

<b>Paramedic Procedures (PEM-111C)</b>	
<b>Hours: Lecture - 1, Lab - 3, Credits - 2</b>	
<b>Prerequisite(s):</b> None	
<b>Corequisite(s):</b> PEM-126C, PEM-135C, PEM-244C	
<b>Term:</b> Spring 2026 (full semester)	<b>Meeting Day/Time:</b> Tuesday 8a-11:50p
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<b>Lead Instructor Accessibility:</b> Tuesday 10a-2p, Wednesday 10a-12p, Thursday 10a-12p <b>Adjunct Instructor Accessibility:</b> By appointment	
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## Course Description

This performance-based course focuses on the broad spectrum of paramedic procedures. Students will perform the technical skills drawn from Advanced Trauma, Advanced Cardiology, Medical Emergencies, and Pharmacology courses. An emphasis will be placed on the skills and competencies making students eligible for advanced hospital and field clinic rotations. (Prerequisites: all fall PEM courses; Corequisites: PEM 126C, PEM 135C and PEM 244C.)

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## National EMS Education Standards

This course, as a part of the Paramedic Emergency Medicine curriculum, meets or exceeds the following requirements of the National EMS Education Standards of 2021:

• Psychomotor skills (all).....	60 hours
• Airway Management, Respiration, and Artificial Ventilation.....	30 hours
• Monitoring Devices.....	4 hours
• Medical Terminology.....	1 hour
• Workforce Safety.....	1 hour

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## Learning Outcomes

### Educated Person Statement of Philosophy

Upon completion of this course, students will be able to:

1. Practice appropriate body substance isolation techniques
2. List and describe the following facts for each paramedic procedures
  - a. Patient Preparation / Explanation
  - b. Indications / Contraindications
  - c. Advantages / Disadvantages
  - d. Complications / Troubleshooting / Problem Solving
  - e. Equipment Parts / Equipment Failures
  - f. Technique – Do’s and Don’ts
  - g. Patient Response / Expected Outcomes
3. Demonstrate successful performance of all skills, procedures, and use of associated equipment (listed in the course schedule) in a time-efficient manner

Assessment of Learning Outcomes (knowledge), referring to the above list:

1. Demonstrated during both training and practical skill examinations
2. Demonstrated by practical and written skill examinations
3. Demonstrated by practical skill examinations

Acquired Skills:

1. As listed in the syllabus and required by the National EMS Educational Standards

Assessment of Learning Outcomes (skills), referring to the above list:

1. Demonstrated by practical skill examinations

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## Course Materials and Resources

### Textbooks, Required:

- Nancy Caroline's *Emergency Care in the Streets* (9<sup>th</sup> Edition), Vols 1 & 2. Eds. Alfonso Mejia, Barbara Aehlert, Bob Elling. Burlington, MA: Jones & Bartlett Learning, 2023. (ISBN: 9781284256741)

### Textbooks, Suggested:

- None currently

### Materials, Required:

- Computer or full-sized tablet with internet connectivity and ability to video record
- Supplemental handouts, internet links, or files as provided by the course instructor - either in person or electronically
- Lab practical "skill sheets" on Platinum
- Eye protection

### Software, Required:

- Microsoft Word, PowerPoint, Excel or equivalent (Microsoft Office 365 is free for students)
- Internet Access for Platinum, Canvas, and other websites as instructed

### Resources, Suggested:

- None currently

Textbooks, materials, and software are available online at [eFollet](#) unless specified by your instructor.

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## Canvas Orientation

If this is your first time using Canvas at CCSNH, please complete the [Canvas student orientation](#) to familiarize yourself with its navigation and use.

### Available Technical Support

If you need help navigating this course, explore the Canvas [Student Guide](#). The Student Guide, Chat, and Phone offer helpful information and are always found by clicking on the help button on the bottom-right of every page in Canvas.

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## Instructional Approach

A variety of instructional methods will be utilized including audio-visual presentation, demonstration, discussion, scenario-driven examples, and performance stations - including both peer and faculty evaluation.

