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College of Emergency Services School Catalog – 2011

Milwaukie, Oregon Campus



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National College of Technical Instruction College of Emergency Services

9800 S.E. McBrod Avenue, Suite 200, Milwaukie, Oregon 97222
(971) 236-9231 Fax (503) 653-9239 Toll Free (888) 609-6284

Lawson E. Stuart, RN, MBA, MICP
President, Chief Executive Officer

32 Years, Prehospital Emergency Care
26 Years, EMS Education
26 Years, EMS Administration

Karin Gasch, BA
Secretary

This school is a unit of a business corporation authorized by the State of Oregon to offer and confer the academic degrees described herein following a determination that states academic standards will be satisfied under OAR 583-030. Inquires concerning the standards or school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401.

David Schappe, BA, EMT-P
• *Manager/Program Director*

14 Years, Prehospital Care
26 Years, EMS & Education
9 Years, EMS Administration

Marc Houston, DO
• *Associate Medical Director*

8 Years, Prehospital Care
8 Years, EMS & Education
11 Years, Emergency Medicine

Mary Burghgraef
• *Business Manager*

24 Years, Business Administration
9 Years, EMS Educational Administration
24 Years, Healthcare Management

National College of Technical Instruction

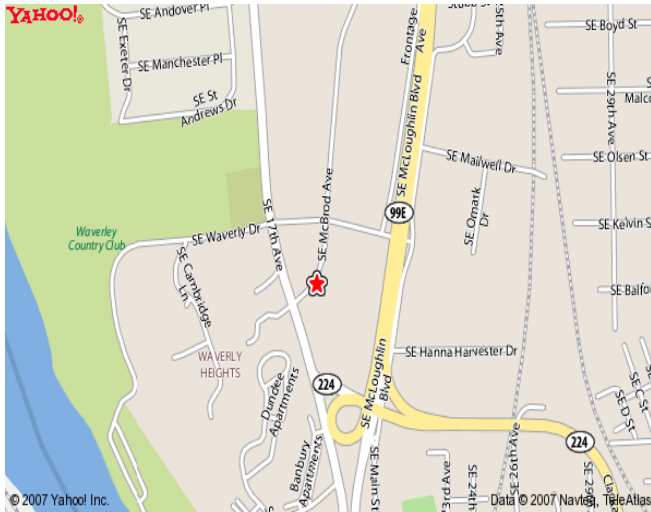
(established in 1988) is owned and operated by American Medical Response, Inc., and is the managing affiliate of the
College of Emergency Services
(established in 1995)

MISSION STATEMENT

NCTI/CES is dedicated to the delivery of high-quality education in the field of Emergency Medical Services (EMS). Its staff and faculty partner with students to achieve academic success. Programs are designed to prepare students to function as qualified entry-level healthcare professionals, providing the cognitive, psychomotor and affective skills necessary to successfully qualify for standardized certification and certification examinations for EMS personnel throughout the United States.



LOCATION / FACILITIES



NCTI/CES's Milwaukie, OR campus is located at 9800 SE McBrod Ave., Suite 200, near the I-99E – Highway 224 Interchange, just 10 minutes South of downtown Portland.

Ample free parking is available for students and customers. All instruction for the EMT & Paramedic programs, and for the A&P and EMS Pharmacology courses are held on-site at NCTI/CES (above location).

The instructional facilities consist of 2 classrooms (capacities of 42, and 28 students, respectively), 6 breakout classrooms for psychomotor skill practice, physical & on-line library resources, 3 student learning stations (computer access), and staff administrative offices in an 8,045 square foot complex. Full audio-visual equipment capabilities are available and used by instructors in all courses. NCTI/CES also has a full array of modern, state-of-the-art, EMS equipment for skill practice.

There are designated break areas available on-site for students to relax between classes. Cafe & refreshment services are available nearby, within 15 minutes of the campus.

All NCTI/CES facilities meet the fire and life safety standards as outlined in the 1989 Uniform Fire Code, as well as local jurisdictional requirements.

OPERATING SCHEDULE

NCTI/CES's administrative offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m. Staff and/or faculty members are available to answer questions and process enrollments.

Courses are scheduled from 9:00 a.m. to 10:00 p.m., Monday - Friday, and Saturdays 9:00 - 6:00. Depending on the class schedule, instruction may be all day, part of the day, or evenings, and many include Saturday sessions. Generally, instructors are available on weekdays. However, if you have questions or problems with your classes or schedule, please contact the Business Office or Registration Office at (971) 236-9231. NCTI/CES has voice mail capability for after-hours messages.

NCTI/CES observes the following holidays (no courses conducted and the administrative offices are closed): New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year's Day.

APPROVAL DISCLOSURE STATEMENT

The College of Emergency Services, as operated by the National College of Technical Instruction (NCTI), 9800 SE McBrod Ave., Suite 200, Milwaukie, OR 97222, is approved by both the State of Oregon, Office of Degree Authorization and the Oregon Health Authority, EMS & Trauma Systems division. These approvals mean the institution complies with



minimum standards established under applicable law for the operation of EMS and paramedic occupational instructional programs and the granting of academic credit and degrees. It does not however imply any endorsement or recommendation by the state. Approval must be renewed periodically as required and is subject to continuing review.

APPROVED DEGREE & CERTIFICATE PROGRAMS

**EMERGENCY MEDICAL TECHNICIAN
(168 Hours)
CERTIFICATE**

**PARAMEDIC
(1,742 Hours)
ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE**

**PARAMEDIC
(1,968 Hours)
ASSOCIATE OF SCIENCE (AS) DEGREE**

Instruction is in compliance with facility occupancy level accommodating up to 106 students at any one time. The maximum number of students admitted to any EMT program is 38; maximum number of students admitted to any Paramedic program is 38; maximum number of students admitted to any A&P course is 30; maximum number of students admitted to any EMS Pharmacology course is 38;

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements. This school's programs currently do not qualify for federal student financial aid, though from time to time other private sponsorship or scholarship programs are available from EMS employers, including NCTI's parent organization – American Medical Response. In some locations, grant funding is periodically available to qualified individuals to pay for or

assist with tuition and/or fees.

Students with complaints should communicate verbally or in writing to any instructor, administrator, admissions personnel, or counselor. Formal complaints submitted in writing will receive a written response from the Institute Director, within 21 business days of the institution receiving the complaint. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Unresolved complaints may be directed to the Oregon Student Assistance Commission, Office of Degree Authorization. (www.osac.state.or.us/oda)

“All information in the content of this school catalog is deemed current and correct as of the date of revision, and is so certified.”

Lawson E. Stuart, RN,MBA,MICP
President, Executive Director

REGULATORY OVERSIGHT

The Emergency Medical Services approving authority for NCTI/CES in the State of Oregon is the Oregon Health Authority, EMS & Trauma division, Portland, OR. (www.egov.oregon.gov/DHS/ph/ems)

ASSOCIATION MEMBERSHIP

The National College of Technical Instruction, College of Emergency Services is an institutional member and proud corporate sponsor of the National Association of Emergency Medical Services Educators (NAEMSE) – the only nationwide professional association dedicated to advancing the quality of EMS educational programs.



ACCREDITATION

NCTI/CES is institutionally accredited by The Accrediting Bureau of Health Education Schools (ABHES). NCTI/CES operates Emergency Medical Technician – Paramedic courses that are programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP).

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N
Falls Church Virginia 22043
(703) 917-9503 / Fax (703) 917-4109
www.abhes.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, Florida 33756
(727) 210-2350 / Fax (727) 210-2354
www.caahep.org

Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)
4101 West Green Oaks Blvd., Ste. 305-599
Arlington, Texas 76016
(817) 330-0080 / Fax (817) 330-0089
www.coaemsp.org

DISCRIMINATION

NCTI/CES, its staff and instructors do not discriminate on the basis of race, ethnicity, gender, sexual preference or disability. Discrimination or acts of discrimination on the part of any student will not be tolerated. **II.**

SATISFACTORY ACADEMIC PROGRESS

The National College of Technical Instruction – College of Emergency Services requires students who are attending the college to be making satisfactory academic progress toward **III.**

the completion of the educational objectives for the program(s) in which they are enrolled. All students must meet the minimum standards set forth in the college’s Satisfactory Academic Progress policy program in accordance with NCTI/CES policy (see policy 618.1 in NCTI/CES Policy and Procedure Handbook for details), or they shall be deemed not making satisfactory progress. Though NCTI is not a Title IV participating school for purposes of federal student financial aid, those students previously eligible for specific financial aid (such as Veteran’s Administration funding) may be considered ineligible by their funding source until satisfactory standards are met. Standards for satisfactory academic progress in all programs at the National College of Technical Instruction meet or exceed guidelines set forth by the United States Department of Education.

I. POLICY

Standards for satisfactory academic progress shall be applied to all students in all courses and programs. Specific aspects of satisfactory academic progress such as attendance, grading, academic probation, leaves of absence and maximum allowable program time, including the effect of failure to adhere to the standards as published, may be contained within separate, specific policies pertaining to each aspect. Where such policies exist, they will typically contain more detailed information and should be referenced as needed for application.

RESPONSIBILITY

It shall be the responsibility of the college’s Program Director(s) and Lead Faculty, in cooperation with the assigned Educational Assistants and other administrative and business office staff to maintain student records that will allow monitoring of satisfactory academic progress



IV. PROCEDURE
Satisfactory Academic Progress

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the official course syllabi provided to students, in the college catalog, and also within the college's grading policies specific to each course or program. These requirements will be reviewed at a minimum at the end of each grading period, as well as continuously monitored throughout the course or program to determine if a student's CGPA is in compliance.

Rate of Progress toward Completion Requirements (Percent successfully completed)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the clock-hours and/or credits attempted to be considered to be making satisfactory academic progress. Clock-hours and/or credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. As with the determination of the CGPA, the percentage completion requirements will be reviewed at a minimum at the end of each grading period, as well as continuously monitored throughout the course or program to determine if a student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times or 150% of the number of clock-hours and/or credits in their

program of study. Rate of progress measurements are to assure students are progressing at a rate that will enable them to complete their programs within the maximum time frame.

A National College of Technical Instruction student's progress is considered satisfactory when maintaining the following minimum requirements:

Program	% of Maximum Program Length that may be attempted	Rate of Progress Earned/Attempted	Minimum Cumulative GPA (CGPA)
EMT	24 weeks (150%)	75%	2.0
Paramedic (AAS)	96 weeks (150%)	75%	2.0
Paramedic (AAS)	96 weeks (150%)	75%	2.0

In addition to the above, the National College of Technical Instruction's policy requires students to maintain a minimum CGPA of 2.00 and a rate of progress of 75% at the end of their first academic year.

Should a student fail to maintain this standard, initially he/she will be placed on academic probation. Students are only allowed to be on academic probation once during the course or program. If they fall below the standard a second time, in accordance with the college policy they must be dismissed. However, limited provisions are made for documented mitigating circumstances such as a death in the immediate family, personal illness, personal tragedy, or other special circumstances as elsewhere described in policy.

Application of Grades and Credits

In calculating rate of progress, grades of "F" (Failure) and "W/F" (Withdrawal Failing) are counted as hours attempted but are not counted as hours completed. Pass/Fail grades are counted as hours earned but not hours



attempted. Pass/Fail courses are not awarded grade points.

When a student repeats a course, the higher of the two grades is used in the calculation of CGPA and is indicated with the grade earned and an "R".

Transfer credits are not included in the calculation of CGPA; however, the original course credits remain included in the total number of hours attempted in order to determine the required levels of CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

For students who transfer between programs or seek an additional degree, all grades and credits attempted for courses common to both programs will transfer into the new program and be calculated in the satisfactory academic progress measurements of the new program. If a student graduates from one program and then enrolls in another program, all grades and credits attempted for courses common to both programs will transfer to the new program and be calculated in the satisfactory academic progress measurements of the new program.

An "I" grade is not figured into the cumulative grade point average. If the incomplete is not removed at the end of 15 business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average and calculated in the satisfactory academic progress measurement.

Academic Probation

A student will be placed on academic probation at any time during the semester or term when his/her rate of progress or cumulative grade point average (CGPA) is less than the minimum, or if the student fails to achieve the minimum score on a major exam. During the

period of academic probation student eligibility for funding is unchanged.

Students on academic probation are expected to show commitment to removing themselves from probationary status. Students may be asked to participate in academic advising or extra tutorial sessions. Upon completion of the probationary period or normally by the next major section exam, the student's progress will be reevaluated to determine if the student is making satisfactory academic progress. A student on academic probation who does not achieve the minimum rate of progress or cumulative grade point average (CGPA) at the close of the probationary or grading period will be dismissed and will no longer be eligible for certain forms of funding. Academically dismissed students are not allowed to make application for readmission for at least one full semester following dismissal.

A student may appeal (see appeal/complaint procedure) academic dismissal beginning at the Campus Director level if he/she feels the academic dismissal was caused by mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other special circumstances. If the appeal is granted, the student will be entered on academic probation.

Reestablishing Satisfactory Academic Progress

Students returning to the National College of Technical Instruction following academic dismissal must submit an application for readmission. The campus director, program director and registrar must approve the readmission. If it is highly improbable or mathematically impossible for the student to improve above the minimum standards within the first semester of readmission, the student will not be readmitted.

Students readmitted after academic dismissal must maintain their CGPA or rate of progress



up to the minimum standards continuously. If the student does not have a minimum CGPA of 2.00 at the end of the first grading period, he/she will be again placed on academic probation. Failure to correct the probationary status by the next grading period will result in dismissal. Should a student want to reapply to his/her initial program of choice at NCTI, the student must submit an application for readmission and be approved by the campus director, program director and registrar.

