

Emergency Medical Technician

Basic Course

Student Handbook



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INTRODUCTION

This manual has been prepared by the Division of Emergency Medical Services (DEMS) of the North Dakota Department of Health. It is intended to serve as an information resource for the Emergency Medical Technician (EMT) student and describes the major components of the EMT educational program. For more detailed information on any of these topics or other emergency medical services (EMS) issues, please contact the division at the address or phone number listed on the cover.

This manual is intended to be a guideline and is not the policy of your local course coordinator. Your course coordinator may have different policies and procedures that will need to be followed. Please contact your instructor for more information.

COURSE LENGTH

The course consists of a minimum of 110 hours:

- 50 hours of lecture
 - 34 hours of practical
 - 16 hours of evaluation
 - 5 patient contacts are required and may include hospital and/or ambulance observation
 - Course Coordinator may require more than the minimum hours or contacts.
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COURSE REQUIREMENTS

- Completion of all assigned lessons and practical evaluations including patient contacts
 - Seventy percent (70%) course grade average. Local course coordinator may require higher grade average
 - Students may be dismissed from class for not completing assignments or meeting attendance and grade requirements as determined by the local course coordinator, or the course medical director.
 - **Criminal Statement:** If the student has been charged or convicted of a felony, it is advised that they receive permission through the North Dakota Department of Health prior to beginning class. All charges and convictions will be evaluated and the student will be notified if they will be eligible for certification.
 - You must review all policies and procedures of your local course coordinator.
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COURSE MATERIALS

- Textbooks and workbooks will be secured by the local course coordinator directly from vendors or publishers prior to the first night of class.
- Dress should be casual since a great deal of hands-on practice is involved.
- Bring your own notebook and pencil(s).
- The course consists of 7 modules containing 43 lessons.

STUDENT EXPENSES

Course Material Fees

Course materials such as textbook and workbook will be secured by the local course coordinator prior to the first night of class. The local course coordinator may require prepayment of the textbooks. Contact the local course coordinator for exact price and payment options.

Local Course Fee

Covers local expenses of conducting course. Check with local course coordinator regarding fee amount.

Examination Fees

The initial state practical examination fee is \$200, payable to the North Dakota EMS Association. Payment must accompany application for EMT-Basic Practical Examination, and **must be received** in the ND EMS Association office prior to the registration deadline. **Test fees are non-refundable after the registration deadline.**

A candidate that is in the initial testing phase, the ND Department of Health Division of Emergency Medical Services will provide a grant of \$175 to the ND EMS Association to lower the cost of an EMT candidate fee. This is a one time grant for each level of education and cannot be used for retesting and does not cover testing at licensed training institutions. A candidate must also graduate from a North Dakota approved program.

Refunds cannot be made since expenses (testers, building rental, etc.) are incurred in an amount proportionate to the number of registered students. If students were allowed to cancel and receive a refund after the registration deadline, testing expenses for the North Dakota EMS Association could routinely exceed the revenue generated and costs would greatly increase.

Practical retest fees are \$20 per station. A retest fee of \$200 will be assessed if all stations must be retested at another test site at a later date and candidate is not eligible for the DEMS testing grant.

STATE & NATIONAL CERTIFICATION EXAMINATIONS

WRITTEN EXAMINATION

National Registry written examination fee is \$70 per attempt. Testing is conducted through Pearson Vue test centers located at different locations throughout the state.

Devils Lake	Bismarck
Minot	Williston
Fargo	Grand Forks

Fee for testing is due upon registration. The National Registry of EMT's accepts most major credit cards. If you wish you may print out your application and return it to the National Registry with a \$70 money order payable to the NREMT.

To register to take the NREMT written examination you must log on to the NREMT website and register. Remember your login information since if you forget it you will need to contact the National Registry to obtain this information. The process is explained on the NREMT website. Once you register and your instructor gives you permission to test, you will receive an Authorization to Test number (ATT number). You will need this number when you call Pearson Vue to schedule your written exam.

A \$70 fee must be paid each time the written test is taken. Students may take the written examination a total of three times, after which they must complete a 24-hour EMT Refresher Course (which includes local practical and written examinations) before being entitled to three more attempts at the examination. If a candidate fails the written exam they must wait 2 weeks prior to any reattempts. A candidate will not be required to obtain a new ATT number for the first 3 attempts of testing. A new ATT number will be required if the candidate makes the fourth attempt at the written exam.