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## Assessment of Learning

### Assignment/Assessment Descriptions

1. Active participation in practical sessions, efficient use of lab time, and attendance.
2. Ability to integrate concepts and exercise appropriate judgment as evidenced by performance in lab stations.
3. Verification of competency in all skills listed under course objectives (also see the provided *competency log*).
4. Practical Skill Exams: Students must pass ALL practical exams order to pass the course. Students must pass 74% of exams (13 of 17) on the first attempt. Failure to pass with the minimum score (74% of total points for “live” exams or 90% of total points for video submitted exams) or failing any critical criteria will constitute failure of the station. A fifth practical exam failure will result in an overall course failure. Each student must successfully perform 2 (each) of the following “live” skills: IV placement, IM injection, and SQ injection
5. Practical Skill Quizzes: Students must pass ALL quizzes to pass the course. Students must pass 74% of quizzes (9 of 12) on the first attempt. A fourth quiz failure may result in an overall course failure.
6. Retests: Students will have one attempt to retest each practical exam or skill quiz at a minimum accepted grade of 90%. Failure on a retest may result in overall course failure. For grading purposes, only the first attempt will be recorded.
7. Accurate completion of physical “logs and grids” as well as the electronic portfolio (Platinum) by the end of the last scheduled lab session. Failure to submit these will constitute an overall course failure.
8. Students must receive a passing grade on the *Paramedic Student Performance Appraisal* to successfully complete this course.
9. Students will participate in the Freshmen Airway Competency where they must successfully intubate at least 75% (15/20) mannequins on the first attempt. A single retest is allowable, but inability to pass on the second attempt will result in course failure – regardless of overall course grade.
10. Final Exam

## Grading Criteria and Grade Calculation

Category	% of Final Course Grade
Practical Examinations (17)	50%
Practical Skill Quizzes (12)	30%
Final Exam	20%
Completion of Logs & Grids	See policy above
Completion of online portfolio	See policy above
Paramedic Student Performance Appraisal	See policy above
Freshmen Airway Competency	See policy above
Attendance	See policy below
<b>Total</b>	<b>100%</b>

Grading Schema	
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
F	0-73

**NOTE:** Students are responsible for monitoring their own progress by reviewing practical exam sheets and following their grades as posted on Canvas and/or Platinum. There is no process above and beyond what is posted on Canvas and the Student Information System to notify students of a course failure.

## Course Schedule


This syllabus is to be used as a guide; it contains information about the course, how it will be taught, what will be required of students, and assessment methods that will be used. All information is subject to change at the instructor's discretion. Changes will be communicated in a timely manner. In the event of conflict, and barring a communicated change, this syllabus shall be the correct source.


Week & Date	Topics	Assignments	Activities
<b>Week 1</b> January 20 <sup>th</sup>	Simple Adjuncts (NPA/OPA) Oxygen Delivery BVM Airway Management Transcutaneous Pacing Medic Mindset podcast	l:986-989 <sup>†</sup> l:994-999 l:999-1006 l:980-983 l:1192-95 see Canvas	<u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>Oxygen Delivery (NRB &amp; NC)</li> <li>Cricoid Pressure</li> <li>Adult BVM/Basic Airway Management</li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>Transcutaneous Pacing</li> </ul>
<b>Week 2</b> January 27 <sup>th</sup>	Endotracheal Intubation  Failed Intubation "Elaine Bromley Case" Intubation Sedation Pulse Oximetry Capnography Synchronized Cardioversion	l:1022-41, l:1047-50  l:1047 see Canvas l:1050-57 l:972-974 l:975-980 l:1202-1204	<b>Skill Practical Video &amp; Quiz 1</b> (due by 0800) <ul style="list-style-type: none"> <li><b>Basic Airway Management</b></li> </ul> <u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>Adult Endotracheal Intubation (DL)</li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>Synchronized Cardioversion</li> </ul>

<sup>†</sup> l:986-989 means Volume 1: Pages 986-989 ... applying this format to the rest of the syllabus I leave for your able minds to figure out!

