

# Emergency Medical Technician

## Basic Course

### Student Handbook



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## INTRODUCTION

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

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

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## COURSE LENGTH

The course consists of a minimum of 110 hours:

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

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

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

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## STUDENT EXPENSES

### Course Material Fees

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

### Local Course Fee

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

### Examination Fees

The initial state practical examination fee is \$175, payable to the testing contractor listed at the top of the application. Payment must accompany application for EMT-Basic Practical Examination, and **must be received** in the by the testing contractor prior to the registration deadline. Address is listed at the top of the application that is available on DEMST website ([www.ndhealth.gov](http://www.ndhealth.gov)) **Test fees are non-refundable after the registration deadline.**

A candidate that is in the initial testing phase, the ND Department of Health Division of Emergency Medical Services will provide a grant of \$150 to the Testing Contractor to lower the cost of an EMT candidate fee. This is a one time grant for each level of education and cannot be used for retesting and does not cover testing at licensed training institutions. A candidate must also graduate from a North Dakota approved program. The fee due to the Testing Contractor for an eligible candidate is \$25. If you are unsure about be a “Qualified Candidate” please call DEMST.

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

Practical retest fees are \$20 per station. A retest fee of \$175 will be assessed if all stations must be retested at another test site at a later date and candidate is not eligible for the DEMST testing grant.

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## STATE & NATIONAL CERTIFICATION EXAMINATIONS

### WRITTEN EXAMINATION

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

Devils Lake	Bismarck
Minot	Williston
Fargo	East Grand Forks
Oakes	

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

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

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

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

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

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

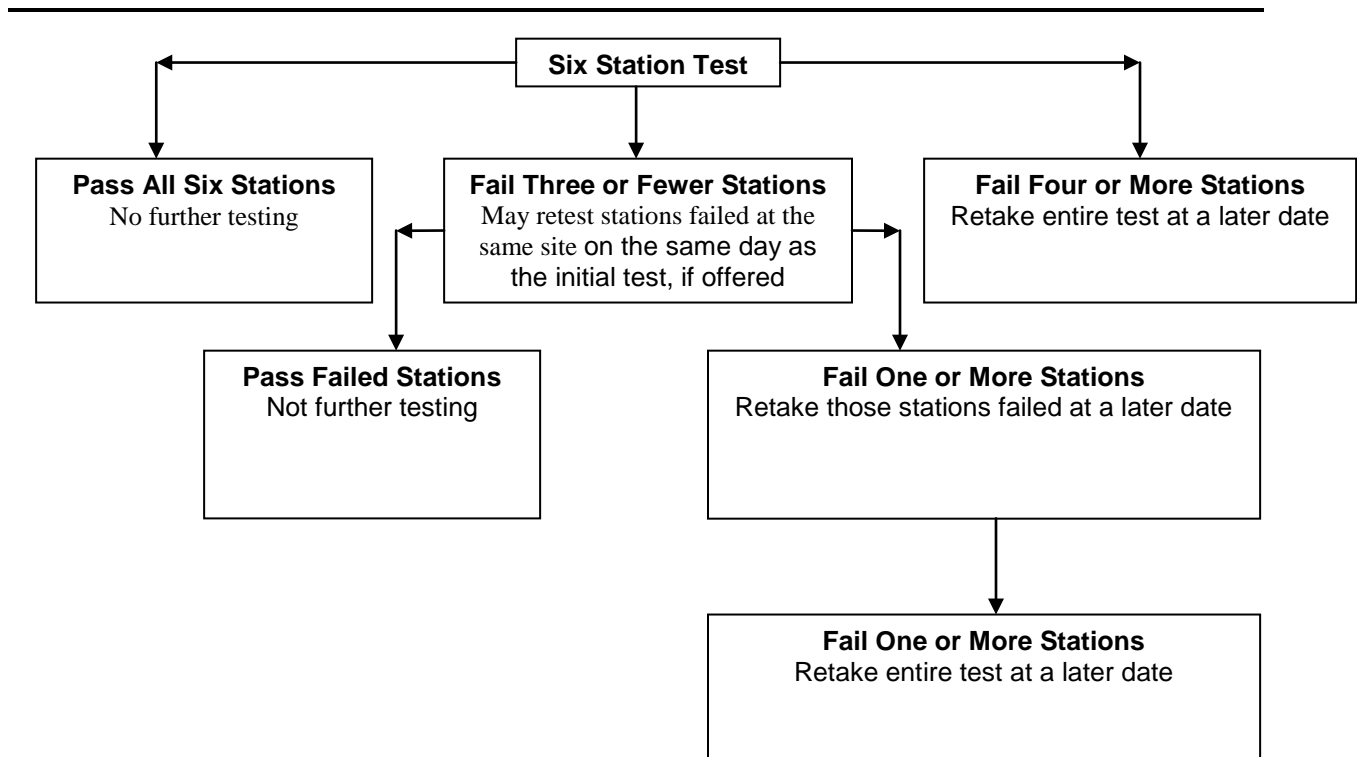
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## PRACTICAL EXAMINATION

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

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

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



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

### **PRACTICAL EXAMINATION GRIEVANCE PROCEDURE**

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

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# NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

## National Registry Registration

- Must successfully complete both the NREMT approved state practical and the NREMT written examinations.
- Must be 18 years of age. Those younger than 18 years of age and older than 16 will be State certified as an Emergency Medical Technician (ND-EMT).
- Certification is valid for two years, with expiration occurring on March 31. Licensure expires 90 days past the expiration of certification.

## National Registry Re-registration

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

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

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

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## Re-Registration Options

As a Nationally Registered EMT you have 3 different options for recertification.

**Option #1.** You may take the National Registry Cognitive examination at a designated Pearson Vue test center. You have only 1 attempt at this exam and if you fail the exam you will be required to complete the continuing education requirements. If you pass the exam there is no further continuing education required. The fee is \$70 for this exam and it is the responsibility of the EMT.

**Option #2.** You may complete all of the continuing education requirements necessary

**Option #3.** You may choose to become North Dakota state certified. In this case you will be required every two years to successfully complete the North Dakota Department of Health practical examination at an approved test site. You have one test cycle to complete this and it must be completed prior to your expiration. You may register to recertify by this method 6

months prior to your expiration and no extensions will be given. This method is not accepted by the NREMT and you will then be state certified.

