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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 120 – Clinical Observation I

**INSTRUCTOR:** Troy Breitag Email: breitagt@lakeareatech.edu Work Phone: 882-5284, ext. 313

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:** 60 hours / 1 Credits

**PREREQUISITES:** Minimum grade of “C” in all classes, and certifications in ACLS, PHTLS, and PEPP.

**REQUIRED TEXT:** There is no text for any clinical segments, however FISDAP is utilized to schedule and track all clinical shifts, as well as document all patient contact information as well as all laboratory and skill development.

* 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

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

**COURSE DESCRIPTION:** All classes related to the Paramedic program within the Med/Fire Rescue program are approved by the SD Board of Medical and Osteopathic Examiners as well as accredited through CoAEMSP and CAAHEPP. The training focuses on all things related to caring for life threatening and non-life threatening situations and conditions, as well as other issues related to the sick and injured within the Scope of Practice for National Registry Certified Paramedics (NRP). The clinical segments of the program provide students the opportunity to put the acquired knowledge and understanding, as well as skills to use in the assessment and care of patients in the hospital setting.

**RATIONALE AND COURSE GOALS:** Carreers 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 be to 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. Students will perform collection, organization, analysis, and communication of appropriate clinical data; to include but not limited to history, physical exam, medical assessment, and diagnostic technology.
2. Students will formulate patient care plans for a variety of situations to include but not limited to medical, traumatic unjuries, psychological, and overall patient well being.
3. Students will employ patient care plans and react to changing conditions and situations while caring for a variety of medical patient presentations.
4. Students will demonstrate understanding and application of Advanced Cardiac Life Support (ACLS), Pediatric Education for Prehospital Professionals (PEPP), and Pre-Hospital Trauma Life Support (PHTLS), alogorithms and guidelines while caring for patients.
5. Students will demonstrate understanding and proper use of personal protective equipment.
6. Students will understand and appreciate a variety of legal and ethical issues related to Emergency Medical Service.
7. Students will understand, appreciate, and demonstrate issues related to the well being of the NRP.
8. Students will demonstrate proper communications skills (both oral and written), regarding all aspects of patient care and reporting.
9. Students will demonstrate the ability to work independently and as part of a team.

**UNITS OF INSTRUCTION:**

**30 hours in Cardiac Rehab -** In most cases, patients are in this department following a Heart Attack or Stroke. Use your time in this department to increase your assessment skills and communications skills. Talk to these Patients! Ask them about what they experienced, it will help you to be better able to recognize problems and treat patients in the field.

**25 hours Same Day Surgery -** Students will be permitted to start this portion of the clinical at the discretion and with the approval of the Lab instructors. You will be required to successfully perform at least 20 IV’s. You should also use this opportunity to improve your assessment and communication skills. If they are willing, talk to the patients about the procedure they are having and what signs and symptoms they experienced leading up to having the procedure. Depending on individual progress, students may not have to complete all 25 hours in this department; but any and all time less than the 25 hours must be added to totals in other departments.

**5 hours at the Human Services Agency** - In this segment, you will spend 5 hours at the Human Services Agency in Watertown. You will be spending time with the “Special Needs” clients at ATCO ENTERPRISES. These are not necessarily Patients, but people; people or people like them who could be your patient. You will be required to submit a PCR for AT LEAST three of the people (clients) you meet here. You should be able to get vitals on them, but I really want you to focus on getting them to talk to you and tell you about them or their story. In some cases this will be easy; in others it will require effort on your part to develop their trust. In the past this has been one of the most humbling and rewarding experiences students have while on clinical.

**\*\*\* Please keep in mind these numbers are minimums. Students may be required to spend more time in a particular department to acquire additional successful skill performances or because of deficiencies identified through performance reviews.**

**This is where students will actually use and improve the skills and knowledge they have developed. Assuming the position of “wall flower” or holding up a counter, will not be tolerated. If you have to be encouraged by hospital staff to do something you are not doing your job! For some the clinical phase will require you to leap outside of your comfort zone – get used to it and get past it. Make the most of every minute!!**

**TESTING OUT PROCEDURE:** There is no test out allowed for this class.

**METHOD(s) OF INSTRUCTION & ASSESSMENT:**

**GRADING POLICIES:**

**Grading for this class will be based on completion of required minimum hours, skill performance, patient contacts, and performance evaluation.**

**COMPLETION TIME TABLE:**

All required hours and skills in Clinical I / II by the following dates to receive the following grade; assuming the evaluation criteria justify the grade.