Week & Date	Topics	Assignments	Activities
<b>Week 3</b> February 3 <sup>rd</sup>  Guest Lecturer: Sarah	Adult ETI (cont.) ETT Med Administration Defibrillation	I:748, 975 I:1213-1220	<b>Skill Quiz 2 (due by 0800) &amp; Practical (during lab)</b> <ul style="list-style-type: none"> <li>• <b>Transcutaneous Pacing (Jim)</b></li> </ul> <u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>• Adult Trauma ET Intubation<sup>#</sup></li> <li>• Adult Video Laryngoscopy (VL)</li> <li>• ETT Medication Administration</li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>• Defibrillation</li> </ul>
<b>Week 4</b> February 10 <sup>th</sup>	Digital Intubation Bougie S.A.L.T. Device Airway Obstruction FBAO / Magill Forceps Glucometer Carotid Sinus Massage Vagal Maneuvers, including Modified Valsalva AED Practice & Test  <b>HOMEWORK: Double/Dual            Sequential External Defib</b>	see Canvas see Canvas see Canvas I:989-990 I:991-993 I:646 I:1199-1202 see Canvas  ACLS Manual  <b>see Canvas            due @ 0800</b>	<b>Skill Quiz 3 (due by 0800) &amp; Practical (during lab)</b> <ul style="list-style-type: none"> <li>• <b>Cardioversion &amp; Defibrillation (Keith)</b></li> </ul> <u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>• Alternate Endotracheal Devices</li> <li>• Endotracheal suctioning</li> <li>• FBAO</li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>• Carotid Sinus Massage<sup>#</sup></li> <li>• Vagal Maneuvers<sup>#</sup></li> <li>• Glucometer<sup>#</sup></li> <li>• <b>AED Testing for BLS/ACLS</b></li> </ul>
<b>Week 5</b> February 17 <sup>th</sup>	Neonate Airway Mgmt Neonate ETT Pediatric Airway Mgmt Pediatric ETT 12-Lead ECG	II:2388-90 II:2390-93 II:2466-71 II:2470-76 I:1175-84	<b>Skill Practical Video &amp; Quiz 4 (due by 0800)</b> <ul style="list-style-type: none"> <li>• <b>Adult ETT</b></li> </ul> <u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>• Pediatric Airway Management</li> <li>• Pediatric Endotracheal Intubation</li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>• 12-Lead Acquisition<sup>#</sup></li> </ul> <b>[DRESS APPROPRIATELY]</b>
<b>Week 6</b> February 24 <sup>th</sup>	Nasotracheal Intubation  Suctioning  Extubation IV Therapy	I:1039-46  I:983-86 I:1047-50  I:1048-50 I:801-818 I:820-825	<b>Skill Practical Video &amp; Quiz 5 (due by 0800)</b> <ul style="list-style-type: none"> <li>• <b>Pediatric ETT</b></li> </ul> <u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>• Adult Nasotracheal Intubation<sup>#</sup></li> <li>• Suctioning<sup>#</sup></li> <li>• Extubation<sup>#</sup></li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>• Adult IV Access</li> </ul>

<sup>#</sup> This skill is not counted toward grade but must be tested off by peers, prior to the end of the semester, to earn a passing grade in the course

Week & Date	Topics	Assignments	Activities
<b>Week 7</b> March 3 <sup>rd</sup>	EJ Cannulation Phlebotomy Umbilical Vein Cannulation Pediatric IV Access  Needle Cricothyrotomy Surgical Cricothyrotomy ^see new NH protocols! Tracheostomies	I:819 I:825-827 II: 2394-95 II:2478-2480 see Canvas  I:1072-75 I:1066-71 I:1016-21 II:2524-25, 2604-07	<b>Skill Quiz 6</b> • <b>Adult IV</b> (due by 0800)  <u>Airway &amp; Breathing Lab Track</u> • Cricothyrotomy (needle/surgical) • Tracheostomy  <u>Circulation Lab Track</u> • Pedi & Alternate IV Access • Umbilical Vein Cannulation • Phlebotomy
<b>Week 8</b> March 9 <sup>th</sup>			<b>Skill Practical Video* (due by 0800!)</b> • <b>Adult IV</b> (mannequin)
<b>Week 8 cont.</b> March 10 <sup>th</sup>	King LT Airway Laryngeal Mask Airway (LMA) i-gel	I:1057-59 I:1060-63 I:1062-65	<b>Skill Practical Video &amp; Quiz 7</b> (due by 0800) • <b>Needle Cricothyrotomy</b>  <u>Airway &amp; Breathing Lab Track</u> • King LT • LMA • i-gel  <u>Circulation Lab Track</u> • <b>Live IV Starts</b> (need 2)
<b>Week 9</b> March 17 <sup>th</sup>	<b>SPRING BREAK!!!</b>		
<b>Week 10</b> March 24 <sup>th</sup>	Nasogastric (NG) & Orogastric (OG) Tubes  Intranasal (IN) Med Admin  Intraosseous (IO) Access	I:1012-15, II:2475-77  I:869-870  I:827-34, I:865-66, II:2480-83	<b>Skill Practical Videos &amp; Quiz 8</b> (due by 0800) • <b>LMA</b> • <b>i-gel</b>  <u>Airway &amp; Breathing Lab Track</u> • NG Tube Insertion# • IN Medication Administration#  <u>Circulation Lab Track</u> • IO Access
<b>Week 11</b> March 31 <sup>st</sup>	CPAP & PEEP Chest Seals IV Push Medication Admin Enteral Medication Admin Transdermal Medication Sublingual Medication Other Medication Routes	I:1008-11, 1128-29 II:2067-69 I:749, 845-52, 875-60 I:843-845 I:750, 865-867 I:750-51, 867 I:751, 867-869	<b>Skill Practical Video &amp; Quiz 9</b> (due by 0800) • <b>Pediatric IO Access</b>  <u>Airway &amp; Breathing Lab Track</u> • CPAP# & Chest Seal  <u>Circulation Lab Track</u> • IVP & Alternate Med Routes