Graduation and Completion Requirements

To graduate, students must have earned a minimum cumulative grade point average of 2.00 and successfully completed the required number of clock-hours and/or courses in their program of choice within the maximum number of credits that may be attempted. Upon satisfactory completion of their program, students will receive a **Certificate** or **Associate Degree**, or potentially both. No student will be allowed to graduate with an "F" in any required course without retaking the course and successfully completing it.

Cancellation and Withdrawal

A student may cancel a program or withdraw from a class at any time prior to the last two weeks of a semester. The student **must** notify the office and instructor in writing. There are no exceptions. Refer to refund policy. **Non-attendance does not constitute official withdrawal.**

A drop/withdrawal from class after the end of the sixth week of a semester will be assigned a withdrawal/passing (W/P) or withdrawal/failing (W/F). Withdrawal/failing will be included in the calculation of the CGPA; withdrawal/passing does not affect the calculation of the CGPA.

NO course may be dropped the last two weeks of a semester.

Appeal and Grievance Policy

The successful accomplishment of the school's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the school to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise.

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc due to not making satisfactory academic progress. The student should first request consideration of a decision from the person who initiated the action. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include, but are not limited to: loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc that may affect a student's attendance or classroom performance.

Students who have appealed are expected to continue in their program until the appeal is decided, unless they have been otherwise suspended or dismissed. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

Step 1 Students with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within ten (10) working days, the student should present his/her complaint as outlined in step 2.



Step 2 A student may present the grievance to the program director (or campus director, as applicable). All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another ten (10) working days, the student may proceed with Step 3.

Step 3 A student may then present the grievance to the National College of Technical Instruction president. All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another twenty-one (21) working days, the student may pursue other administrative or legal recourse as may be available.

Attendance Policy

Student attendance is necessary to complete any program. Each program varies by credit hours or clock hours. Satisfactory progress towards earning an academic degree or certificate means students must meet academic and attendance requirements. Students must maintain attendance as described in the college catalog and as set forth in program or course-specific policy. Failure to maintain this standard will lead to dismissal. All applicable rules for attendance and tardiness, in accordance with published college policy, shall remain in force and effect at all times.

Leave of Absence Policy

The National College of Technical Instruction's programs are designed as uninterrupted programs. If it becomes necessary for a student to interrupt training due to mitigating circumstances, which can include but are not limited to, serious health issues or personal issues, a leave of absence (LOA) or permanent withdrawal must be approved by the campus director in accordance with college policy. The student must meet with the campus director and/or program director, provide documentation, if possible, and sign a written request prior to the leave of absence. If

unforeseen circumstances prevent the student from providing required documentation and signing a request prior to the LOA, an approved LOA may be granted, and the campus director will document his/her decision and collect written requests at a later time. The campus director will then determine if there is a reasonable expectation the student will be able to return to school. A release to return to school may be required. LOA is not counted as hours attempted. If a permanent withdrawal is approved, the student will be permanently dropped from the program, and all monies required to be refunded to the student or to financial aid resources will be refunded within 30 days. A student who fails to return from a LOA on or before the date on the written request will be terminated from the program. As required by federal law and regulations, the student's last date of attendance prior to the approval of the LOA will be used to determine the amount of funds the institution earned and make any refunds required under federal, state, or institutional policy.

The effect the LOA has on satisfactory progress is dependent upon the length of the leave and timing of classes. Students considering requesting a leave of absence should be aware that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a LOA are not guaranteed that the class required to maintain progress in their program of choice will be available at the time of reentry.
- Students may have to wait for the program/class to be offered.



- Students may be required to repeat the entire semester from which they took a LOA prior to earning a final grade.
- Receipt of financial aid can be suspended during a LOA.

Due to the intensity of the EMT and Paramedic programs, a leave of absence is not permitted except as approved between phases of training.

Termination

A student may be terminated from class or a program due to excessive absenteeism, grade failure, conduct, violation of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. The student will receive a refund according to the refund policy.

Readmission

Students who wish to reenter the National College of Technical Instruction after withdrawing due to mitigating circumstances or academic dismissal must submit an application for readmission. If accepted, students in general programs (all programs except EMT and Paramedic) will reenter the semester from which they withdrew or were terminated (if returning on academic probation, please refer to “Reestablishing Satisfactory Academic Progress” section above).

Paramedic: Students reapplying to the Paramedic program immediately following a withdrawal or termination must follow general readmission policy and retake applicable entrance exams and procedures unless otherwise waived by the program director. A student may be required to take and successfully pass finals from semesters prior to their withdrawal if applicable. Any course resulting in a failing grade must be taken the first time the class is offered again. Program directors have at their discretion the right to

request students to retake any course he/she deems necessary.

Repeating courses may have a direct impact on certain funding sources available to the student. Check with the Business Manager for further information.

Students reapplying for ANY program after being dismissed for disciplinary reasons will be readmitted ONLY at the discretion of the program directors, faculty and president

STUDENT CONDUCT

At the discretion of the school administration, a student may be dismissed from school for any of the following:

- Serious incident or repeated incident of an intoxicated or drugged state of behavior
- Possession of drugs or alcohol upon school premises
- Possession of weapons upon school premises
- Behavior creating a safety hazard to other persons at school
- Dishonesty pertaining to investigations, documentation, examinations, quizzes or testing events
- Disobedient or disrespectful behavior to other students, administrators, or faculty members
- Serious disruption of the class and failure to modify behavior when requested
- Falsification of documents
- Any other stated or determined infraction of conduct.

STUDENT DRESS CODE

Paramedic Program - Students are responsible for purchasing uniforms for the program. A uniform specification sheet will be provided



with the student enrollment agreement once accepted into the program. If the uniform is ordered from an NCTI/CES-recommended supplier, the cost usually does not exceed \$200.

EMT and Paramedic students are required to wear the uniform specified for each program beginning on the first day of class. Students should attend class in appropriate dress as required by the instructor. Students must wear shirts and shoes at all times, and may not wear T-shirts containing offensive or objectionable pictures or words.

CERTIFICATES OF COMPLETION

Upon satisfactory completion of all phases of the training course, including such testing as may be required by the institution, a certificate or course completion will be issued in the name of the student, bearing the official name and insignia of the institution where the course was completed. All tuition and fees must be paid in full in order to receive completion certificates.

This certificate serves only as evidence that all aspects of training set forth by the institution have been completed. It is not intended or implied that the certificate of course completion in any way licenses the student to perform the prescribed skills.

Courses of training which prepare the student for professional Certification or certification will be labeled as such in the school catalog.

PLACEMENT ASSISTANCE

While NCTI/CES does not have a full-time, dedicated Placement Officer and does not represent itself as such, it does offer active employment placement assistance. The Program Director, the instructors and the staff are available at any time to provide information on jobs available in the area. It is also important to note that graduation from NCTI/CES courses will be looked upon favorably in job applications and interviews with American Medical Response – NCTI’s parent

organization. However, no expressed or implied guarantee of placement is made by NCTI/CES or any of its representatives .

STUDENT SERVICES

Counseling: Students are encouraged to seek the counseling services of any instructor, or the Institute Director at any time. Counseling issues may include anything that impedes the student's success or potential success in the program. The Institute Director is also available for answering generalized questions about potential success in the program and is also available to answer generalized questions about potential employment and / or employers in the EMS industry.

STUDY PRACTICES

NCTI/CES acknowledges the fact that programs offered are extremely challenging academic undertakings. Students need to dedicate many hours on a routine basis to study time outside the classroom (Typical expectation is two hours of homework for every one hour of classroom time). Students are invited to utilize the building facility for study purposes at any time (normal business hours) space is available (this includes the library, the skills break out rooms, simulators as scheduled, and the classrooms if they are vacant). Students are also encouraged to group together for study purposes, which often facilitate semi-structured study time and present an opportunity to challenge and be challenged by fellow students. Equipment / supplies are available for practice outside the normal labs if an NCTI/CES instructor is present throughout the practice session.

RECORDS RETENTION

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a (5) five-year period. These records are maintained at the main campus: 9800 S.E. McBrod Avenue, Suite 200, Milwaukie, OR 97222. In accordance with all applicable rights, rules, regulations and policies, students are



allowed access to view their records upon request with appropriate prior notice. Students may request copies of their records at any time within that five year period. A copy or records fee may apply.

ENGLISH AS A SECOND LANGUAGE

National College of Technical Instruction does not provide instruction for English as a Second Language (ESL). All courses and programs are instructed in English-only.

SPECIAL NEEDS

National College of Technical Instruction, College of Emergency Services will provide reasonable and appropriate accommodations for students with documented disabilities. In accordance with the Americans with Disabilities Act (ADA), it is the student's responsibility to notify NCTI/CES, in writing, of any diagnosed disabilities along with the appropriately prescribed accommodations requested. This documentation must be provided at the time of enrollment and at least 15 business days prior to the first day of the program or course.

CREDIT EQUIVALENT

All credits issued by the National College of Technical Instruction / College of Emergency Services are semester credit hours (SCH), equated as follows:

Clock-Hours	Semester Credit Hours	Quarter Credit Hours
15 clock-hours of lecture	1.0 SCH	1.5 QCH
30 clock-hours of laboratory	1.0 SCH	1.5 QCH
45 clock-hours of clinical or internship	1.0 SCH	1.5 QCH

ACADEMIC CALENDAR

National College of Technical Instruction publishes its full academic calendar on-line. It is available at all times for reference on the worldwide web at: www.NCTI.edu

Courses are scheduled from 9:00 a.m. to 10:00 p.m., Monday - Friday, and Saturdays 9:00 - 6:00. Depending on the class schedule, instruction may be all day, part of the day, or evenings, and many include Saturday sessions. Generally, instructors are available on weekdays. However, if you have questions or problems with your classes or schedule, please contact the Business Office or Registration Office at (971) 236-9231 NCTI/CES has voice mail capability for after-hours messages.

NCTI/CES observes the following holidays (no courses conducted and the administrative offices are closed): New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year's Day.

(See insert for listing of current course offerings)



EMERGENCY MEDICAL TECHNICIAN (EMT)

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Syllabus

EMT Program

HS110 (Tue. 6:00 pm-10:00 pm; Sa 9:00 am-6:00 pm)

Instructor: Lauren Enright BS, EMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led. (Observational rotations also arranged in both the in-hospital and pre-hospital care settings.)

Program/Course Description:

This program fulfills all of the training requirements set forth by the U.S. Department of Transportation (DOT), National EMS Education Standards and the State of Oregon for Emergency Medical Technician (EMT). The EMT program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as an Emergency Medical Technician in the State of Oregon. This certification can lead to employment in a wide range of entry-level job opportunities, to include: Ambulance Technician, Firefighter, Emergency Room Technician, private industry EMT, special functions standby EMT (i.e. concerts, sporting events, state and county fairs, etc.) and others.

Program/Course Objectives:

The objective of the Emergency Medical Technician program is to provide graduates with the skills and knowledge that will enable them to qualify for National Registry certification at the Emergency Medical Technician level. Students will receive comprehensive education covering all cognitive and affective areas of EMT practice and will be trained to perform all associated EMT procedures in a safe, competent and consistent manner. This program will enable graduates to fulfill an entry-level, Basic Life Support, care-assisting type role within an organized Emergency Medical Services system. Graduation from this program will render individuals qualified to fill a variety of BLS-level positions, such as fire department first responder or ambulance driver/assistant.

EMT Terminal Program Objectives – Upon completion of the EMT program, the student will be able to:

1. Apply theoretical knowledge of Advanced Life Support in emergency medical situations.
2. Apply practical Advanced Life Support skills in emergency medical situations.
3. Collaborate with the client and the health care system in the provision of advanced emergency care to clients.
4. Model characteristics of professionalism within the pre-hospital healthcare arena.

Credit/Clock Hours Awarded:

This program/course encompasses 168 clock hours, meeting on 2, 4-hour evenings and 1, 4-hour Saturday session per week for 10 weeks and clinical observations arranged over 4 weeks for an elapsed 16 weeks. Upon successful completion, students will be awarded 6 semester credit hours.

Prerequisites / Co-requisites:

No course prerequisites; No course co-requisites – but students must present proof of a high school diploma (GED or DD-214 form also acceptable), and a current CPR card (American Heart Association Healthcare Provider or equivalent).

Resources / Materials:

Limmer, Daniel, et al, *Emergency Care*, 11th edition, September 2008

Elling, Robert, *Pocket Reference for BLS Providers*, 3rd edition, September 2006

Required: Personal protective equipment, pocket mask with one-way valve, oxygen port and filter, stethoscope, writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple-choice, true/false and essay-type questions; Participation and rated performance in practical skill demonstration labs employing case-based instructional methods and scenario-based patient situations utilizing nationally standardized criteria and guidelines (i.e., NREMT). Student performance on the NCTI/CES comprehensive written and practical skill examinations; Clinical experience final evaluation; Graduate performance on the NREMT computer



adaptive test (CAT); Graduate performance on the NREMT practical skills examination.

Weighting	
Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of the EMT program at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA).
2. Completion of the course FINAL exam with a minimum grade of 75%.
3. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
4. Compliance with all attendance requirements.

Grading		
Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Satisfactory Academic Progress

Students failing to maintain satisfactory academic progress will be notified and placed on academic probation. If the situation is not resolved through improvement, the student may be dismissed from the program in accordance with NCTI/CES policy (see policy 618.1 in NCTI/CES Policy and Procedure Handbook for details).

Schedule of Training

NCTI/CES begins new Emergency Medical Technician courses at the Milwaukie, OR campus at the beginning of each semester.

