



Emergency Medical Technology Annual Unit Plan 2012-2013 Academic Year

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Mission

The mission of the Emergency Medical Technology Program is to develop and provide quality education in pre-hospital emergency medical care and related aspects of related career opportunities. The program encourages education in a variety of pre-hospital and clinical areas, including Emergency Medical Technician, EMS Instruction, infection control, and the safety courses relevant to field operations. The Emergency Medical Technician course provides students the opportunity to become certified as an EMT and apply for entry level positions in ambulance operations, fire fighting, national fire services agencies, security officers, safety officers, and law enforcement. Numerous other courses such as Medical Terminology, EKG Interpretation, and Pharmacology are taught through allied health courses but highly augment the EMT Program.

Certification programs are provided for the Emergency Medical Technician via the National Registry of Emergency Medical Technicians and within the State of California through Kern County Emergency Medical Services Department or other LEMSAs. The Emergency Medical Services Associate's Degree provides students the opportunity to progress toward a BS in Emergency Medical Services in programs at Loma Linda University and other universities.

The EMT Program supports the College mission by providing vocational education for students, in addition to expanded opportunities to continue into a variety of career fields. The end product of this programs results in increased FTES, from students enrolled in the program, as well as supports enrollment in the academic programs within the college due to the need for a variety of general education and prerequisite courses.

b. Program Applicability

Emergency Medical Technology Program supports a majority of the programs offered. Some of the programs include: health careers, fire technology, sciences, math, and other general education programs. Faculty promotes continued education and advancement in each course by informing students of the programs available at the college. The Emergency Medical Technology Program continually strives to promote its courses by increasing community awareness of course availability, participation in curriculum content via advisory groups and evaluations by students. This process is furthered by the use of Advisory Groups that help guide the growth and development of community needs.



The college has become a testing site for the national exam provide local access for taking the exam. Prior to becoming a testing site, student had to travel more than two hours to take the exam.

c. Partnerships

This program provides emergency personnel, refresher training and continuing education in the local communities in the following positions: ambulance attendant/operator- Liberty Ambulance, Care Ambulance, Symons Ambulance, AMR Ambulance, Hall Ambulance, Antelope Ambulance, Desert Ambulance, San Bernardino and Eastern Sierra Fire agencies; law enforcement – China Lake, Kern County Sheriff, CHP; search and rescue – Kern County, Inyo County, San Bernardino County; paid and volunteer fire departments – China Lake, Kern County, Mammoth Lakes, Big Pine, Lone Pine, Olanha-Cartago, San Bernadino County, Mono Lakes, Bishop, U.S. Forrest Service, BLM, Cal-Fire, Edwards AFB; security officers at Searles Valley Minerals, Riotinto Minerals, Honda Proving Grounds, safety coordinator – AES Wind Generation, Vestas Wind Turbines, GE Wind Energy, Terra-Gen, Next Era, Caithnes Wind, Cal-Wind.

The Emergency Medical Technology Program continually strives to promote its courses by increasing community awareness of course availability, participation in curriculum content via advisory groups and evaluations by students. This process is furthered by the use of Advisory Groups that help guide the growth and development of community needs. Although 100% participation in our advisory council is desired, not all of the providers attend meetings to provide information and feedback at to their needs. Faculty relationships with local industry and the community are fostered to maintain contact with providers to seek out potential needs and address them.

d. Distance Education

The Emergency Medical Technology Program is currently instructed face-to face but will have a hybrid course scheduled during the 2012-2013 college year.



STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)

Previous goals included building additional courses and a degree program. They have been submitted and should be added to the 2012-2013 college catalog.

b. Review of Overall Department/Unit

Student learning outcomes met or exceeded the goals of the department, county, state, and federal mandates. Student retention in the program will be a focus of faculty and adjunct faculty. In July 2010 cognitive portions of the national standard were added without an increase in the course hours. A change in the curriculum increasing the hours of the course may aid in student retention by providing additional hours to lecture and participate in the practical skills application practice.

Student learning outcomes will be evaluated at the end of this semester to prepare for the spring semester. This will include course structure, exams, quizzes and informational handouts utilized throughout each semester.

c. Goals for Upcoming Year (next academic year). *Three goals not required. If more goals needed, copy and paste additional boxes.*

Goal 1

1. *Connection to College Strategic Goals: 1.A and 1.B*

2. *Specific internal* or external** condition(s) the goal is a response to:* The current training center is requesting we become our own training center since we provide more training than all the other training sites totaled together. The training center no longer has a dedicated employee to manage the AHA center and provide card printing and regular course management. We currently are doing everything a training center does with the exception of ordering cards directly from the supplier. Ordering may not be done without being a training center.