“A” – Clinical I / II must be completed before the beginning of the next Fall Semester.

“C” – Clinical I / II must be completed by the Mid-Term of the next Fall Semester.

\*\*\* Any student who has not completed Clinical I / II, by Mid-Term of the next Fall Semester will receive an “F” and will have to recycle into the next Paramedic program with the permission of the instructor.

**ATTENDANCE:**

Technical education is training which enables you to perform a job. Therefore, you are expected to contact your instructor and clinical site if you are unable to perform your assigned shift, just as you would an employer. Contact your instructor as soon as you know you will be absent, **882-5284 ext 313**. There is an answering machine available, leave name, message, and number where you can be contacted. If you have been assigned or signed up for clinical time and realize for whatever reason you will be unable to be there, you will be expected to at least attempt to contact other students in the class, so they can try to fill the time slot. Those that sign up and consistently miss the time slot will not be allowed to sign up for any more clinical time until the rest of the students have completed their clinical time.

Until notified otherwise, the instructor (Troy Breitag) will assign shifts in all clinical areas. The instructor will assign all shifts in the OR, and once assigned to that area, students will be expected to be in the OR every day, at least until the required 8 successful Intubations are completed.

Students are required to fill out a Patient Care Report (PCR) for all patient contacts. All PCR data will be entered on the FISDAP computer tracker, and paper copies submitted to the instructor **within 3 days** of the patient contact. If this is not done, none of the time, skills, or patient contacts will be counted as completed. On the back of the paper PCR form, there is a section for the preceptor to evaluate you and your level of proficiency – encourage the clinical staff to fill this in and if time allows, discuss it with you any comments. **Remember – this is a learning experience, you must be able to accept constructive criticism and use it to become a better Paramedic.** At the top of this side of the paper you will also need to write the date and the hours completed for the shift performed. **The evaluation and date/time only needs to be done on one PCR form per shift.**

**APPEARANCE and UNIFORMS**

As a student in the MFR program, you are going to be looked at with respect and admiration, just as you would be when working as a Paramedic or Firefighter. As such your behavior and appearance are held to a higher standard than everyone else. Not only do you represent the MFR program and LATI, you also represent the future of EMS and Fire/Rescue careers.

When on the LATI Campus for any class or any other reason, or while on clinical or ride time, students are expected to appear and conduct themselves as they would if on the job as a Paramedic or Firefighter. As such you are expected to abide by the following Grooming and Hygiene Standards during these times.

Grooming and Hygiene Standards

Compliance with these standards will be met without exception while on clinical sites. Any student found to be non – compliant during class will be given the opportunity to correct the issue and allowed to remain in class. If the issue is unable to be corrected, the student will be excused from class and counted as absent until the student can meet the following standards.

* Hair must be clean and neatly groomed. For Male students, hair shall not fall below the top of the collar while standing. Female student who’s hair falls below the top of the shirt collar, must have their hair secured to the back.Such students have the option of wearing their hair up, but should be done so that it maintains a neat and professional appearance without drawing undue attention.
* Students must be clean shaven when in any MFR uniform; facial hair of any kind is NOT permitted.
* Fingernails will be kept short and clean. Colored nail polish is not allowed when in uniform.
* Scented perfume, cologne, or aftershave is not permitted, however deodorant is highly recommended. Makeup, if worn, should be minimal and subtle.
* Use of tobacco in any form while in class or while in uniform is strictly prohibited.
* No jewelry may be worn with the following exceptions;
	+ Watches, wedding bands (without stones), approved necklaces must be worn inside shirt, and Medic alert identifiers.
* Visible body piercing, including the tongue, and nose is NOT permitted.
* Students may have ONE, Program approved, stud earring per ear. Dangling or hoop earrings of any kind are not permitted.
* Visible Tattoos and whether or not they are to be kept covered will be evaluated and determined at the discretion of the MFR Program Coordinator.
* Clothing both personal and uniform, will be tasteful, clean, serviceable, and comply with any requirements listed in the Student Handbook. Hats of any kind are not permitted in class or while on clinical, with the exception of an unmarked black / dark navy colored stocking cap (no ball cap style) to be worn while performing ride time/ambulance time, during cold weather and worn so as not to attract attention.