Didactic Phase – Scheduled as one, 4-hour instructional evening per week (Tue. 6:00 pm to 10:00 pm) and one 8-hour session on

Saturday (9:00 am to 6:00 pm), for 12 weeks.

Hospital Clinical Phase – (Assigned during weeks 13-16) Scheduled according to hospital availability, and typically consists of 1 to 2, pre-scheduled shifts totaling 12 hours, arranged after the didactic phase is complete. Students must be available for flexible scheduling possibilities during this portion of the program.

Field Internship Phase – (Assigned during weeks 13-16) Scheduled according to ALS provider agency availability, and typically consists of 1 to 2, pre-scheduled shifts totaling 12 hours, arranged after the didactic phase is complete. Students must be available for any scheduling possibilities during this portion of the program.

Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 132 of the 144 hours of classroom time during the Didactic phase of training. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Program Director with input from the Primary Instructor.

Students are expected to attend classes as



scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 12 hours of didactic classroom time will be dropped from the program.

*Misc Equipment Fees	\$28.00
*Textbooks (estimated)	\$130.00
*Drug Screen	\$45.00
Uniforms	N/C
TOTAL	\$1,248
(* = Paid to entities other than NCTI/CES)	

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicants must also have a current CPR card prior to the first day of class.

Desirable Qualifications

General knowledge of anatomy & physiology, first aid, and the ability to handle stressful situations; Desire to help people during medical emergencies; Interest /ability to devote time and attention to academic studies.

Prior experience as a volunteer or association with an ambulance or fire service provider agency is preferred, but not required.

How & When to Register

Visit the business office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.) or go on-line to www.NCTI.edu to register and reserve space in the next available class. Class size is limited to 42 students per class and enrollment is offered to interested and qualified candidates on a first-come, first-served basis. Applicants must submit a complete application packet prior to the first class session. Contact the Registration Office during regular business hours to obtain a registration form and enrollment agreement.

Course Charges & Fees

Registration Fee (not refunded)	\$55.00
Tuition Costs & Lab Fees	\$890.00
Insurance	\$50.00
Background Check	\$50.00

VA Benefits

This program at the National College of Technical Instruction (NCTI) 9800 SE McBrod Ave, #200, Milwaukie, OR 97222, is approved to train eligible veterans for the Emergency Medical Technician (EMT) program. Contact our Business Office for filing assistance. Refer to the VA catalog addendum and the Veterans Policy Statement at the end of this section for more information on VA benefits if you are a veteran.

Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a signed and dated copy of the "Notice of Cancellation" or any other written and signed to the Business Manager, National College of Technical Instruction, 9800 SE McBrod Avenue, #200, Milwaukie, OR 97222. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through midnight of the fifth (5th) class day and receive a full refund of all monies paid, less registration and textbooks fees. Equipment, supplies,



materials, etc. (if distributed by NCTI/CES) must be returned if in new and usable condition.

Materials

Once purchased and opened, texts and other materials are the property of the student.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements, the refund shall be in the amount the student paid, less hours of instruction, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs.

NCTI/CES does not grant credit for prior

experiential learning.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."

Challenging the EMT Course

State law allows provisions for certain individuals to challenge the EMT course. To be eligible, challenge candidates must possess current certification or certification as one of the following:

- MD, RN, PA, EMT-P or a member of the Armed Forces with training comparable to USDOT standards for EMTs

Candidates meeting the above criteria may request a course challenge, which will be provided for a fee, and consist of the following:

- Successful completion of the NCTI/CES EMT written final exam with a minimum score of 75%
- Successful completion of the NCTI/CES EMT skills exam with a rating of "Pass" in all areas.

Course completion certificates provided upon successful completion will state "BY CHALLENGE" on the face of the certificate. The individual may then elect to take the National Registry exam or pursue certification through the State of Oregon.

Recertification Training

Recertification of EMT's in the State of Oregon requires 24 hours of Continuing Education and a recertification fee every two years (the National Registry requires 72 hours nationally). NCTI/CES offers numerous



courses applicable for portions of those hours required for recertification. NCTI/CES also provides complete refresher training programs (in certain locations) for National Registry renewal.

National Registry Exam

After receiving a course completion certificate from an approved EMT program in Oregon, an individual must take and pass the National Registry exam for EMT's. NCTI/CES administers this exam for any qualified candidate multiple times each year (in certain locations). Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam and NCTI/CES typically offers a National Registry Prep Course to assist candidates in preparing for the computer adaptive test (CAT) which has replaced the NREMT written exam.

EMT Certification

Final EMT certification in the State of Oregon is through the Oregon Health Authority, EMS & Trauma division, head-quartered in Portland, OR.

Adverse Impact Disclosures

Participation in assigned and required clinical rotations during training, as well as obtaining certification as an EMT or Paramedic in the State of Oregon after program completion is also contingent upon successfully passing a drug screen and background check near the time of assignment or application for certification. Students considering enrollment in an EMT or Paramedic training program are encouraged to contact the State of Oregon, Oregon Health Authority, EMS & Trauma division prior to enrolling at NCTI/CES, in order to become familiar with rules pertaining to prior criminal convictions, prior related licensure/certification revocations, illegal drug use or other factors that may ultimately render the individual ineligible for clinical assignment

or state certification. These matters must be discussed directly between the student and state officials to ensure the most current and applicable information is obtained. While NCTI faculty and staff attempt to alert enrolling students to some of the more commonly known issues that may preclude assignment or certification, the information should not be solely relied upon but should be verified directly with the appropriate state official.



PARAMEDIC

Associate of Applied Science (AAS)

Degree – Paramedicine

NCTI/CES paramedic programs are structured in affiliation with the College of Emergency Services (Oregon), conferring the *Associate of Applied Science (A.A.S.) degree in Paramedicine*. This degree is available to all graduates of any NCTI paramedic program upon satisfaction of all requirements totaling 64.5 semester credit-hours (SCH's), 15 of which must qualify as general education. Within the general education credits, 6 SCH of English Composition are required.

This degree requires successful completion of the following courses:

- HS110 EMT (by transfer)
- Medical Terminology (by transfer)
- BIO135 Anatomy & Physiology I
- HS171 Paramedic 171
- HS172 Paramedic 172
- HS273 Paramedic 273
- HS274 Paramedic 274
- English Composition I (by transfer)
- English Composition II (by transfer)
- Introduction to PC's (by transfer)
- Introduction to Psychology (by transfer)

Enrolling students should be aware that the Oregon Dept. of Health Services, Office of EMS & Trauma, currently requires new paramedic graduates to also have an associate degree in order to be eligible for paramedic certification in Oregon. Students who have already completed an approved associate degree before entering the paramedic program may qualify by just obtaining the NCTI/CES paramedic course completion certificate. Students who do not have an associate degree upon entering the NCTI/CES paramedic program may obtain one through NCTI's affiliation with the College of Emergency

Services in Portland, OR by transferring their completed credits in and/or through on-line courses to complete the degree requirements.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations.

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Program Description

This program fulfills all of the training requirements set forth by the U.S. Department of Transportation (DOT), National EMS Education Standards and the State of Oregon for Paramedics (P's). The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as a paramedic in the State of Oregon. This certification can lead to employment in a wide range of job opportunities, to include: Ambulance Paramedic, Firefighter Paramedic, Emergency Room Technician, private industry



paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.) and others.

Program Objectives

The objective of the Paramedic program is to provide graduates with the skills and knowledge that will enable them to qualify for National Registry certification at the Emergency Medical Technician – Paramedic level. Students will receive comprehensive education covering all cognitive and affective areas of paramedic practice and will be trained to perform all associated paramedic procedures in a safe, competent and consistent manner. This program will enable graduates to promote from entry-level, Basic Life Support, care-assisting type role within an organized Emergency Medical Services system to Advanced Life Support, care-directing type role. Graduation from this program will render individuals qualified to fill a variety of ALS-level positions, such as fire department or ambulance paramedic.

P Terminal Program Objectives – Upon completion of the Paramedic program, the student will be able to:

1. Apply theoretical knowledge of Basic Life Support in emergency medical situations.
2. Apply practical Basic Life Support skills in emergency medical situations.
3. Collaborate with the client and the health care system in the provision of basic emergency care to clients.

Model characteristics of professionalism within the pre-hospital healthcare arena

Course Descriptions

In combination, the NCTI/CES paramedic courses fulfill all of the training requirements set forth by the U.S. Department of Transportation (DOT), National EMS Education Standards and the State of Oregon for Paramedics (P's). The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills

and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as a paramedic in the State of Oregon. This certification can lead to employment in a wide range of job opportunities, to include: Ambulance Paramedic, Firefighter Paramedic, Emergency Room Technician, private industry paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.) and others.

The program consists of four component parts described as follows:

Course Syllabi

Anatomy & Physiology I

BIO135 (M & W 6:00 pm-10:00 pm; Sa 10:00 am-5:30 pm)

Instructor: Christine S. Broby, BS, MA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

First half-semester of a full-semester sequence dealing with the structure and function of the human body and mechanisms for maintaining homeostasis within it. The course includes the study of body organization, basic chemistry, cell structure, and the integumentary, skeletal, muscular and nervous systems (including special senses). The material is presented in a practical and comprehensive manner. The focus of the course is on the need-to-know facts that must be understood in order to pursue paramedic training or any healthcare career or related education in the field of science. Completion of this course satisfies the prerequisite A&P requirement for enrollment in Paramedic 101 and by itself satisfies the A&P requirement for the Associate of Applied Sciences (AAS) degree in Emergency Medical Technology.

Course Objectives:

Given the information from lectures, readings, assignments and laboratory exercises & experiments, the student will be able to:

1. Understand the scope of studies in anatomy and physiology and be able to use and understand descriptive anatomical and directional terminology.
2. Explain the basic concept of homeostasis and how homeostatic mechanisms apply to body systems.
3. Identify cellular structures and explain their respective functions.



4. Describe the basic tissues of the body and their location and explain their functions.
5. Identify and describe the major gross and microscopic anatomical components of the integumentary system and describe the functions of the system.
6. Identify and describe the major gross and microscopic anatomical components of the skeletal system and explain their functional roles in osteogenesis, repair, and body movement.
7. Identify and describe the major gross and microscopic anatomical components of the muscular system and explain their functional roles in body movement, maintenance of posture, and heat production.
8. Identify and describe the major gross and microscopic anatomical components of the nervous system and explain their functional roles in communication, control, and integration.
9. Identify and describe the major gross and microscopic anatomical components of the eye and ear and explain their functional roles in vision, hearing and equilibrium.

Completion of the Anatomy & Physiology course at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in laboratory sessions and successful completion of all SKILLS exams, rated on a "Pass / Fail" basis.
3. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Credit/Clock Hours Awarded:

This course encompasses 98 clock hours, meeting on 2, 4-hour evenings and 1, 7-hour Saturday session per week over an elapsed 8 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 4 semester credit hours.

Prerequisites / Co-requisites:

No Prerequisites. Co-requisites include Medical Terminology 101. Students must present proof of a high school diploma (GED or DD-214 form also acceptable).

Resources / Materials:

- Garrett, Lori K., *Get Ready for A & P*, August 2006
 - Marieb, Elaine, *Human Anatomy & Physiology*, 8th edition, January 2008
 - Marieb, Elaine, *Human Anatomy & Physiology Laboratory Manual CAT*, 9th edition, February 2008
 - Marieb, Elaine, *Anatomy & Physiology Coloring Workbook*, 9th edition, January 2008
- Required: Writing utensils, colored pens, pencils or markers.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Completion of homework assignments; Active participation in lecture discussions and laboratory sessions.

Weighting

<u>Lecture</u>	70%
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%
<u>Lab</u>	30%
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%

Grading Scale:

SEMESTER A – Paramedic 171 (HS171):

Meets: (M & Th 9:00 am-6:00 pm)

Instructor: David W. Schappe, BA, EMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

Paramedic 171 is offered during Semester A of the Paramedic program and covers EMS History & Systems; Basic Pharmacology; Introduction to EMS; Medical-Legal Aspects; Cellular Anatomy & Physiology; Basic Pathology; Medication Administration; Intravenous Access; Therapeutic Communications; Life Span Development; The Respiratory System; Airway Assessment & Management; Patient History; Physical Examination; Scene Assessment; Vital Signs; Clinical Decision Making; Critical Thinking; EMS Documentation; Trauma Assessment & Management; Wounds & Injuries; Bandaging & Splinting; Spinal Trauma Pathophysiology; Dissection Labs; Prehospital Trauma Life Support; Cardiovascular System; Cardiac Assessment & Management; ECG Interpretation.

Course Objective:

The objective of Paramedic 171 is to provide students with the first-half of the didactic phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of Paramedic 171, the student will successfully pass all written and skills testing required in preparation for advancement to eligibility for enrollment in Paramedic 172.

Credit/Clock Hours Awarded:

This course encompasses 232 clock hours, meeting on 2, 8-hour days per week over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 11 semester credit hours.



Prerequisites / Co-requisites:

Prerequisites include Human Anatomy & Physiology I (minimum of 4 semester credit hours). No co-requisites, but students must present proof of a high school diploma (GED or DD-214 form also acceptable), a current Emergency Medical Technician or Intermediate certificate and a current CPR card (American Heart Association Healthcare Provider or equivalent).

