to do in order to successfully complete this class.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_