**UNIFORM**

There is no uniform requirement during the Fall semester of the first year of the MFR program, however students are required to comply with guidelines previously mentioned. The following is an outline and description of Uniform requirements for the remainder of the MFR program, regardless of degree or diploma option.

* The **MFR UNIFORM**
	+ Consists of MFR program approved, dark navy “BDU” style pants, jacket/shirt, and T-shirt, from approved MFR vendors. T-shirts shall be tucked into the pants at all times, while the jacket/shirt will be worn over the pants. Sleeves of the jacket/shirt may be worn down or rolled up as directed by MFR Program Coordinator. Pants may be worn over boots/shoes or tucked into boots as directed by MFR Program Coordinator. All buttons on pants and jacket/shirt will remained buttoned at all times when wearing the MFR Uniform.
		- Two jacket/shirts will be provided by and returned to the MFR program prior to graduation or dismissal from the program.
		- MFR approved, Black nylon belt with black buckle
		- Students will purchase three pair of pants and T-shirts. Estimated costs; $35 per pant, $8 per T-shirt, and $10 per belt.
	+ Black Boots or Shoes
		- Shall be leather tennis shoe or boot that will accept black shoe polish. There is no height limitation, but steel toe styles are not recommended. Prior to purchase, students are encouraged to send a photo of boot/shoe to MFR coordinator for approval.
		- Students will be on their feet for extended periods of time, and are encouraged to purchase boots/shoes that are durable yet comfortable.
* Socks
	+ Required and shall be black or white, if not exposed.
* Brassieres
	+ Required at all times for female students
* Program ID Card/Badge
	+ This card is the sole property of LATI, it is the student’s responsibility to maintain possession and serviceability of the card.
	+ The MFR ID card is to be worn during clinical time only, and will be returned to the Program Director upon completion of clinical requirements or upon request from the Program Director for any reason.
	+ Card/Badge will be provided by the MFR Program, if lost, replacement will be at the expense of the student and determined by the LATI Bookstore.
	+ The “MFR Uniform” described above, shall be worn during any and **all** classes and functions while on the LATI campus, or special functions identified by the MFR Program Coordinator.
* The **CLINICAL UNIFORM**
	+ The clinical (hospital), and field (ambulance) uniform shall consist of the all components of the “MFR Uniform” but the jacket/shirt and T-shirt, which is replaced with a white “polo” style shirt, approved by the MFR program.
	+ The collar of the clinical shirt will be down at all times.
	+ Students shall have the option of having the recommended minimum two shirts embroidered with their name and MFR logo by approved vendor, or wearing the MFR ID badge.
	+ For comfort purposes, an MFR Program approved, white, long sleeve, crew neck shirt may be worn under the clinical shirt.

\*\*Failure to comply with the uniform policy or performance of unethical, immoral, or illegal actions while wearing the uniform will result in removal from the program - Period.

\*\*Laundering services shall be provided for the MFR Uniform pants and jacket/shirt. All other articles shall be laundered and cared for by the student.

\*\*Any part of the MFR uniform displaying LATI or MFR affiliation is to be worn during MFR/LATI functions and activities ONLY. Students are strictly forbidden from wearing any part of the MFR uniform during ANY other activity / time.

\*\*\* Any article to include boots/shoes, deemed unserviceable by the MFR Program Coordinator, shall be replaced by the student at their expence.

\*\*\*MFR staff understands that this uniform can be costly, but remind students that money invested in good clothing and especially foot wear will pay off in comfort and long term serviceability. Staff will be available to answer any questions regarding purchasing these items, and students are advised to seek advice prior to purchasing these items.

**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 are LATI property during class and 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 120 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_