Resources / Materials:

Bledsoe, Bryan, et al, *Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
 Bledsoe, Bryan, et al, *Workbook for Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
 S.D. Foust, *Easy 4-Step Method to Drug Calculations*, February 2004
 Richard A. Harvey, et al, *Illustrated Review: Pharmacology – North American Edition*, 4th edition, July 2008
 O. John Ma, et al, *Emergency Medicine: Just the Facts*, 2nd edition, May 2004
 Dale Dubin, *Rapid Interpretation of EKG's*, 6th edition, October 2000
 Thomas B. Garcia, et al, *Introduction to 12-Lead ECG: The Art of Interpretation*, 1st edition, April 2002
 Gail Walraven, *Basic Arrhythmias*, 6th edition, June 2005
 American Heart Association, *Advanced Cardiac Life Support Provider Manual 2006*, August 2006
 American Heart Association, *Emergency Cardiac Care Handbook 2008*, August 2008
 American Heart Association, *Pediatric Advanced Life Support Provider Manual 2006*, August 2006
 American Academy of Pediatrics, *Pediatric Education for Prehospital Professionals*, 2nd edition, June 2006
 Daniel Limmer, et al, *Advanced Medical Life Support*, 3rd edition, August 2006
 National Assn of EMTs, *Prehospital Trauma Life Support*, 6th edition, August 2006

Required: Personal protective equipment, stethoscope, writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Participation and rated performance in practical skill demonstration labs employing case-based instructional methods and scenario-based patient situations utilizing nationally standardized criteria and guidelines (i.e., ACLS, PALS, PEPP, AMLS, ITLS, PHTLS, NREMT-P).

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of the EMT-P program at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
3. Active participation in and successful completion of ACLS, PALS, PEPP, AMLS and BTLS, according to the pre-set guidelines of the course.
4. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

SEMESTER B – Paramedic 172 (HS172):

Meets: (M & Th 9:00 am-6:00 pm)

Instructor: David W. Schappe, BA, EMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

Paramedic 172 is offered during Semester B of the Paramedic program and covers Advanced Cardiac Life Support; 12-Lead ECG; Acute Myocardial Infarction; The Nervous System; Altered Mental Status; Stroke; The Endocrine System; Medical Assessment & Management; The Immune System; Allergies & Anaphylaxis; The Gastrointestinal System; GI Pathology; Toxicology & Substance Abuse; Hematology; Environmental Emergencies; Infectious Disease Assessment & Management; Psychiatric & Behavioral Disorders; Advanced Medical Life Support; OB/GYN Emergencies; Neonatology; Pediatric Emergencies; SIDS; Child Abuse & Neglect; Pediatric Emergencies for Prehospital Professionals; Pediatric Advanced Life Support; Geriatric Emergencies; Developmental Disabilities; Chronic Illness; Ambulance Operations; Medical Incident Command System; Mass-Casualty Incidents; Hazardous Materials; Triage; Air Operations; Review & Testing.

Course Objective:

The objective of Paramedic 172 is to provide students with the second-half of the didactic phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of the Paramedic 172, the student will successfully pass all written and skills testing required in preparation for advancement to eligibility for enrollment in Paramedic 273.



Credit/Clock Hours Awarded:

This course encompasses 232 clock hours, meeting on 2, 8-hour days per week over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 11 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 171.

Resources / Materials:

Bledsoe, Bryan, et al, *Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
 Bledsoe, Bryan, et al, *Workbook for Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
 S.D. Foust, *Easy 4-Step Method to Drug Calculations*, February 2004
 Richard A. Harvey, et al, *Illustrated Review: Pharmacology – North American Edition*, 4th edition, July 2008
 O. John Ma, et al, *Emergency Medicine: Just the Facts*, 2nd edition, May 2004
 Dale Dubin, *Rapid Interpretation of EKG's*, 6th edition, October 2000
 Thomas B. Garcia, et al, *Introduction to 12-Lead ECG: The Art of Interpretation*, 1st edition, April 2002
 Gail Walraven, *Basic Arrhythmias*, 6th edition, June 2005
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 American Heart Association, *Emergency Cardiac Care Handbook 2008*, August 2008
 American Heart Association, *Pediatric Advanced Life Support Provider Manual 2006*, August 2006
 American Academy of Pediatrics, *Pediatric Education for Prehospital Professionals*, 2nd edition, June 2006
 Daniel Limmer, et al, *Advanced Medical Life Support*, 3rd edition, August 2006
 National Assn of EMTs, *Prehospital Trauma Life Support*, 6th edition, August 2006
 Required: Personal protective equipment, stethoscope, writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Participation and rated performance in practical skill demonstration labs employing case-based instructional methods and scenario-based patient situations utilizing nationally standardized criteria and guidelines (i.e., ACLS, PALS, PEPP, AMLS, ITLS, PHTLS, NREMT-P); Student performance on the NCTI/CES comprehensive written and practical skill examinations

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of the EMT-P program at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
3. Active participation in and successful completion of ACLS, PALS, PEPP, AMLS and BTLs, according to the pre-set guidelines of the course.
4. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

SEMESTER C – Paramedic 273 (HS273)

Meets: (Days & hours vary; clinical & field shifts as assigned)

Instructor: David W. Schappe, BA, EMT-P and assigned clinical preceptor(s).

Methods: This course is an assigned clinical internship placement conducted primarily in an acute care hospital setting and on an ambulance vehicle assigned to emergency responses.

Course Description:

Paramedic 273 is offered during Semester C of the Paramedic program and takes place primarily in the hospital (240 hours minimum) under the supervision of a clinical preceptor: safely administer medications; perform endotracheal intubation; gain venous access; effectively ventilate a patient; perform a comprehensive assessment on any age patient; on obstetric patients; on trauma patients; on medical patients, including cardiac, respiratory and neurology patients; on psychiatric patients; Perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain; dyspnea / respiratory distress, including pediatric and adult patients; patients with syncope; patients with abdominal complaints; patients with altered mental status. The final 150 hours of Paramedic 273 are completed on an emergency ambulance under the supervision of a paramedic preceptor performing the same skills listed above in accordance with established rating criteria.

Course Objective:

The objective of Paramedic 273 is to provide students with the required 240 hours comprising the hospital clinical phase and the first 25% (approx.) of the required 540 hours comprising the field internship phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of the Paramedic 273, the student will have



successfully completed all competencies required for the hospital clinical phase in preparation for advancement to eligibility to commence the field internship phase; the student will also have completed approximately the first 25% of the hours and competencies required for the field internship phase in preparation for advancement to eligibility for enrollment in Paramedic 274.

Credit/Clock Hours Awarded:

This course encompasses 390 clock hours conducted in various clinical hospital and prehospital settings on an assigned, individual schedule often matched to the availability of clinical rotations and preceptors. Schedules may include any combination of 8-, 10-, 12- or 24-hours shifts, depending upon assignment over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 8 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 172.

Resources / Materials:

NCTI, *NCTI/CES Clinical Manual*, April 2009
 NCTI, *NCTI/CES Field Internship Manual*, April 2009
 Required: Personal protective equipment, stethoscope, writing utensils, clinical & field student uniforms.

Evaluation Methods:

Methods of evaluation include: Hospital clinical phase daily performance evaluations; Hospital Clinical Close-Out evaluation; Field Internship phase daily and major performance evaluations.

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of Paramedic 273 is subject to the following PASS-FAIL criteria:

- Attendance at all clinical and field shifts in accordance with college policy.
- Active participation and professional interaction with all hospital clinical and field preceptors, personnel and staff.
- Documentation of successful completion of all required clinical competencies in the NCTI/CES Clinical Manual.
- Documentation of all clinical competencies in FSDAP on-line system within 72 hours of shift completion.
- Completion and submission of the NCTI/CES Clinical Manual and all associated forms.
- Documentation of a successful Clinical Close-Out meeting with program faculty.
- Satisfactory academic progress with the field internship in-progress.

Grading

<u>Safe, Competent & Consistent</u> as defined in the NCTI/CES rating criteria.	PASS
<u>Unsafe, Incompetent, or Inconsistent</u> as defined in the NCTI/CES rating criteria.	FAIL

SEMESTER D – Paramedic 274 (HS274)

Meets: (Days & hours vary; clinical & field shifts as assigned)

Instructor: David W. Schappe, BA, EMT-P and assigned paramedic preceptor(s).

Methods: This course is an assigned clinical internship placement conducted primarily on an ambulance vehicle assigned to emergency responses.

Course Description:

Paramedic 274 is offered during Semester D of the Paramedic program and takes place primarily in an emergency ambulance under the supervision of a paramedic: safely administer medications; perform endotracheal intubation; gain venous access; effectively ventilate a patient; perform a comprehensive assessment on any age patient; on obstetric patients; on trauma patients; on medical patients, including cardiac, respiratory and neurology patients; on psychiatric patients; Perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain; dyspnea/respiratory distress, including pediatric and adult patients; patients with syncope; patients with abdominal complaints; patients with altered mental status. All skills listed above must be completed in accordance with established rating criteria.

Course Objective:

The objective of Paramedic 274 is to provide students with the remaining portion of the required 540 hours comprising the field internship phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of the Paramedic 274, the student will have successfully completed all competencies required for the field internship phase and all Paramedic program requirements in preparation for graduation and eligibility for local, state or national licensure/certification examinations.

Credit/Clock Hours Awarded:

This course encompasses 390 clock hours conducted in various prehospital settings on an assigned, individual schedule often matched to the availability of internships and paramedic preceptors. Schedules may include any combination of 8-, 10-, 12- or 24-hours shifts, depending upon assignment over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 8 semester credit hours and will be



recommended for program graduation by course completion certificate.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 273.

Resources / Materials:

NCTI, *NCTI/CES Clinical Manual*, April 2009

NCTI, *NCTI/CES Field Internship Manual*, April 2009

Required: Personal protective equipment, stethoscope, writing utensils, clinical & field student uniforms.

Evaluation Methods:

Methods of evaluation include: Field Internship phase daily observation reports, patient care form review by CES clinical staff, and major performance evaluations.

Grading Scale:

Completion of Paramedic 274 is subject to the following PASS-FAIL criteria:

1. Attendance at all field shifts in accordance with college policy.
2. Active participation and professional interaction with all field preceptors, personnel and staff.
3. Documentation of successful completion of all required field competencies in the NCTI/CES Field Internship Manual.
4. Documentation of all field competencies in FSDAP on-line system within 72 hours of shift completion.
5. Completion and submission of the NCTI/CES Field Internship Manual and all associated forms.
6. Documentation of a successful Field Completion review with program faculty.

Grading	
<u>Safe, Competent & Consistent</u> as defined in the NCTI/CES rating criteria.	PASS
<u>Unsafe, Incompetent, or Inconsistent</u> as defined in the NCTI/CES rating criteria.	FAIL

Additional Courses by Transfer Credit

In order to complete the AAS degree program, students will need to apply for transfer credit and submit official transcripts from other accredited institutions that evidence completion of:

- HS110 EMT (8 SCH)
- Medical Terminology (3 SCH)
- English Composition I & II (6 SCH)

- Introduction to PC's (2 SCH)
- Introduction to Psychology (3 SCH)

Schedule of Training

NCTI/CES begins a new paramedic program at the Milwaukie, OR campus approximately every 7 months.

Didactic Phase – Scheduled as two (2), eight (8) hour instructional days per week (M-Th; 9:00 am to 6:00 pm).

Hospital Clinical Phase – Scheduled according to hospital availability, and typically consists of 2-3 days per week, pre-scheduled 8, 10 or 12-hour shifts, for a period of 8-12 weeks. Students must be available for any scheduling possibilities during this portion of the program.

Field Internship Phase – Scheduled according to ALS provider agency availability, and typically consists of 2-3 days per week, pre-scheduled 8, 10, 12 or 24-hour shifts, for a period of 16-20 weeks. Students must be available for any scheduling possibilities during this portion of the program.

General Education Phase – (Optional: If students are pursuing the associate's degree path) No pre-scheduled classes, but courses are available on-line through a variety of sources and recognized testing agencies and can be completed concurrently or after completion of the paramedic training program.

Satisfactory Academic Progress

Students failing to maintain satisfactory academic progress will be notified and placed on academic probation. If the situation is not resolved through improvement, the student may be dismissed from the program in accordance with NCTI/CES policy (see policy 618.1 in NCTI/CES Policy and Procedure Handbook for details).



Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 440 of the 472 hours of classroom time during the Didactic phase of training. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Institute Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 24 hours of didactic classroom time will be dropped from the program.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicant must also have a current Oregon EMT, EMT-Basic, AEMT or EMT-Intermediate certification prior to the start date of the program, and must have a current CPR card. Students who are accepted into the program must have proof of completing and passing an approved Anatomy and Physiology course within the past five (5) years prior to the

first day of class.

Desirable Qualifications

Prior experience as an EMT or EMT-Intermediate with an ambulance or fire service provider agency is preferred, but not required.

How & When to Apply

NCTI/CES utilizes an internet based entrance examination to assist in predicting an applicant's suitability for success in our programs. The link to access this exam will be sent to potential students upon receipt of their application. NCTI/CES accepts up to 38 students and lists up to 18 alternates for each program. Applicants must submit a complete application packet, and take the online exam at least 6 weeks prior to the course start date. Contact the Registration Office during regular business hours to request an application, or refer to our website at: www.NCTI.edu.

Course Charges & Fees

Registration Fee (not refunded)	\$55.00
Tuition Costs	\$9,440.00
<ul style="list-style-type: none"> • Paramedic 171 • Paramedic 172 • Paramedic 273 • Paramedic 274 	
Insurance	\$500.00
Equipment Usage	\$850.00
FISDAP Software	\$75.00
*Textbooks (estimated)	\$1,003.00
*Uniforms	\$250.00
*Background Check	\$50.00
*Drug Screen	\$70.00
TOTAL (All 4 Courses)	\$12,293
(* = Paid to entities other than NCTI/CES)	

A Field Internship fee not to exceed \$1000 will be required for the field internship portion of training. These fees are to be made payable to NCTI/CES and will be used to administer the field internship.