3. *Action Plan:* Establishment of American Heart Association Center to providing CPR and First Aid training to students college wide (at all campuses).

4. *Measure of Success:* Center Established.

Goal 2

1. *Connection to College Strategic Goals:* 1.A and 1.B

2. *Specific internal* or external** condition(s) the goal is a response to:* Maintain and build each site to educate students with the same materials and supplies.

3. *Action Plan:* Advocate for budgets equal at all sites.

4. *Measure of Success:* Budget approved.

Goal 3

1. *Connection to College Strategic Goals:* 1.A and 1.B

2. *Specific internal* or external** condition(s) the goal is a response to:* Dedicated space is needed to establish the EMT program. SK is sharing a room at the local high school. This seems equitable until the college sustains losses to tables, chairs, laptops and other training supplies. An established training site with dedicated space will provide stability to the program, allow for a known location for the college and be more accessible to provide day and evening courses without interference with the high school. Regular low enrollment exists due to the lack of an established college site in the area, according to students and advisory group opinions.

3. *Action Plan:* Advocate for budget and college establishment of a dedicated college site and EMT program area.

4. *Measure of Success:* Site and budget approval.



STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)

a. New Classified Staffing. *If more lines are needed, Tab over from the bottom-right box.*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source: G=General Fund R=Restricted (be specific)
Dept Assistant II	IWV	2	A.1		10	6-10		G

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

- 1. This needs clerical assistance in order to maintain the level of service that has been done previously with one full time faculty member. This position will provide additional time to the full time faculty to address their programmatic goals, program review and SLO assessment. This position will assist the Director of Emergency Medical Technology faculty member assist in the filing, completion of state and county forms/reports as required, plus take on the clerical tasks to release the faculty director to focus on programmatic issues, partnerships and community outreach.*
- 2. Some of this work is currently being done by existing employees. While this is assisting the department, the work has been fielded by temporary assistants and multiple offices which create a scattered approach to the work required. A permanent position assigned to this area would provide a single focus and point of contact both for the faculty within the area, but for the private and public agencies as well.*
- 3. The impact to this college if this is not filled is the continued stretching of existing resources and a scattered approach to one of the highest producing programs at the college. The long-term impact could be a lack of responsiveness to the communities we serve.*



b. New Full-Time Faculty Staffing

Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)
Emergency Medical Technology	EMT, INSF, RET, FIRE, ADMJ	SK/IWV		1.A, 1.B, 1.E.2	G

Full-Time Faculty Staffing Justification:

[Refer to the separate handout listing criteria for new faculty hiring.]



c. Supplies (per unit cost less than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Instructional supplies	ESCC	1	1.A, 1.B.3	Need funds to purchase necessary lab supplies for class including CPR disposal items. Blood pressure cuff, Epi-pen trainers, exam gloves, air ways, pen lights and bandaging materials.	\$700	Ongoing	G
Instructional supplies	IWV	1	1.A, 1.B.3	Need funds to purchase necessary lab supplies for class including CPR disposal items. Blood pressure cuff, Epi-pen trainers, exam gloves, air ways, pen lights and bandaging materials.	\$700	Ongoing	G
Instructional supplies	KRV	1	1.A, 1.B.3	Need funds to purchase necessary lab supplies for class including CPR disposal items. Blood pressure cuff, Epi-pen trainers, exam gloves, air ways, pen lights and bandaging materials.	\$700	Ongoing	G
Instructional supplies	SK	1	1.A, 1.B.3	Need funds to purchase necessary lab supplies for class including CPR disposal items. Blood pressure cuff, Epi-pen trainers, exam gloves, air ways, pen lights and bandaging materials.	\$700	Ongoing	G
Back boards	SK/KRV/E SCC	1	1.A, 1.B.3	Need to replace worn materials for EMTC classes. These are required for instruction – need 8 boards	\$1000	One-time	G