The written examination must be passed within 12 months of passing the practical examination. If more than 12 months lapse from the time the practical examination was passed, it must be retaken. In addition, the written and practical examinations must be passed within 24 months of completing the course.

People under 18 years of age will take a National Registry written examination. People passing this examination will be certified as North Dakota Emergency Medical Technicians (ND-EMT's). For those 18 years of age and older, the North Dakota Emergency Medical Technician certification level will be available but has the same requirements as the National Registry.

If you need more information on the written examination please contact your course coordinator.

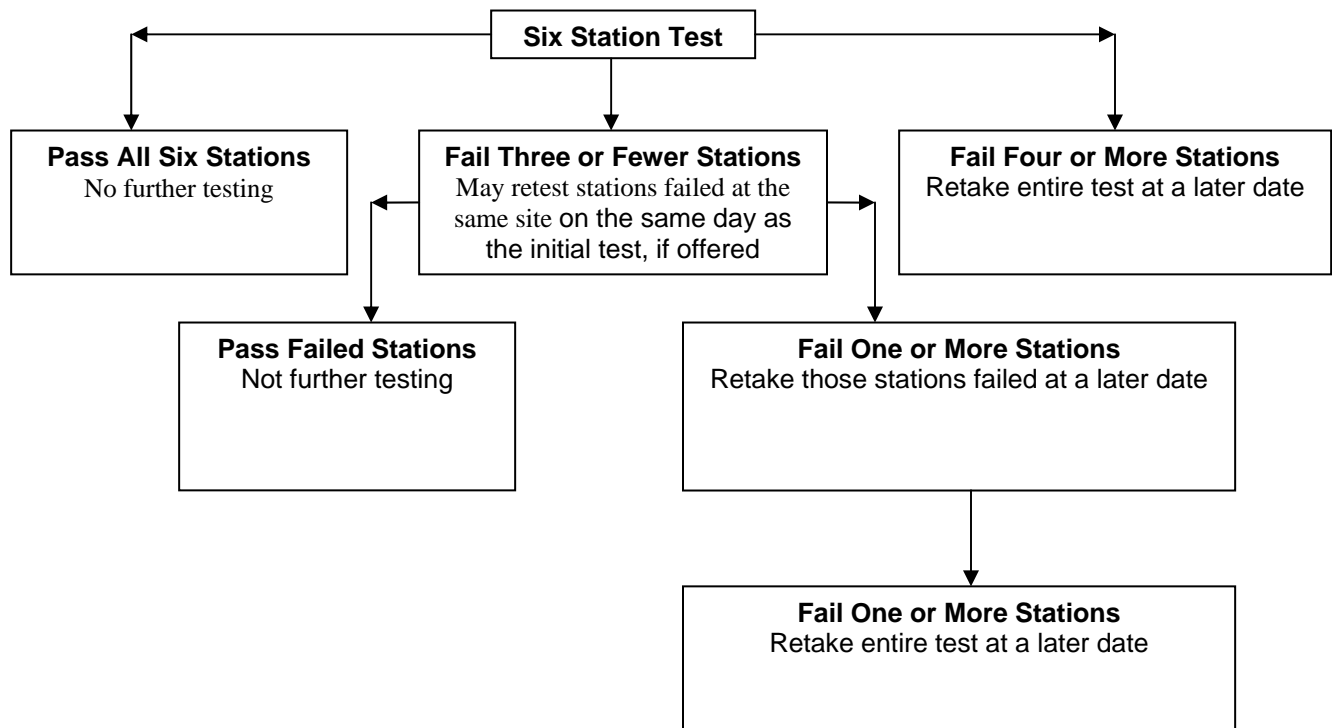
PRACTICAL EXAMINATION

- Practical examinations will be conducted at Bismarck, N.D and licensed training institutions
- The practical examination consists of six skill stations. Three of the skill stations are scenario-based and require integration of various skills, two stations are strictly skill-based stations, and one station is a random skill verification. The random skill station is conducted so the candidate is totally unaware of the skill to be tested until he/she arrives at the test site.
- The candidate will be tested individually in each station and will be expected to direct the actions of any assistant EMTs who may be present. The candidate should pass or fail the examination solely on his/her actions and decisions.
- The following is a list of the stations and their established time limits. The maximum time is determined by the number and difficulty of the tasks to be completed.