Additional Course Fees & Texts

Students are responsible for purchasing required uniforms and textbooks for this paramedic program. A list of uniforms and textbooks will be provided with the student enrollment agreement once accepted into the program. Textbooks ordered through the NCTI/CES Bookstore at www.NCTI.edu usually do not exceed \$1,003.00.

Uniforms, if purchased through an NCTI/CES-suggested provider, usually do not exceed \$250.00.

VA Benefits

This program at the College of Emergency Services, as operated by the National College of Technical Instruction (NCTI), 9800 SE McBrod Avenue, #200, Milwaukie, OR 97222, is approved to train eligible veterans for the Emergency Medical Technician Paramedic (EMT – P) program. Contact our Business Office for filing assistance if you are a veteran.

Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a signed and dated copy of the "Notice of Cancellation" or any other written and signed to the Business Manager, National College of Technical Instruction, 9800 SE McBrod Avenue #200, Milwaukie, OR 97222. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through

midnight of the fifth (5th) class day after the first class day and receive a full refund of all monies paid. Equipment, supplies, materials, etc. (if distributed by NCTI/CES) must be returned if in new and usable condition.

Materials

Once purchased and opened, curriculum CD's, texts and other materials are the property of the student.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements, the refund shall be in the amount the student paid, less hours of instruction, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs.



NCTI/CES does not grant credit for prior experiential learning.

Paramedic Certification

Final paramedic certification in the State of Oregon is through the Oregon Health Authority, EMS & Trauma division, headquartered in Portland, OR. Candidates are required to possess an Associate's Degree in EMS or a closely-related field.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."

Certification Training

Re-certification of paramedics in the State of Oregon requires 72 hours of Continuing Education and a recertification fee every two years (the National Registry also requires 72 hours nationally). NCTI/CES offers numerous courses applicable for portions of those hours required for re-certification, including Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pediatric Education for Pre-hospital Paramedics (PEPP), Advanced Medical Life Support (AMLS), Prehospital Trauma Life Support (PHTLS) and Pre-hospital Case Reviews. Continuing Education Certificates are provided upon successful completion of these courses. NCTI/CES also provides complete refresher training programs (in certain locations) for National Registry renewal.

Adverse Impact Disclosures

Participation in assigned and required clinical rotations during training, as well as obtaining certification as an EMT or Paramedic in the State of Oregon after program completion is also contingent upon successfully passing a drug screen and background check near the time of assignment or application for certification. Students considering enrollment in an EMT or Paramedic training program are encouraged to contact the State of Oregon, Oregon Health Authority, EMS & Trauma division prior to enrolling at NCTI/CES, in order to become familiar with rules pertaining to prior criminal convictions, prior related licensure/certification revocations, illegal drug use or other factors that may ultimately render the individual ineligible for clinical assignment or state certification. These matters must be discussed directly between the student and state officials to ensure the most current and applicable information is obtained. While NCTI faculty and staff attempt to alert enrolling students to some of the more commonly known issues that may preclude assignment or certification, the information should not be solely relied upon but should be verified directly with the appropriate state official.

National Registry Exam

After receiving a course completion certificate from an approved paramedic program in Oregon, an individual must take and pass the National Registry exam for paramedics. NCTI/CES administers this exam for any qualified candidate multiple times each year (in certain locations). Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam and NCTI/CES typically offers a National Registry Prep Course to assist candidates in preparing for the computer adaptive test (CAT) which has replaced the NREMT written exam.



PARAMEDIC

Associate of Science (AS) Degree – Paramedicine

NCTI/CES paramedic programs are structured in affiliation with the College of Emergency Services (Oregon), conferring the *Associate of Science (A.S.) degree in Paramedicine*. This degree is available to all graduates of any NCTI paramedic program upon satisfaction of all requirements totaling 77 semester credit-hours (SCH's), 24 of which must qualify as general education. Within the general education credits, 6 SCH of English Composition are required.

This degree requires successful completion of the following courses:

- HS110 EMT (by transfer)
- Medical Terminology (by transfer)
- BIO135 Anatomy & Physiology I
- BIO236 Anatomy & Physiology II
- HS171 Paramedic 171
- HS172 Paramedic 172
- HS273 Paramedic 273
- HS274 Paramedic 274
- English Composition I (by transfer)
- English Composition II (by transfer)
- Introduction to PC's (by transfer)
- Medical Mathematics (by transfer)
- Introduction to Psychology (by transfer)
- HS242 EMS Pharmacology
- General Elective (by transfer)

The A.S. degree option requires additional math and science credits, compared to the A.A.S. degree option. Some states may have restrictions against the issuance of the A.A.S. or A.S. degrees based on completion of paramedic training completed in their state of residence. Students are encouraged to speak with NCTI/CES administrative personnel about any such restrictions that may exist prior to

enrolling with the expectation of obtaining a degree.

Enrolling students should be aware that the Oregon Dept. of Health Services, Office of EMS & Trauma, currently requires new paramedic graduates to also have an associate degree in order to be eligible for paramedic certification in Oregon. Students who have already completed an approved associate degree before entering the paramedic program may qualify by just obtaining the NCTI/CES paramedic course completion certificate. Students who do not have an associate degree upon entering the NCTI/CES paramedic program may obtain one through NCTI's affiliation with the College of Emergency Services in Portland, OR by transferring their completed credits in and/or through on-line courses to complete the degree requirements.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.



Program Description

This program fulfills all of the training requirements set forth by the U.S. Department of Transportation (DOT), National EMS Education Standards and the State of Oregon for Paramedics (P's). The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as a paramedic in the State of Oregon. This certification can lead to employment in a wide range of job opportunities, to include: Ambulance Paramedic, Firefighter Paramedic, Emergency Room Technician, private industry paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.) and others.

Program Objectives

The objective of the Paramedic program is to provide graduates with the skills and knowledge that will enable them to qualify for National Registry certification at the Paramedic level. Students will receive comprehensive education covering all cognitive and affective areas of paramedic practice and will be trained to perform all associated paramedic procedures in a safe, competent and consistent manner. This program will enable graduates to promote from entry-level, Basic Life Support, care-assisting type role within an organized Emergency Medical Services system to Advanced Life Support, care-directing type role. Graduation from this program will render individuals qualified to fill a variety of ALS-level positions, such as fire department or ambulance paramedic.

P Terminal Program Objectives – Upon completion of the Paramedic program, the student will be able to:

4. Apply theoretical knowledge of Basic Life Support in emergency medical situations.
5. Apply practical Basic Life Support skills in emergency medical situations.
6. Collaborate with the client and the health care system in the provision of basic emergency care to clients.

Model characteristics of professionalism within the pre-hospital healthcare arena

Course Descriptions

In combination, the NCTI/CES paramedic courses fulfill all of the training requirements set forth by the U.S. Department of Transportation (DOT), National EMS Education Standards and the State of Oregon for Paramedics (P's). The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as a paramedic in the State of Oregon. This certification can lead to employment in a wide range of job opportunities, to include: Ambulance Paramedic, Firefighter Paramedic, Emergency Room Technician, private industry paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.) and others.

The program consists of four component parts described as follows:



Course Syllabi

Anatomy & Physiology I

BIO135 (M & W 6:00 pm-10:00 pm; Sa 10:00 am-5:30 pm)

Instructor: Christine S. Broby, BS, MA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

First half-semester of a full-semester sequence dealing with the structure and function of the human body and mechanisms for maintaining homeostasis within it. This course includes the study of body organization, basic chemistry, cell structure, and the integumentary, skeletal, muscular and nervous systems (including special senses). The material is presented in a practical and comprehensive manner. The focus of the course is on the need-to-know facts that must be understood in order to pursue paramedic training or any healthcare career or related education in the field of science. Completion of this course satisfies the prerequisite A&P requirement for enrollment in Paramedic 101 and by itself satisfies the A&P requirement for the Associate of Applied Sciences (AAS) degree in Emergency Medical Technology.

Course Objectives:

Given the information from lectures, readings, assignments and laboratory exercises & experiments, the student will be able to:

1. Understand the scope of studies in anatomy and physiology and be able to use and understand descriptive anatomical and directional terminology.
2. Explain the basic concept of homeostasis and how homeostatic mechanisms apply to body systems.
3. Identify cellular structures and explain their respective functions.
4. Describe the basic tissues of the body and their location and explain their functions.
5. Identify and describe the major gross and microscopic anatomical components of the integumentary system and describe the functions of the system.
6. Identify and describe the major gross and microscopic anatomical components of the skeletal system and explain their functional roles in osteogenesis, repair, and body movement.
7. Identify and describe the major gross and microscopic anatomical components of the muscular system and explain their functional roles in body movement, maintenance of posture, and heat production.
8. Identify and describe the major gross and microscopic anatomical components of the nervous system and explain their functional roles in communication, control, and integration.
9. Identify and describe the major gross and microscopic anatomical components of the eye and ear and explain their functional roles in vision, hearing and equilibrium.

Credit/Clock Hours Awarded:

This course encompasses 98 clock hours, meeting on 2, 4-hour evenings and 1, 7-hour Saturday session per week over an elapsed 8 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 4 semester credit hours.

Prerequisites / Co-requisites:

No Prerequisites. Co-requisites include Medical Terminology 101. Students must present proof of a high school diploma (GED or DD-214 form also acceptable).

Resources / Materials:

Garrett, Lori K., *Get Ready for A & P*, August 2006

Marieb, Elaine, *Human Anatomy & Physiology*, 8th edition, January 2008

Marieb, Elaine, *Human Anatomy & Physiology Laboratory Manual CAT*, 9th edition, February 2008

Marieb, Elaine, *Anatomy & Physiology Coloring Workbook*, 9th edition, January 2008

Required: Writing utensils, colored pens, pencils or markers.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Completion of homework assignments; Active participation in lecture discussions and laboratory sessions.

Weighting

	Weighting
<u>Lecture</u>	<u>70%</u>
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%
<u>Lab</u>	<u>30%</u>
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%

Grading Scale:

Completion of the Anatomy & Physiology course at NCTI/CES is subject to the following criteria:

4. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
5. Active participation in laboratory sessions and successful completion of all SKILLS exams, rated on a "Pass / Fail" basis.
6. Compliance with all attendance requirements.

Grading

Grade	Percentage	Letter
Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F



Anatomy & Physiology II

BIO236 (M & W 6:00 pm-10:00 pm; Sa 10:00 am-5:30 pm)

Instructor: Christine S. Broby, BS, MA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

This is the second half-semester continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. The endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, as well as the concepts of development, metabolism, fluid and electrolyte balance, and acid-base balance are included. The material is presented in a practical and comprehensive manner. The focus of the course is on developing a deeper and more comprehensive understanding of facts that must be understood in order to pursue paramedic training or any healthcare career or related education in the field of science. Completion of this course (together with its prerequisite – A&P 101) satisfies the A&P requirement for the Associate of Science (AS) degree in Emergency Medical Technology.

Course Objectives:

Given the information from lectures, readings, assignments and laboratory exercises & experiments, the student will be able to:

1. Identify and describe the major gross and microscopic anatomical components of the endocrine system and explain the functional roles of their respective hormones in communication, control, and integration.
2. Identify and describe the major gross and microscopic anatomical components of the cardiovascular system and explain their functional roles in transport and hemodynamics.
3. Identify and describe the major gross and microscopic anatomical components of the lymphatic system and explain their functional roles in fluid dynamics and immunity.
4. Identify and describe the major gross and microscopic anatomical components of the respiratory system and explain their functional roles in breathing/ventilation and in the processes of external and internal respiration.
5. Identify and describe the major gross and microscopic anatomical components of the digestive system and explain their functional roles in digestion, absorption, excretion and elimination.
6. Explain the functional relationship among cellular, tissue and organ level metabolism, the role nutrition plays in metabolism, and the mechanisms by which metabolic rate is regulated in the body.
7. Identify and describe the physiology of the homeostatic mechanisms that control fluid/electrolyte and acid/base balance.
8. Identify and describe the major gross and microscopic anatomical components of the reproductive system and

explain their functional roles in reproduction and inheritance.

Credit/Clock Hours Awarded:

This course encompasses 98 clock hours, meeting on 2, 4-hour evenings and 1, 7-hour Saturday session per week over an elapsed 8 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 4 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Human Anatomy & Physiology I (i.e., A&P 101; minimum of 4 semester credit hours). Co-requisites include Medical Terminology 101. Students must present proof of a high school diploma (GED or DD-214 form also acceptable).

Resources / Materials:

Garrett, Lori K., *Get Ready for A & P*, August 2006
 Marieb, Elaine, *Human Anatomy & Physiology*, 8th edition, January 2008
 Marieb, Elaine, *Human Anatomy & Physiology Laboratory Manual CAT*, 9th edition, February 2008
 Marieb, Elaine, *Anatomy & Physiology Coloring Workbook*, 9th edition, January 2008
 Required: Writing utensils, colored pens, pencils or markers.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Completion of homework assignments; Active participation in lecture discussions and laboratory sessions.

Weighting		
	<u>Lecture</u>	<u>70%</u>
Quizzes / Homework / Assignments		25%
	Midterm Exam	25%
	Final Exam	50%
	<u>Lab</u>	<u>30%</u>
Quizzes / Homework / Assignments		25%
	Midterm Exam	25%
	Final Exam	50%

Grading Scale:

Completion of the Anatomy & Physiology course at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in laboratory sessions and successful completion of all SKILLS exams, rated on a "Pass / Fail" basis.
3. Compliance with all attendance requirements.



Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

SEMESTER A – Paramedic 171 (HS171):

Meets: (M & Th 9:00 am-6:00 pm)

Instructor: David W. Schappe, BA, EMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

Paramedic 171 is offered during Semester A of the Paramedic program and covers EMS History & Systems; Basic Pharmacology; Introduction to EMS; Medical-Legal Aspects; Cellular Anatomy & Physiology; Basic Pathology; Medication Administration; Intravenous Access; Therapeutic Communications; Life Span Development; The Respiratory System; Airway Assessment & Management; Patient History; Physical Examination; Scene Assessment; Vital Signs; Clinical Decision Making; Critical Thinking; EMS Documentation; Trauma Assessment & Management; Wounds & Injuries; Bandaging & Splinting; Spinal Trauma Pathophysiology; Dissection Labs; Prehospital Trauma Life Support; Cardiovascular System; Cardiac Assessment & Management; ECG Interpretation.

Course Objective:

The objective of Paramedic 171 is to provide students with the first-half of the didactic phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of Paramedic 171, the student will successfully pass all written and skills testing required in preparation for advancement to eligibility for enrollment in Paramedic 172.

Credit/Clock Hours Awarded:

This course encompasses 232 clock hours, meeting on 2, 8-hour days per week over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 11 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Human Anatomy & Physiology I (minimum of 4 semester credit hours). No co-requisites, but students must present proof of a high school diploma (GED or DD-214 form also acceptable), a current Emergency Medical Technician or Intermediate certificate and a current CPR card (American Heart Association Healthcare Provider or equivalent).

Resources / Materials:

Bledsoe, Bryan, et al, *Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
 Bledsoe, Bryan, et al, *Workbook for Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
 S.D. Foust, *Easy 4-Step Method to Drug Calculations*, February 2004
 Richard A. Harvey, et al, *Illustrated Review: Pharmacology – North American Edition*, 4th edition, July 2008
 O. John Ma, et al, *Emergency Medicine: Just the Facts*, 2nd edition, May 2004
 Dale Dubin, *Rapid Interpretation of EKG's*, 6th edition, October 2000
 Thomas B. Garcia, et al, *Introduction to 12-Lead ECG: The Art of Interpretation*, 1st edition, April 2002
 Gail Walraven, *Basic Arrhythmias*, 6th edition, June 2005
 American Heart Association, *Advanced Cardiac Life Support Provider Manual 2006*, August 2006
 American Heart Association, *Emergency Cardiac Care Handbook 2008*, August 2008
 American Heart Association, *Pediatric Advanced Life Support Provider Manual 2006*, August 2006
 American Academy of Pediatrics, *Pediatric Education for Prehospital Professionals*, 2nd edition, June 2006
 Daniel Limmer, et al, *Advanced Medical Life Support*, 3rd edition, August 2006
 National Assn of EMTs, *Prehospital Trauma Life Support*, 6th edition, August 2006
 Required: Personal protective equipment, stethoscope, and writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Participation and rated performance in practical skill demonstration labs employing case-based instructional methods and scenario-based patient situations utilizing nationally standardized criteria and guidelines (i.e., ACLS, PALS, PEPP, AMLS, ITLS, PHTLS, NREMT-P).

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of the EMT-P program at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail"



- basis.
- Active participation in and successful completion of ACLS, PALS, PEPP, AMLS and BTLS, according to the pre-set guidelines of the course.
 - Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

SEMESTER B – Paramedic 172 (HS172):

Meets: (M & Th 9:00 am-6:00 pm)

Instructor: David W. Schappe, BA, EMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

Paramedic 172 is offered during Semester B of the Paramedic program and covers Advanced Cardiac Life Support; 12-Lead ECG; Acute Myocardial Infarction; The Nervous System; Altered Mental Status; Stroke; The Endocrine System; Medical Assessment & Management; The Immune System; Allergies & Anaphylaxis; The Gastrointestinal System; GI Pathology; Toxicology & Substance Abuse; Hematology; Environmental Emergencies; Infectious Disease Assessment & Management; Psychiatric & Behavioral Disorders; Advanced Medical Life Support; OB/GYN Emergencies; Neonatology; Pediatric Emergencies; SIDS; Child Abuse & Neglect; Pediatric Emergencies for Prehospital Professionals; Pediatric Advanced Life Support; Geriatric Emergencies; Developmental Disabilities; Chronic Illness; Ambulance Operations; Medical Incident Command System; Mass-Casualty Incidents; Hazardous Materials; Triage; Air Operations; Review & Testing.

Course Objective:

The objective of Paramedic 172 is to provide students with the second-half of the didactic phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of the Paramedic 172, the student will successfully pass all written and skills testing required in preparation for advancement to eligibility for enrollment in Paramedic 273.

Credit/Clock Hours Awarded:

This course encompasses 232 clock hours, meeting on 2, 8-hour days per week over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 11 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 171.

Resources / Materials:

Bledsoe, Bryan, et al, *Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
 Bledsoe, Bryan, et al, *Workbook for Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
 S.D. Foust, *Easy 4-Step Method to Drug Calculations*, February 2004
 Richard A. Harvey, et al, *Illustrated Review: Pharmacology – North American Edition*, 4th edition, July 2008
 O. John Ma, et al, *Emergency Medicine: Just the Facts*, 2nd edition, May 2004
 Dale Dubin, *Rapid Interpretation of EKG's*, 6th edition, October 2000
 Thomas B. Garcia, et al, *Introduction to 12-Lead ECG: The Art of Interpretation*, 1st edition, April 2002
 Gail Walraven, *Basic Arrhythmias*, 6th edition, June 2005
 American Heart Association, *Advanced Cardiac Life Support Provider Manual 2006*, August 2006
 American Heart Association, *Emergency Cardiac Care Handbook 2008*, August 2008
 American Heart Association, *Pediatric Advanced Life Support Provider Manual 2006*, August 2006
 American Academy of Pediatrics, *Pediatric Education for Prehospital Professionals*, 2nd edition, June 2006
 Daniel Limmer, et al, *Advanced Medical Life Support*, 3rd edition, August 2006
 National Assn of EMTs, *Prehospital Trauma Life Support*, 6th edition, August 2006

Required: Personal protective equipment, stethoscope, and writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Participation and rated performance in practical skill demonstration labs employing case-based instructional methods and scenario-based patient situations utilizing nationally standardized criteria and guidelines (i.e., ACLS, PALS, PEPP, AMLS, ITLS, PHTLS, NREMT-P); Student performance on the NCTI/CES comprehensive written and practical skill examinations.

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of the EMT-P program at NCTI/CES is subject to the following criteria:

- Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
- Active participation in practice sessions and successful



completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.

- Active participation in and successful completion of ACLS, PALS, PEPP, AMLS and BTLS, according to the pre-set guidelines of the course.
- Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

SEMESTER C – Paramedic 273 (HS273)

Meets: (Days & hours vary; clinical & field shifts as assigned)

Instructor: David W. Schappe, BA, EMT-P and assigned clinical preceptor(s).

Methods: This course is an assigned clinical internship placement conducted primarily in an acute care hospital setting and on an ambulance vehicle assigned to emergency responses.

Course Description:

Paramedic 273 is offered during Semester C of the Paramedic program and takes place primarily in the hospital (240 hours minimum) under the supervision of a clinical preceptor: safely administer medications; perform endotracheal intubation; gain venous access; effectively ventilate a patient; perform a comprehensive assessment on any age patient; on obstetric patients; on trauma patients; on medical patients, including cardiac, respiratory and neurology patients; on psychiatric patients; Perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain; dyspnea / respiratory distress, including pediatric and adult patients; patients with syncope; patients with abdominal complaints; patients with altered mental status. The final 150 hours of Paramedic 273 are completed on an emergency ambulance under the supervision of a paramedic preceptor performing the same skills listed above in accordance with established rating criteria.

Course Objective:

The objective of Paramedic 273 is to provide students with the required 240 hours comprising the hospital clinical phase and the first 25% (approx.) of the required 540 hours comprising the field internship phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of the Paramedic 273, the student will have successfully completed all competencies required for the hospital clinical phase in preparation for advancement to eligibility to commence the field internship phase; the student will also have completed approximately the first 25% of the hours and competencies required for the field internship phase in preparation for advancement to eligibility for enrollment in Paramedic 274.

Credit/Clock Hours Awarded:

This course encompasses 390 clock hours conducted in various clinical hospital and prehospital settings on an assigned, individual schedule often matched to the availability of clinical rotations and preceptors. Schedules may include any combination of 8-, 10-, 12- or 24-hours shifts, depending upon assignment over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 8 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 172.

Resources / Materials:

NCTI, *NCTI/CES Clinical Manual*, April 2009

Required: Personal protective equipment, stethoscope, writing utensils, clinical & field student uniforms.

Evaluation Methods:

Methods of evaluation include: Hospital clinical phase daily performance evaluations; Hospital Clinical Close-Out evaluation; Field Internship phase daily and major performance evaluations.

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of Paramedic 273 is subject to the following PASS-FAIL criteria:

- Attendance at all clinical and field shifts in accordance with college policy.
- Active participation and professional interaction with all hospital clinical and field preceptors, personnel and staff.
- Documentation of successful completion of all required clinical competencies in the NCTI/CES Clinical Manual.
- Documentation of all clinical competencies in FISDAP on-line system within 72 hours of shift completion.
- Completion and submission of the NCTI/CES Clinical Manual and all associated forms.
- Documentation of a successful Clinical Close-Out meeting with program faculty.
- Satisfactory academic progress with the field internship in-progress

Grading

Safe, Competent & Consistent as defined in the NCTI/CES rating criteria.	PASS
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SEMESTER D – Paramedic 274 (HS274)

Meets: (Days & hours vary; clinical & field shifts as assigned)
Instructor: David W. Schappe, BA, EMT-P and assigned paramedic preceptor(s).

Methods: This course is an assigned clinical internship placement conducted primarily on an ambulance vehicle assigned to emergency responses.

Course Description:

Paramedic 274 is offered during Semester D of the Paramedic program and takes place primarily in an emergency ambulance under the supervision of a paramedic: safely administer medications; perform endotracheal intubation; gain venous access; effectively ventilate a patient; perform a comprehensive assessment on any age patient; on obstetric patients; on trauma patients; on medical patients, including cardiac, respiratory and neurology patients; on psychiatric patients; Perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain; dyspnea/respiratory distress, including pediatric and adult patients; patients with syncope; patients with abdominal complaints; patients with altered mental status. All skills listed above must be completed in accordance with established rating criteria.

Course Objective:

The objective of Paramedic 274 is to provide students with the remaining portion of the required 540 hours comprising the field internship phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of the Paramedic 274, the student will have successfully completed all competencies required for the field internship phase and all Paramedic program requirements in preparation for graduation and eligibility for local, state or national licensure/certification examinations.

Credit/Clock Hours Awarded:

This course encompasses 390 clock hours conducted in various prehospital settings on an assigned, individual schedule often matched to the availability of internships and paramedic preceptors. Schedules may include any combination of 8-, 10-, 12- or 24-hours shifts, depending upon assignment over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 8 semester credit hours and will be recommended for program graduation by course completion certificate.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 273.

Resources / Materials:

NCTI, NCTI/CES Clinical Manual, April 2009

NCTI, NCTI/CES Field Internship Manual, April 2009

Required: Personal protective equipment, stethoscope, writing utensils, clinical & field student uniforms.

Evaluation Methods:

Methods of evaluation include: Field Internship phase daily performance evaluations, patient care reports, and major performance evaluations.

Grading Scale:

Completion of Paramedic 274 is subject to the following PASS-FAIL criteria:

1. Attendance at all field shifts in accordance with college policy.
2. Active participation and professional interaction with all field preceptors, personnel and staff.
3. Documentation of successful completion of all required field competencies in the NCTI/CES Field Internship Manual.
4. Documentation of all field competencies in FSDAP on-line system within 72 hours of shift completion.
5. Completion and submission of the NCTI/CES Field Internship Manual and all associated forms.
6. Documentation of a successful Field Completion review with program faculty.

Grading	
<u>Safe, Competent & Consistent</u> as defined in the NCTI/CES rating criteria.	PASS
<u>Unsafe, Incompetent, or Inconsistent</u> as defined in the NCTI/CES rating criteria.	FAIL

Additional Courses by Transfer Credit

In order to complete the AAS degree program, students will need to apply for transfer credit and submit official transcripts from other accredited institutions that evidence completion of:

- HS110 EMT (8 SCH)
- Medical Terminology (3 SCH)
- English Composition I & II (6 SCH)
- Introduction to PC's (2 SCH)
- Introduction to Psychology (3 SCH)

Schedule of Training

NCTI/CES begins a new paramedic program at the Milwaukie, OR campus approximately every 7 months.



Didactic Phase – Scheduled as two (2), eight (8) hour instructional days per week (M-Th; 9:00 am to 6:00 pm).

Hospital Clinical Phase – Scheduled according to hospital availability, and typically consists of 2-3 days per week, pre-scheduled 8, 10 or 12-hour shifts, for a period of 8-12 weeks. Students must be available for any scheduling possibilities during this portion of the program.

Field Internship Phase – Scheduled according to ALS provider agency availability, and typically consists of 2-3 days per week, pre-scheduled 8, 10, 12 or 24-hour shifts, for a period of 16-20 weeks. Students must be available for any scheduling possibilities during this portion of the program.

General Education Phase – (Optional: If students are pursuing the associate's degree path) No pre-scheduled classes, but courses are available on-line through a variety of sources and recognized testing agencies and can be completed concurrently or after completion of the paramedic training program.

Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 440 of the 472 hours of classroom time during the Didactic phase of training. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class

attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Institute Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 24 hours of didactic classroom time will be dropped from the program.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicant must also have a current Oregon EMT, EMT-Basic, AEMT or EMT-Intermediate certification prior to the start date of the program, and must have a current CPR card. Students who are accepted into the program must have proof of completing and passing an approved Anatomy and Physiology course within the past five (5) years prior to the first day of class.

Desirable Qualifications

Prior experience as an EMT or EMT-Intermediate with an ambulance or fire service provider agency is preferred, but not required.

How & When to Apply

NCTI/CES utilizes an internet based entrance examination to assist in predicting an applicant's suitability for success in our programs. The link to access this exam will be sent to potential students upon receipt of their application. NCTI/CES accepts up to 38 students and lists up to 18 alternates for each program. Applicants must submit a complete application packet, and take the online exam at least 6 weeks prior to the course start date. Contact the Registration Office during regular business hours to request an application, or refer to our website at: www.NCTI.edu.



Course Charges & Fees

Registration Fee (not refunded)	\$55.00
Tuition Costs <ul style="list-style-type: none"> • Paramedic 171 • Paramedic 172 • Paramedic 273 • Paramedic 274 	\$9,440.00
Insurance	\$500.00
Equipment Usage	\$850.00
FISDAP Software	\$75.00
*Textbooks (estimated)	\$1,003.00
*Uniforms	\$250.00
*Background Check	\$50.00
*Drug Screen	\$70.00
TOTAL (All 4 Courses)	\$12,293
<i>(* = Paid to entities other than NCTI/CES)</i>	

A Field Internship fee not to exceed \$1000 will be required for the field internship portion of training. These fees are to be made payable to NCTI/CES and will be used to administer the field internship.

Additional Course Fees & Texts

Students are responsible for purchasing required uniforms and textbooks for this paramedic program. A list of uniforms and textbooks will be provided with the student enrollment agreement once accepted into the program. Textbooks ordered through the NCTI/CES Bookstore at www.NCTI.edu usually do not exceed \$1,003.00.

Uniforms, if purchased through an NCTI/CES-suggested provider, usually do not exceed \$250.00.

VA Benefits

This program at the College of Emergency Services, as operated by the National College of Technical Instruction (NCTI), 9800 SE McBrod Avenue, #200, Milwaukie, OR 97222,

is approved to train eligible veterans for the Paramedic (P) program. Contact our Business Office for filing assistance if you are a veteran.

Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a signed and dated copy of the "Notice of Cancellation" or any other written and signed to the Business Manager, National College of Technical Instruction, 9800 SE McBrod Avenue #200, Milwaukie, OR 97222. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through midnight of the fifth (5th) class day after the first class day and receive a full refund of all monies paid. Equipment, supplies, materials, etc. (if distributed by NCTI/CES) must be returned if in new and usable condition.

Materials

Once purchased and opened, curriculum CD's, texts and other materials are the property of the student.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements, the refund shall be in the amount the student paid, less hours of instruction, equipment, books, insurance, supplies and material charges owed. The



refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs. NCTI/CES does not grant credit for prior experiential learning.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."

Certification Training

Re-certification of paramedics in the State of Oregon requires 72 hours of Continuing Education and a recertification fee every two years (the National Registry also requires 72 hours nationally). NCTI/CES offers numerous courses applicable for portions of those hours

required for re-certification, including Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pediatric Education for Pre-hospital Paramedics (PEPP), Advanced Medical Life Support (AMLS), Prehospital Trauma Life Support (PHTLS) and Pre-hospital Case Reviews. Continuing Education Certificates are provided upon successful completion of these courses. NCTI/CES also provides complete refresher training programs (in certain locations) for National Registry renewal.

National Registry Exam

After receiving a course completion certificate from an approved paramedic program in Oregon, an individual must take and pass the National Registry exam for paramedics. NCTI/CES administers this exam for any qualified candidate multiple times each year (in certain locations). Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam and NCTI/CES typically offers a National Registry Prep Course to assist candidates in preparing for the computer adaptive test (CAT) which has replaced the NREMT written exam.

Paramedic Certification

Final paramedic certification in the State of Oregon is through the State Department of Health Services, EMS & Trauma Systems, headquartered in Portland, OR. Candidates are required to possess an Associate's Degree in EMS or a closely-related field.

Adverse Impact Disclosures

Participation in assigned and required clinical rotations during training, as well as obtaining certification as an EMT or Paramedic in the State of Oregon after program completion is also contingent upon successfully passing a drug screen and background check near the time of assignment or application for



certification. Students considering enrollment in an EMT or Paramedic training program are encouraged to contact the State of Oregon, Oregon Health Authority, EMS & Trauma division prior to enrolling at NCTI/CES, in order to become familiar with rules pertaining to prior criminal convictions, prior related licensure/certification revocations, illegal drug use or other factors that may ultimately render the individual ineligible for clinical assignment or state certification. These matters must be discussed directly between the student and state officials to ensure the most current and applicable information is obtained. While NCTI faculty and staff attempt to alert enrolling students to some of the more commonly known issues that may preclude assignment or certification, the information should not be solely relied upon but should be verified directly with the appropriate state official.



SUPPLEMENTAL COURSE INFORMATION

NCTI/CES provides supplemental courses which can be taken individually for professional continuing education and/or career enrichment, or as component parts of degree program requirements. Specific information on each supplemental course is listed below:

BIO135 & BIO236 - ANATOMY & PHYSIOLOGY I & II

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS communications experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Syllabi

Anatomy & Physiology I

BIO135 (M & W 6:00 pm-10:00 pm; Sa 10:00 am-5:30 pm)

Instructor: Christine S. Broby, BS, MA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

First half-semester of a full-semester sequence dealing with the structure and function of the human body and mechanisms for maintaining homeostasis within it. This course includes the study of body organization, basic chemistry, cell structure, and

the integumentary, skeletal, muscular and nervous systems (including special senses). The material is presented in a practical and comprehensive manner. The focus of the course is on the need-to-know facts that must be understood in order to pursue paramedic training or any healthcare career or related education in the field of science. Completion of this course satisfies the prerequisite A&P requirement for enrollment in Paramedic 101 and by itself satisfies the A&P requirement for the Associate of Applied Sciences (AAS) degree in Emergency Medical Technology.

Course Objectives:

Given the information from lectures, readings, assignments and laboratory exercises & experiments, the student will be able to:

1. Understand the scope of studies in anatomy and physiology and be able to use and understand descriptive anatomical and directional terminology.
2. Explain the basic concept of homeostasis and how homeostatic mechanisms apply to body systems.
3. Identify cellular structures and explain their respective functions.
4. Describe the basic tissues of the body and their location and explain their functions.
5. Identify and describe the major gross and microscopic anatomical components of the integumentary system and describe the functions of the system.
6. Identify and describe the major gross and microscopic anatomical components of the skeletal system and explain their functional roles in osteogenesis, repair, and body movement.
7. Identify and describe the major gross and microscopic anatomical components of the muscular system and explain their functional roles in body movement, maintenance of posture, and heat production.
8. Identify and describe the major gross and microscopic anatomical components of the nervous system and explain their functional roles in communication, control, and integration.
9. Identify and describe the major gross and microscopic anatomical components of the eye and ear and explain their functional roles in vision, hearing and equilibrium.

Credit/Clock Hours Awarded:

This course encompasses 98 clock hours, meeting on 2, 4-hour evenings and 1, 7-hour Saturday session per week over an elapsed 8 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 4 semester credit hours.

Prerequisites / Co-requisites:

No Prerequisites. Co-requisites include Medical Terminology 101. Students must present proof of a high school diploma (GED or DD-214 form also acceptable).

Resources / Materials:

Garrett, Lori K., *Get Ready for A & P*, August 2006



Marieb, Elaine, *Human Anatomy & Physiology*, 8th edition, January 2008

Marieb, Elaine, *Human Anatomy & Physiology Laboratory Manual CAT*, 9th edition, February 2008

Marieb, Elaine, *Anatomy & Physiology Coloring Workbook*, 9th edition, January 2008

Required: Writing utensils, colored pens, pencils or markers.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Completion of homework assignments; Active participation in lecture discussions and laboratory sessions.

		Weighting
Lecture		70%
Quizzes / Homework / Assignments		25%
Midterm Exam		25%
Final Exam		50%
Lab		30%
Quizzes / Homework / Assignments		25%
Midterm Exam		25%
Final Exam		50%

Grading Scale:

Completion of the Anatomy & Physiology course at NCTI/CES is subject to the following criteria:

7. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
8. Active participation in laboratory sessions and successful completion of all SKILLS exams, rated on a "Pass / Fail" basis.
9. Compliance with all attendance requirements.

Grading		
Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Anatomy & Physiology II

BIO236 (M & W 6:00 pm-10:00 pm; Sa 10:00 am-5:30 pm)

Instructor: Christine S. Broby, BS, MA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

Second half-semester continuation of the study of the structure and function of the human body and the mechanisms for

maintaining homeostasis within it. The endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, as well as the concepts of development, metabolism, fluid and electrolyte balance, and acid-base balance are included. The material is presented in a practical and comprehensive manner. The focus of the course is on developing a deeper and more comprehensive understanding of facts that must be understood in order to pursue paramedic training or any healthcare career or related education in the field of science. Completion of this course (together with its prerequisite – A&P 101) satisfies the A&P requirement for the Associate of Science (AS) degree in Emergency Medical Technology.

Course Objectives:

Given the information from lectures, readings, assignments and laboratory exercises & experiments, the student will be able to:

1. Identify and describe the major gross and microscopic anatomical components of the endocrine system and explain the functional roles of their respective hormones in communication, control, and integration.
2. Identify and describe the major gross and microscopic anatomical components of the cardiovascular system and explain their functional roles in transport and hemodynamics.
3. Identify and describe the major gross and microscopic anatomical components of the lymphatic system and explain their functional roles in fluid dynamics and immunity.
4. Identify and describe the major gross and microscopic anatomical components of the respiratory system and explain their functional roles in breathing/ventilation and in the processes of external and internal respiration.
5. Identify and describe the major gross and microscopic anatomical components of the digestive system and explain their functional roles in digestion, absorption, excretion and elimination.
6. Explain the functional relationship among cellular, tissue and organ level metabolism, the role nutrition plays in metabolism, and the mechanisms by which metabolic rate is regulated in the body.
7. Identify and describe the physiology of the homeostatic mechanisms that control fluid/electrolyte and acid/base balance.
8. Identify and describe the major gross and microscopic anatomical components of the reproductive system and explain their functional roles in reproduction and inheritance.

Credit/Clock Hours Awarded:

This course encompasses 98 clock hours, meeting on 2, 4-hour evenings and 1, 7-hour Saturday session per week over an elapsed 8 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 4 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Human Anatomy & Physiology I (i.e., A&P 101; minimum of 4 semester credit hours). Co-requisites



include Medical Terminology 101. Students must present proof of a high school diploma (GED or DD-214 form also acceptable).

Resources / Materials:

- Garrett, Lori K., *Get Ready for A & P*, August 2006
 - Marieb, Elaine, *Human Anatomy & Physiology*, 8th edition, January 2008
 - Marieb, Elaine, *Human Anatomy & Physiology Laboratory Manual CAT*, 9th edition, February 2008
 - Marieb, Elaine, *Anatomy & Physiology Coloring Workbook*, 9th edition, January 2008
- Required: Writing utensils, colored pens, pencils or markers.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Completion of homework assignments; Active participation in lecture discussions and laboratory sessions.

Weighting

<u>Lecture</u>	70%
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%
<u>Lab</u>	30%
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%

Grading Scale:

Completion of the Anatomy & Physiology course at NCTI/CES is subject to the following criteria:

4. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
5. Active participation in laboratory sessions and successful completion of all SKILLS exams, rated on a "Pass / Fail" basis.
6. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Schedule of Training

NCTI/CES begins new Human Anatomy & Physiology I courses at the Milwaukie, OR campus at the beginning of each semester. Human Anatomy & Physiology II courses typically begin at the half-way point in the

semester. Scheduled as two, 4-hour instructional evenings per week and one 7-hour session on Saturday, for approximately 8 weeks, per course (i.e., A&P I and A&P II)

Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 80 of the 98 clock-hours of classroom time during the course. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Program Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 18 hours of classroom time will be dropped from the course.

Satisfactory Academic Progress

Students failing to maintain satisfactory academic progress will be notified and placed on academic probation. If the situation is not



resolved through improvement, the student may be dismissed from the program in accordance with NCTI/CES policy (see policy 618.1 in NCTI/CES Policy and Procedure Handbook for details).

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Successful completion of Anatomy & Physiology I, or equivalent, is a prerequisite to enrollment in Anatomy & Physiology II.

Desirable Qualifications

General interest in anatomy & physiology, biology or the health sciences; Interest /ability to devote time and attention to academic studies. Prior experience in any healthcare related setting is preferred, but not required.

How & When to Register

Visit the business office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.) or go on-line to www.NCTI.edu to register and reserve space in the next available class. Class size is limited to 24 students per class and enrollment is offered to interested and qualified candidates on a first-come, first-served basis. Applicants must submit a complete application packet prior to the first class session. Contact the Registration Office during regular business hours to obtain a registration form and enrollment agreement.