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CPR and First Aid Cards (~300 per year)	All	1	1.A, 1.B.3	Cards are needed to issue to students for CPR and First Aid. (see goal 1)	\$750	On-going	G
Printer Ink – 2 sets of ink	IWV	1	1.A, 1.B.3	Printer ink	\$300	On-going	G
Storage cabinets (locking) to store materials at sites – 2 total	ESCC	1	1.A, 1.B.3	To store EMTC supplies, materials and training equipment at the ESCC sites	\$700	One-time	G
Storage cabinets (locking) to store materials at sites – 2 total	KRV/SK	1	1.A, 1.B.3	To store EMTC supplies, materials and training equipment at the ESCC sites	\$700	One-time	G
Tables for instruction (20)	SK	1	1.A, 1.B.3	Instruction tables for student to sit at	\$5000	One-time	G
Student Chairs (40)	SK	1	1.A, 1.B.3	Chairs for students to sit on.	\$3000	One-time	G
White Boards (2)	SK	1	1.A, 1.B.3	For instruction in SK	\$800	One-time	G
ID Card Supplies	IWV	1	1.A, 1.B.3	ID Card Supplies	\$300	On-going	G



d. Non-Technology Equipment (per unit cost greater than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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e. Technology Equipment (computers, data projectors, document readers, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Laser Printer dedicated to the American Heart Association Training Center (see goal 1)	IWV	1	1.A, 1.B.3	Printer needed to print CPR and First Aid cards.	\$1000	One-time	G
Computer Instructional Projector	SK	1	1.A, 1.B.3	Projector to use in the classroom at SK.	\$3000	One-time	G
Laptops (20)	SK	1	1.A, 1.B	Laptops to be used for instruction and testing.	\$20,000	One-time	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Laptop storage charging station	SK	1	1.A, 1.B	Charging station for laptops	\$3000	One-time	G
Laptops (20)	IWV	1	1.A, 1.B	Laptops to be used for instruction and testing.	\$20,000	One-time	G
Laptop storage charging station	IWV	1	1.A, 1.B	Charging station for laptops	\$3000	One-time	G
ID Card Printer	IWV	1	1.A, 1.B	Specialize printer to create ID badges for students for clinical experiences as mandated by clinical providers	\$1500	One-time	G

f. Facilities. Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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Dedicated classroom space in South Kern	SK	1	1.A, 1.B	Stabilize instructional space for students in SK. We have had problems maintaining our presence, equipment, supplies and security at Cal City High School		On-going	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Dedicated classroom space in IWV	IWV	1	1.A, 1.B	Stabilize instructional space for students in SK. We have had problems maintaining our presence, equipment, supplies and security at IWV.		On-going	G

g. Travel (inter-campus, intra-district, conferences, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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Professional conferences	IWV	1	1.A, 1.B	Professional development of full time faculty	\$1800	On-going	V
OSHA Training for general industry (3 courses)	IWV	2	1.A, 1.B	Faculty training to become certified to teach OSHA general industry safety.	\$6500	One-time	G
EMT Director Meetings (4 meetings)	IWV	1-2	1.A, 1.B	Attend regional/county EMT Director's meetings. There are 8 per year – should attend at least half. Currently not attending. These meetings are required to keep up with new and revised requirements, as well as interacting with	\$1000	On-going	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
				counterparts.			
Advisory Meetings	All	1	1.	Hold advisory meetings at all campuses as required by federal regulations once per semester per campus	\$500	On-going	V

h. Marketing (brochures, radio spots, promotional travel, etc.). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Program Promotional Shirts	IWV	2	1-6	Shirts purchased to worn by faculty to advertise programs	\$400	One time	G
Program Brochures	All	2	1-6	Program brochures to be used at events and promote EMT and Industrial Safety programs`	\$1500	On-going	G



i. Other (institutional fees, library books). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA

STEP 4: ATTACH PRIOR YEAR'S SLO ASSESSMENT DATA (as applicable)

Course Assessment Worksheet

Course: EMTC C105 Emergency Medical Technician

Outcome and Assessment Definitions		Assessment and Data Collection		
		Detailed Description of Assessment Plan	Results	Plan for Improvement and Reassessment
Upon successful completion of the course,	90% of students will be able to Recognize minor to major medical and trauma patient conditions	<p>Description Practical exams administered individually with trauma and medical patient scenarios.</p> <p>Timeline Students are given 10 minutes per scenario to evaluate and direct and treat the patient in the</p>	100% of the students taking the course to earn a course completion certificate passed the practical exams.	Continued reevaluation of mandate criteria for testing to meet or exceed the national standard.
This will be assessed with				



