

EMC 400

Emergency Care Systems Management

24915 Class

Mondays and Wednesdays 10:10 a.m. -12:05 p.m.

Dizney 238

Credit Hours: 3

COURSE DESCRIPTION:

EMS operations systems design and management of typical EMS agency divisions, including operations, communications, training and customer service issues. Research projects focus on system design, problem solving and working within regulatory guidelines in EMS settings.

REQUIRED TEXTS & EQUIPMENT:

Schneid, T. (2001). *Legal Liabilities in Emergency Medical Services*. New York: Taylor & Francis (ISBN 1-56032-899-1)

Waltz, B. (2002). *Introduction to EMS Systems*. Albany, NY : Delmar (ISBN 0-7668-1984-1)

Instructor:	Mr. S. Hunter MA Ed, NREMT-P, KY EMT-P
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Office Hours:	By Appointment

Grade Evaluation:

Grading for this class will include the following:

Exam # 1	-----	10 %
Exam # 2	-----	10 %
Exam # 3	-----	10 %
Project # 1	-----	10 %
Project # 2	-----	10 %
Project # 3	-----	15 %
Final Exam	-----	20 %
Daily summary & Classroom participation	-----	15 %

TOTAL		100%

Letter Grade Scale:

The final course grade will be based on the following scale:	
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Projects: All projects must utilize scholarly medical and or professional journals (e.g., JEMS*, Topics in Emergency Medicine, Lancet, JAMA*, New England Journal of Medicine, Occupational Health and Safety*, Annals of Emergency Medicine*, EMS Magazine* and others as approved). Projects may also utilize documents specific to EMS settings in Kentucky (e.g., standing orders, SOPs, legislation, local rules; as long as validated hardcopies are available for review). (* indicates the journal is available in hardcopy on campus)

Projects must also:

- a. utilize 1" borders, 12 point font, double spacing,
- b. title page and APA style bibliography and citations
- c. be approved by the Instructor prior to submission
- d. use no more than 50% internet-only citations
- e. be submitted by the due date with copies of all references
- f. include a completed "validation form"

Note: a 5th edition APA reference guide is available for use in the main library at the research desk.

Internet access will be provided both in the primary classroom area, the college computer lab and in the university's general access area in Combs.

Students will present their projects to the class. Each presentation shall last no more than 15 minutes. Audiovisual equipment will be available for PowerPoint® presentations. Students should pay particular attention to the project requirements and deadlines. The overall grade for the project will include a grade for the presentation.

Classroom Participation: Students are expected to review at least one EMS and or medical journal prior to each class meeting. Students will be required to discuss items found in those journals (and or other timely news events) at the beginning of each class session and provide a one-page summary. Students who fail to complete this "journal review" cannot receive full percentages for classroom participation. Students are also expected to fully and regularly participate in classroom discussions. At no time will it be permissible to engage in harassing, demeaning or threatening language or behavior. Students who violate the rules of the classroom may be removed from the class on a temporary or permanent basis.

Students are expected to demonstrate civility and politeness. This includes muting all cellular telephones and pagers during class times. Students are expected to refrain from using these devices during class time.

Attendance will be recorded at the beginning of the assigned class time. Tardiness will result in a

reduction in daily participation. Two tardies will be recorded as the equivalent of one absence. Absences equaling 20% or more of the assigned class will result in an administrative failure (unless approved by the Instructor).

If a student is absent during an examination, he/she must take the examination within **ONE WEEK** from the date of the primary testing. Any make-up examination **may** be different from the primary examination in form and method of delivery. If the examination is not taken within the allotted time or if alternate arrangements have not been made with the Instructor, the student will be given a zero (0) for the examination's score. All assignments, papers and projects will be penalized 15 % of the maximum grade for each date submitted beyond the deadline (without prior approval by the Instructor or medical excuse).

Incompletes: Only students who have completed at least one half of the work for the course AND who present the Instructor with a validated and significant excuse will be considered for an incomplete. It is expected that students who request an incomplete will only do so because of some event that would reasonably prevent the student from continuing their studies. These requests will be presented to the Instructor no later than the last Friday before the beginning final exam week.

Progress Reports: Grades will be distributed following each project. This is usually done within one week of the due date for the project. Cumulative grades are available upon request.