		Maximum Time
1.	Station: Patient Assessment/Management - Trauma	10 minutes
2.	Station: Patient Assessment/Management - Medical	10 minutes
3.	Station: Cardiac Arrest Management/ AED	15 minutes
4.	Station: Bag-Valve-Mask Apneic Patient	5 minutes
5.	Station: Spinal Immobilization Skills/ Supine Patient	10 minutes
6.	Station: Random Basic Skill Verification	Dependent on the skill
	1. Immobilization Skills - Long Bone Injury	5 minutes
	2. Immobilization Skills - Joint Injury	5 minutes
	3. Immobilization Skills - Traction Splinting	10 minutes
	4. Bleeding Control / Shock Management	10 minutes
	5. Airway, Oxygen and Ventilation Skills	5 minutes
	Upper Airway Adjuncts and Suction	
	6. Mouth-to-Mask with Supplemental Oxygen	5 minutes
	7. Supplemental Oxygen Administration	5 minutes
	8. Spinal Immobilization-Seated	10 minutes

Each station is supplied with several types of equipment for your selection. You may bring your own equipment. However, it must be inspected and approved before you enter the station.

PRACTICAL TESTING CYCLE



- All six stations must be passed in order to pass the examination.
- Stations are passed by performing all critical skills and obtaining the minimum required number of non-critical skills.
- Practical examination results will be available to the students at the test site, usually within one-half hour of completing the stations.
- The results of the practical examination are reported as a pass/fail of the skill station. You will not receive a critique of your performance on any skill in accordance with National Registry policy.
- Failure to conduct an adequate number of practice sessions in accordance with the curriculum during the course will almost surely result in failure at the test site. Make sure your class coordinator provides you with the practice sessions you need and deserve, and that you take advantage of them. Each student is allowed three complete attempts at the entire test cycle.

PRACTICAL EXAMINATION GRIEVANCE PROCEDURE

A formal practical examination grievance procedure exists. Students wishing to file a grievance must complete the appropriate form provided by test officials at the test site. The grievance must be filed prior to the candidate receiving results of their exam. People filing a grievance must remain at the test site until after the Test Team Committee has dealt with the grievance. A Quality Assurance Committee will investigate the allegations contained in the grievance and report its findings to the student. Students may appeal the findings of the Quality Assurance Committee to the Division of Emergency Medical Services representative present at the test site, which will reinvestigate the matter at a later date and will notify the candidate with the final decision.

National Registry Registration

- Must successfully complete both the NREMT approved state practical and the NREMT written examinations.
- Must be 18 years of age. Those younger than 18 years of age will be State certified as an Emergency Medical Technician (ND-EMT).
- Certification is valid for two years, with expiration occurring on March 31.

National Registry Re-registration

The EMT-Basic Re-registration and Continuing Education Report will be forwarded to you by the NREMT by December 1 of your expiration year to assure adequate processing time. Re-registration is achieved by:

- EMT-Basic Refresher Training, which includes local practical and written examinations.
- Maintain biennial CPR certification (for health care providers) A copy of the CPR card will need to be submitted for verification.
- Additional 48 hours of continuing education. Although the date, topic and hours are just listed on the Re-registration Report, documentation must be available for each topic listed as the Registry does do report audits each year on a random basis.
- **Requirements must be completed prior to March 31 of your expiration year, and documents being forwarded to NREMT must be postmarked by March 31.**

Remember to notify The NREMT if you move so that your re-registration papers will be delivered to you.

NORTH DAKOTA EMS ASSOCIATION

- Professional association organized to advance North Dakota Emergency Medical Services (EMS).
- Serves as a liaison and advisor to the Division of Emergency Medical Services (DEMS).
- Provides numerous continuing education opportunities:
 - Annual Spring State Emergency Medical Care Conference
 - Conferences in each EMS Region
 - Informational website
 - Response Times Magazine
- Membership (Student membership is available - enrolled in EMT course or awaiting certification results).
- For further information contact your course coordinator.