	<p>final practical exams which include 2 trauma and 4 medical patient scenarios testing multiple aspects of assessment and treatment.</p>	<p>scenario</p> <p>Sample See Attached</p> <p>Pending Tasks:</p> <ul style="list-style-type: none"> • None 		
.	<p>Upon successful completion of the course,</p> <p>90% of students will be able to Demonstrate appropriate scene survey, patient assessment, management and treatment of medical and trauma patients, in a safety conscious manner, to the training level of an EMT.</p> <p>This will be assessed with final practical exams which include 2 trauma and 4 medical patient scenarios testing multiple aspects of assessment and treatment.</p>	<p>Description Practical exams administered individually with trauma and medical patient scenarios.</p> <p>Timeline Students are given 10 minutes per scenario to evaluate and direct and treat the patient in the scenario</p> <p>Sample See Attached</p> <p>Pending Tasks:</p> <ul style="list-style-type: none"> • None 	<p>100% of the students taking the course to earn a course completion certificate passed the practical exams.</p>	<p>Continued reevaluation of mandate criteria for testing to meet or exceed the national standard.</p>
.	<p>Upon successful completion of the course,</p> <p>90% of students will be able to Identify the basic topographical anatomy of the human body organ systems.</p> <p>This will be assessed with written (computer) based exams.</p>	<p>Description Written exams with labeling of various organ systems, anatomical terms and body positions.</p> <p>Timeline Exams are proctored online exams and are not timed.</p> <p>Sample See Attached</p> <p>Pending Tasks:</p>	<p>98% of the students taking the course to earn a course completion certificate passed the topographical and anatomy exams.</p>	<p>Continued reevaluation of mandate criteria for testing to meet or exceed the national standard as required by state law.</p>



	<p>Upon successful completion of the course,</p> <p>90% of students will be able to Demonstrate knowledge and ability according to the standards established by the U.S. National Highway Traffic Safety Administration by passing the Emergency Medical Technician level national exam managed by the National Registry or Emergency Medical Technicians.</p> <p>This will be assessed by using the results of student pass/fail rates on the national exam administered by NREMT.</p>	<ul style="list-style-type: none"> • None <p>Description A computer based EMT level exam at an approved NREMT testing site is taken after the course is completed.</p> <p>Timeline Students have 2 years to take the national exam.</p> <p>Sample This is not available for review by the public nor EMT course instructors. Only results are available to the program director.</p> <p>Pending Tasks:</p> <ul style="list-style-type: none"> • Continue to monitor success/fail rate. 	<p>The Emergency Medical Technology Program has consistently provided an excellent pass rate for graduates of these courses. We maintain the highest pass rate (88.8%) of all courses offered by all public and private programs in Kern County. We rank 6th of 31 programs offered in San Bernardino, Inyo and Mono Counties. In 2010 18 students completed the national exam. Sixteen completed on the first attempt and two with more then one attempt.</p>	<p>An attempt to remind students to take the national exam before the course completion expires has been initiated. We realize that financial, personal and other reasons may cause a student to withhold taking the national exam.</p>
	<p>Upon successful completion of the course,</p> <p>90% of students will be able to Explain how the human organ systems react in various medical and traumatic conditions.</p> <p>This will be assessed with written exams.</p>	<p>Description Written (computer) exams are administered throughout the course</p> <p>Timeline no time limit is required</p> <p>Sample See Attached</p> <p>Pending Tasks:</p> <ul style="list-style-type: none"> • None 	<p>93% of the students completing the exams passed the specific questions related to this objective.</p>	<p>Continued monitoring of the student success/fail rates to encourage early clarification of material in order to encourage student retention and progression.</p>



STEP 5: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (Instructional units only, as provided)

					Sections	1st Day Enroll	Census Enrollmt	Ending Enroll	Students /Section	Actual FTES	FTEF	FTES/ FTEF	Retentio n Rate	Success Rate
EMTC C070	CPR for the Healthcare Provide	2010- 2011	201130	Spring 2011	4	76	76	72	19	1.4	0.1	9.3	100.0%	100.0%
			201070	Fall 2010	4	75	76	57	19	1.1	0.1	7.3	100.0%	100.0%
			Annual Yr Sum		8	151	152	129	19	2.5	0.3	8.3	100.0%	100.0%
EMTC C105	Emergency Medical Technician I	2010- 2011	201130	Spring 2011	4	118	107	85	27	25.9	2.0	13.2	79.4%	55.1%
			201070	Fall 2010	4	129	90	78	23	21.8	1.9	11.6	86.7%	64.4%
			Annual Yr Sum		8	247	197	163	25	47.7	3.8	12.4	82.7%	59.4%
					Sections	1st Day Enroll	Census Enrollmt	Ending Enroll	Students /Section	Actual FTES	FTEF	FTES/ FTEF	Retentio n Rate	Success Rate
EMTC C205	Emergency Med. Tech. I Refresh	2010- 2011	201130	Spring 2011	1	9	9	9	9	0.5	0.1	4.6	100.0%	100.0%
			201070	Fall 2010	1	13	13	13	13	0.8	0.1	6.7	100.0%	100.0%
			Annual Yr Sum		2	22	22	22	11	1.3	0.2	5.7	100.0%	100.0%