Notice: All students must either turn cell phones, pagers, PDA and other electronic media to the off position OR on "silent operation". No photographs may be taken during class without the Instructor's permission.

COURSE OBJECTIVES:

At the conclusion of the course the student will be able to demonstrate knowledge of:

1. EMS operations division design, management and supervision
2. EMS communications division design, management and supervision
3. EMS training division design, management and supervision
4. Legal issues related to EMS systems
5. EMS system management by "system status management" principles

Every effort has been made to assure that all of the dates listed in the course schedule are accurate and that they will not be in conflict with the university's schedule of events. However, if any such discrepancy exists, it is the responsibility of the student to bring that item to the attention of the Instructor. Conflicts will generally be resolved in the deference to the university's schedule.

COURSE SCHEDULE

Date	TOPIC	Prepare By Reading
1/10	Welcome, Intro. to EMS, History of EMS	Discussions about current news
1/12	Library day	
1/17	History of EMS	EMS Systems chapter 2
	Legislation and Regulation	Scope of Practice http://www.emsscopeofpractice.org/
1/19	EMS structure, NHTSA	Handouts: data points http://www.nhtsa.dot.gov/people/injury/ems/
1/24	National Organizations	Websites: NAEMSE, NAEMT http://www.emc.eku.edu/otherlinkspage.htm
1/26	Human Resources	EMS Systems chapter 4, EMS Insider (research)
1/31	Personnel Issues in EMS	LL in EMS chapter 2, management exercise (Boundless EMS)
2/2	Disabled employees and ADA	LL in EMS chapter 3
	Family Medical Leave, Wage and Hour	LL in EMS chapter 4 - 5
02/07	Injury Prevention Projects	NHTSA program project http://www.nhtsa.dot.gov/people/injury/index.html
02/09	Exam # 1	
02/14	Presentations (project 1 due)	
02/16	Negligence	LL in EMS chapter 6
02/23	Transportation	EMS Systems chapter 5
	Driving Practices	Video presentations / discussions
02/28	Medical Oversight - Accreditation	EMS Systems chapter 6 - 7, Handout: CoAEMSP, NAEMSP
03/02	Public Education	EMS Systems chapter 8 - 9, Handout (web address): NHTSA
03/14	Prevention (NHTSA)	EMS Systems chapter 8 - 9, Handout (web address): NHTSA
03/16	National Registry standard, Training	Handout: National Registry handbook, Website: EMS Educator's Guidelines
03/21	Diversity, Employment Discrimination	EMS Magazine, November 2003, self-efficacy hand-out
03/23	Diversity, Employment Discrimination	EMS Magazine, November 2003, self-efficacy hand-out
03/28	Presentations (project 2 due)	
03/30	Exam # 2	
04/04	Public Access	EMS Systems chapter 10
	Communications	EMS Systems chapter 11
	Clinical Care, Current Certifications	EMS Systems chapter 13, websites: NAEMT, AHA
04/06	Disasters	EMS Systems chapter 12, http://www.paho.org/English/DD/PED/ManejoCadaveres.htm
04/11	Simulations	
04/13	Information Systems	EMS Systems chapter 14, Interoperability Standards
04/18	System Finance	EMS Systems chapter 15
04/20	SSM data collection methods and analysis	handouts
04/25	SSM data collection methods and analysis	
04/27	Presentations (project 3 due)	
	Final Exam will be Monday, May 2 8 a.m. - 10 a.m.	

Other Important dates

January	17	Holiday – Martin Luther King Jr. Day. University offices closed.
	18	End of Add/Drop period: Last day to drop a course without a “W” appearing on your university transcript; last day to register for or add additional full-semester courses. Last day to convert “Pass-Fail” or “Audit” classes to a normal grade and credit option. Completed forms must be returned to: Registrar’s Office (SSB 239), or Corbin, Danville or Manchester ECU offices.
	28	Last day to convert a class for credit with normal grade to “Pass-Fail” or “Audit.” Completed forms must be returned to: Registrar’s Office (SSB 239), or Corbin, Danville, or Manchester ECU offices.
February	21	President’s Day University offices closed.
March	7-11	SPRING BREAK
April	29	Last day for undergraduate students to apply for December 2005 graduation.