

EMT Orientation (outline)

Course Description

The Emergency Medical Technology (EMT) program includes techniques of emergency care, stabilization, and immobilization of victim's illness and injuries. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention are integrated into the program. Techniques of patient assessment, administration of oxygen, use of specific immobilization devices, and preparation for transportation are other areas of the program. The EMT program is the first step toward a career in Firefighting, Ambulance Attendant, and Emergency Room Technician. The EMT Program also provides a great overview and introduction into the healthcare system and emergency patient care for those students looking to enroll in Nursing or Medical Assistant programs. The techniques taught in the program are in accordance with national and state curriculum. Students will have the opportunity to participate in a clinical rotation through a local emergency department.

Program Requirements

Paperwork-At this time all required documentation to attend class should have been handed in including fingerprint clearance card, immunization records, physical exam, reading test, and prop 300 form.

Attendance- Students are required and expected to attend ALL class periods and to be ON TIME. Further attendance requirements are covered

Days/Hours- The hours & days of the week are confirmed for each cohort, with any student issues or potential attendance concerns covered

Dress code- The student dress code will be the same as what is allowed by the MCCCDC with a few minor adjustments. The dress code also requires closed toed shoes for lab assignments

Grading requirements- A students' grade is made up of a combination of points received from test, quizzes and workbook assignments. Each area of scoring is detailed.

1. **Tests**
2. **Practical skill exams**
3. **Quizzes**
4. **Workbook**
5. **Grading scale**

Conduct- The EMT program is an adult learner professional education program. All students are expected and required to conduct themselves accordingly. Cheating, vulgar behavior, and class disruptions in any manner are cause for immediate withdrawal from the program.

Course Materials- Required books, pamphlets and any other equipment is covered

Fess- Students on a payment plan will need to make their final payment within one month of the course start date

Parking and student ID's- During the first week of class students will need to get parking decals and Students ID's

Clinical requirement- all students must complete one 8-hour clinical in an emergency department

Course completion Requirements-

National & State certification & Testing-

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**Medical Programs Orientation Outline:
Medical Assistant, Phlebotomy, and Medical Billing and Coding**

Fiscal Services/Financial Aid

Presentation from FS and FA representative

Information Technology

Presentation from IT representative

Medical Programs Student Handbook

Broad Overview of the handbook

Students are informed of the programs drug testing process and procedure

Maricopa Community Colleges No-Academic Allied Health Program Policies for Students

Student are provided a copy of the policies book

EMCC Student Handbook and Planner

Students are provided a copy of the planner.

Student Vehicle Registration

Students are provided a copy of the student vehicle registration form.

Informed of Public Safety's location to register vehicle to obtain a student parking permit.

Student Identification Card

Informed they need to wear their student ID card while on campus.

Students are provided a lanyard and plastic sleeve to hold the ID card.

Students informed they need to provide their drivers license to enrollment services to obtain a student ID card.

Campus Tour (on orientation day or the first day of class)

Students are taken on a campus tour

1. Student Services – Student ID
2. Counseling Department
3. Courtyard Grill – microwaves M-R 7:00am - 8:00pm
4. Student Life – Popcorn Thursdays
5. Fitness Center hours M-R 6:00 am – 8:00pm
6. Mariposa –Eco Cafe microwaves hours M-R 7:00am - 8:00pm
7. Public Safety Facility – Student Vehicle Registration/Parking Decal 24/7
8. Information Commons/Library
9. Career Services
10. Book Store M-R 8:00 am – 6:00pm, F: 9:00 am – 2:00pm

SWSC Spanish Medical Interpreter Program New Student Orientation Outline

- Orientations are scheduled the Friday before a Saturday start or the week before on an assigned evening for evening program starts.
- Orientations last about 2 hours and are usually conducted in the SWSC or off site for classes offered off campus.
- New student orientation folders are put together by the program manager including important information on campus services and resources, including the parking sticker application.
- Program syllabus and curriculum is provided to students at orientation.
- Id holders and lanyards are provided to the students
- Water and snacks are provided to the students(bought by program manager and instructor)
- Students are asked to sign in based on roster from SIS.
- 26 slide Orientation PowerPoint lead by program manager and instructor(s) introduced to discuss program competencies, expectations.
- PowerPoint includes link to our MCTV featured video. This is what we start with after welcoming students.

The following information is presented and discussed with the students:

- Student Handbooks (District AHC, SWSC Medical Programs, & EMCC)-students are asked to read the handbooks and refer to them often as a reference.
- General Health and AHC programs guidelines discussed per district requirements (immunizations, testing, screening, exposure guidelines, professionalism, etc...)
- Policies/procedures-students are asked to sign and return pages by 2nd class requiring acknowledgement to place in their files.
- Attendance expectations

Our Service Strategy is “Your Success is Our Success”

- Disability resources
- Student dress code
- Urine drug screens
- Background check requirements
- Student ID requirement
- Program Information, outline & curriculum of each block.
- MIP Articulation information
- Books, supplies
- Plan to invest extra time with homework
- EMCC Organizational Chart
- Advisory board
- Next Steps, review orientation information, get student ID, Get parking sticker, buy books and supplies.