Course Charges & Fees

Registration Fee (not refunded)	\$55.00
Tuition Costs – A&P I	\$660.00
Tuition Costs – A&P II	\$660.00
Insurance	\$25.00
Lab Fees	\$75.00
*Textbooks (estimated)	\$468.00
TOTAL (Both Courses)	\$1,943
<i>(* = Paid to entities other than NCTI/CES)</i>	

Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a signed and dated copy of the "Notice of Cancellation" or any other written and signed to the Business Manager, National College of Technical Instruction, 9800 SE McBrod Avenue, #200, Milwaukie, OR 97222. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through midnight of the fifth (5th) class day and receive a full refund of all monies paid, less registration and textbooks fees. Equipment, supplies, materials, etc. (if distributed by NCTI/CES) must be returned if in new and usable condition.

Materials

Once purchased and opened, texts and other materials are the property of the student.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements, the refund shall be in the amount the student paid, less hours of instruction, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.



Granting of Credit

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs.

NCTI/CES does not grant credit for prior experiential learning.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."

HS242 EMS PHARMACOLOGY

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play

in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Syllabus

EMS Pharmacology

HS242 (Tue. 6:00 pm-8:00 pm)

Instructor: David W. Schappe, BA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

EMS Pharmacology 242 is offered concurrent with Semester A (HS171) of the Paramedic program and covers: the history of pharmacology, terminology, pharmacokinetics, pharmacodynamics, and a review of the physiology of body systems. Once the general concepts are introduced the systems and medications are covered. This includes the autonomic nervous system, somatic nervous system, renal and cardiovascular systems, respiratory system, endocrine system, central nervous system, chemotherapeutics and alternative treatment options.

Course Objective:

The objective of EMS Pharmacology 242 is to provide students with an in-depth knowledge of medications, their uses and effects on the human organism. Upon successful completion of HS242 the student will possess the necessary knowledge to utilize both prehospital and emergency medications in EMT-172. The scope of the medications covered in this course exceeds the basic and expanded scope of practice for nationally registered paramedics throughout the United States.

Credit/Clock Hours Awarded:

This course encompasses 32 clock hours, meeting on 1, 2-hour class session per week over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 2 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Human Anatomy & Physiology I (minimum of 4 semester credit hours). No co-requisites, but students must present proof of a high school diploma (GED or DD-214 form also acceptable).



Resources / Materials:

Richard A. Harvey, et al, Illustrated *Review: Pharmacology – North American Edition*, 4th edition, July 2008
Bledsoe, Bryan, et al, *Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008
NCTI/CES Course handouts, as distributed.
Required: calculator, writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions and class participation.

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments /Class Participation	25%

Grading Scale:

Completion of the EMS Pharmacology 242 course at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in class discussions.
3. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Satisfactory Academic Progress

Students failing to maintain satisfactory academic progress will be notified and placed on academic probation. If the situation is not resolved through improvement, the student may be dismissed from the program in accordance with NCTI/CES policy (see policy 618.1 in NCTI/CES Policy and Procedure Handbook for details).

Schedule of Training

NCTI/CES begins new EMS Pharmacology courses at the Milwaukie, OR campus at the beginning of the semester running concurrent with “Semester A” of the EMT-P program.

Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 28 of the 32 hours of classroom time. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Institute Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 4 hours of classroom time will be dropped from the course.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicants must also provide evidence of completion of a 4 semester credit hour course in Anatomy & Physiology prior to the first day of class.

Desirable Qualifications

Sound working knowledge of anatomy &



physiology and the desire to better understand pharmacology as it relates to the prehospital provision of Emergency Medical Services; Interest /ability to devote time and attention to academic studies.

How & When to Register

Visit the business office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.) or go on-line to www.NCTI.edu to register and reserve space in the next available class. Class size is limited to 24 students per class and enrollment is offered to interested and qualified candidates on a first-come, first-served basis. Applicants must submit a complete application packet prior to the first class session. Contact the Registration Office during regular business hours to obtain a registration form and enrollment agreement.

Course Charges & Fees

Registration Fee (not refunded)	\$105.00
Tuition Costs	\$330.00
Insurance	\$25.00
*Textbooks (estimated)	\$75.00
TOTAL	\$535
<small>(* = Paid to entities other than NCTI/CES)</small>	

Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

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NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care



professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs.

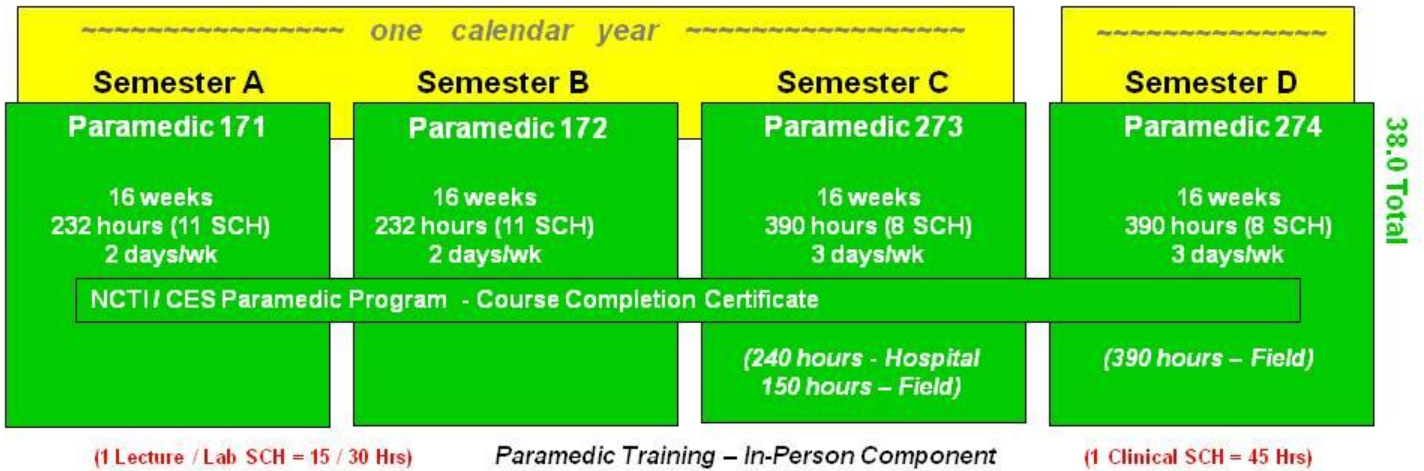
Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."

NCTI/CES does not grant credit for prior experiential learning.

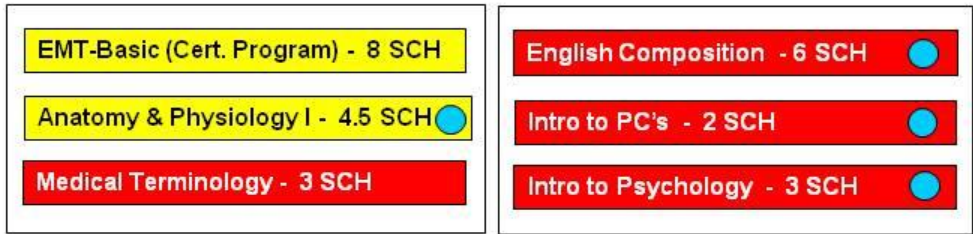


ASSOCIATE OF APPLIED SCIENCE – DEGREE FORMAT

NCTI / College of Emergency Services – Paramedicine Degree



General Education – In-Person, On-Line or Credit Transfer Component



AAS

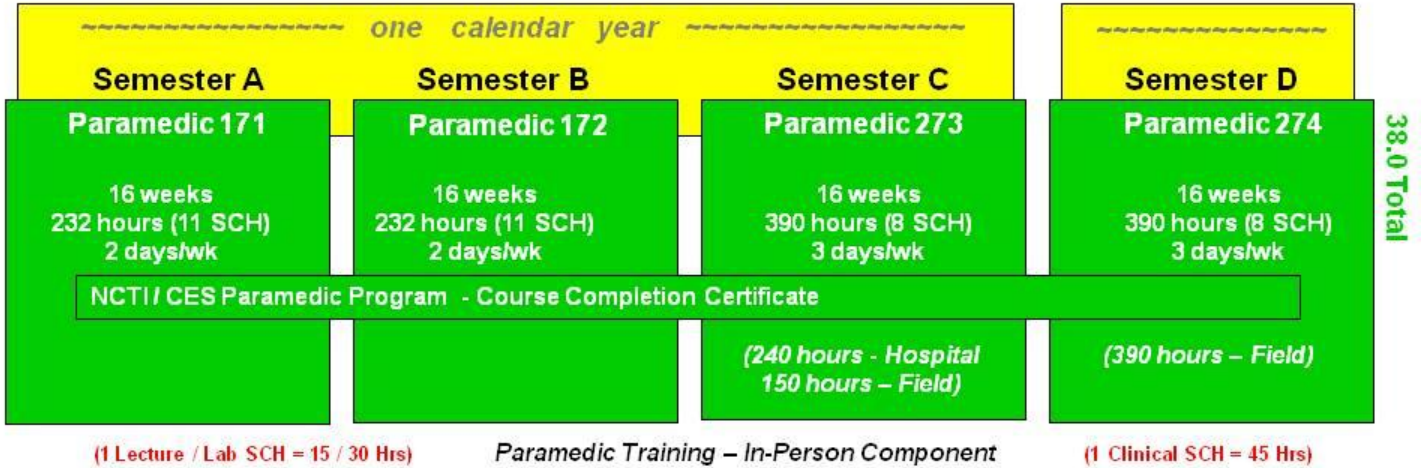
= Pre-requisite
 = Required for Degree
 ● = Gen. Ed.

Summary:
 EMT-P = 38 SCH
 General Ed = 15.5 SCH
 Other = 11 SCH
Total AAS Degree = 64.5 SCH

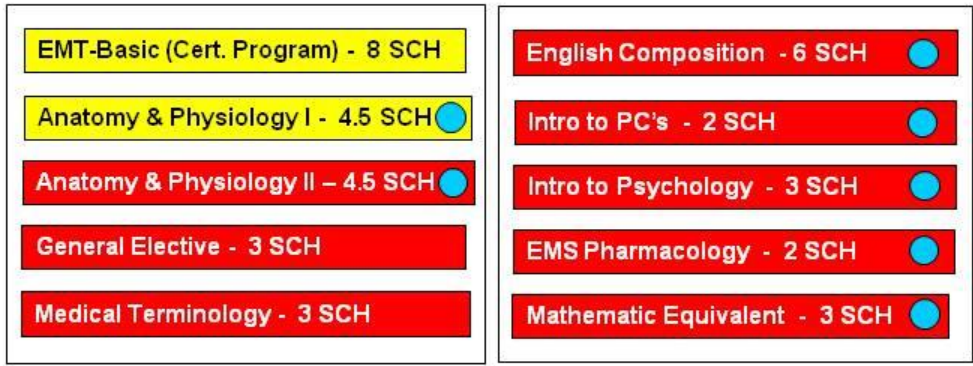


ASSOCIATE OF SCIENCE – DEGREE FORMAT

NCTI / College of Emergency Services – Paramedicine Degree



General Education – On-Line or Credit Transfer Component



36.0 Total

AS

Summary:
 EMT-P = 38 SCH
 General Ed = 25 SCH
 Other = 14 SCH
Total AS Degree = 77 SCH

= Pre-requisite
 = Required for Degree
 ● = Gen. Ed.



ADMINISTRATIVE STAFF & INSTRUCTIONAL FACULTY

LEAD FACULTY / ADMINISTRATIVE STAFF

<p>David Schappe, BA,EMT-P (Graduate of the State University of New York at Stonybrook) Program Director / Primary Paramedic Instructor NCTI/CES Northwest</p>	<p>Jennifer Andrews, EMT-P, AAS (Graduate of Chemeketa Community College) Lead instructor NCTI/CES Northwest</p>
<p>Christine Broby, BS,MA,NREMT-P (Graduate of the University of Texas at Tyler) Primary Anatomy & Physiology Instructor NCTI/CES Northwest</p>	<p>Jennifer Otter, AA, AAS, EMT-P (Graduate of the NCTI/College of Emergency Services) Educational Assistant NCTI/CES Northwest</p>
<p>Kevin Pappin, EMT (Course Completion: EMT, Clackamas Community College) Educational Assistant NCTI/CES Northwest</p>	<p>Chris Shaw, BA (Graduate of Evergreen State College) Student Services Coordinator NCTI/CES Northwest</p>



LAB ASSISTANTS (Part-Time)

Name	Education/Degrees	Academic Institution
Michelle Croft, EMT-P	Paramedic Certificate	Clackamas Community College
Lauren Enright, EMT-P	BS Paramedic Certificate	Pacific University Oregon Health Sciences University / OIT
Damon Frutos, EMT-P	AA, AAS, BA	Bellevue Community College; NCTI/College of Emergency Services; Trinity Lutheran College
Nicole Gibbs, EMT-P	AAS-Fire, AS-Paramedicine	Portland Community College; NCTI/College of Emergency Services
Lionel Marx, EMT-P	AS-Emergency Medical Technology; BA-International Studies/Spanish; Master of Int'l Management	NCTI/College of Emergency Services; Willamette University; Thunderbird – American Graduate School of International Management
Jennifer Otter, EMT-P	AA, AAS-EMS	Clackamas Community College; NCTI/College of Emergency Services;
Ken Schey, EMT-P	AAS, Paramedic Certificate	College of Lake County (IL); Northwest Medical Training
Robert Sims, EMT-P	AAS-Paramedicine	Barton County Community College (KS)
Mike Templeton EMT-P	BA AAS-Fire Science Paramedic Certificate	Marylhurst University Portland Community College Northwest Medical Training
Andrew Thomas, EMT-P	AAS-Paramedicine; BS	Oregon Health Science University / OIT; University of Rochester (NY)
William Wildman EMT-P	Paramedic Certificate	Oregon Health Sciences University