Week & Date	Topics	Assignments	Activities
Week 12 April 7 <sup>th</sup>	Needle Chest Decompression  IV Medication Infusions IV Pumps	II:2069-72, II:2519  I:860 I:860-864	<b>Skill Quiz 10</b> (due by 0800) <b>Skill Practical</b> (during lab) <ul style="list-style-type: none"> <li>• <b>IV Push Medication Administration</b> (Keith)</li> </ul> <u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>• Needle Chest Decompression</li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>• IV Medication Infusion (drip &amp; pump)</li> </ul>
Week 13 April 14 <sup>th</sup>	Nebulized Med Admin  Injections: <ul style="list-style-type: none"> <li>▪ Intradermal (ID)</li> <li>▪ Subcutaneous (SC)</li> <li>▪ Intramuscular (IM)</li> </ul> Antidote Kit Administration	I:869-875  I:852-853 I:853-854 I:855-857  I:1692-93	<b>Skill Practical Video</b> (due by 0800) <ul style="list-style-type: none"> <li>• <b>Needle Chest Decompression</b></li> </ul> <b>Skill Quiz 11</b> (due by 0800) <ul style="list-style-type: none"> <li>• <b>Needle Chest Decompression</b></li> </ul> <b>Skill Quiz 12</b> (due by 0800) <ul style="list-style-type: none"> <li>• <b>IV Medication Infusion</b></li> </ul> <b>Skill Practical</b> (during lab) <ul style="list-style-type: none"> <li>• <b>IV Medication Infusion</b> (Keith)</li> </ul> <u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>• Nebulized Medication Administration</li> <li>• Antidote Kits</li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>• Injections (TD, SC, IM)</li> </ul>
Week 13 cont. April 15 <sup>th</sup>	<b>Freshmen Airway Competency</b>		8a - 12p in the PEM Suite <b>THIS IS A WEDNESDAY!!!</b>
Week 14 April 20 <sup>th</sup>			<b>Skill Practical Videos</b> (due by 0800!) <ul style="list-style-type: none"> <li>• SC Medication Admin</li> <li>• IM Medication Admin</li> </ul>
Week 14 cont. April 21 <sup>st</sup>	Morgan Lens	see Canvas	<b>Skill Quiz 13</b> (due by 0800) <ul style="list-style-type: none"> <li>• SC &amp; IM Medication Admin</li> <li>• Nebulized Medication Admin</li> </ul> <b>Skill Practical</b> (during lab) <ul style="list-style-type: none"> <li>• Nebulized Medication Admin (Rebekah)</li> </ul> <u>Airway &amp; Breathing Lab Track</u> <ul style="list-style-type: none"> <li>• Morgan Lens<sup>#</sup></li> </ul> <u>Circulation Lab Track</u> <ul style="list-style-type: none"> <li>• <b>Live SC &amp; IM Injections</b> (need 2, each)</li> </ul>
Week 15 April 28 <sup>th</sup>	<b>Final Exam Lab Practical Retesting (prn)</b>		0800-1000 1000-1400
Week 16 May 5 <sup>th</sup>	<b>Make-Up Day (prn)</b>		

## PARAMEDIC PROCEDURES (PEM-111) SEMESTER SCHEDULE

Airway & Breathing Track <i>Rebekah (M-201C)</i>	Circulation Track <i>Sarah (M-201B)</i>	Testing Track <i>Date of Live Testing or Video Due</i>
<b>Week 1 - January 20<sup>th</sup></b>		
Basic Airway Management	Transcutaneous Pacing	<i>No Test or Video Submission</i>
<b>Week 2 - January 27<sup>th</sup></b>		
Adult ETT	Synchronized Cardioversion	<b>Basic Airway Management (video)</b>
<b>Week 3 - February 3<sup>rd</sup></b>		
Adult Trauma ETT <sup>#</sup> / ETT Med Adm <sup>#</sup>	Defibrillation	<b>Transcutaneous Pacing (KW)</b>
<b>Week 4 - February 10<sup>th</sup></b>		
FBAO/Alt. Endotracheal Devices	AED <sup>♦</sup> / Vagals <sup>#</sup> / Glucometer <sup>#</sup>	<b>Cardioversion &amp; Defib (JB)</b>
<b>Week 5 - February 17<sup>th</sup></b>		
Pediatric ETT	12-Lead ECG Acquisition <sup>#</sup>	<b>Adult ETT (video)</b>
<b>Week 6 - February 24<sup>th</sup></b>		
NT Intubation <sup>#</sup> / Suction <sup>#</sup> / Extubation <sup>#</sup>	Adult IV Access	<b>Pediatric ETT (video)</b>
<b>Week 7 - March 3<sup>rd</sup></b>		
Cricothyrotomy / Tracheostomy	Pediatric & Alternate IV Access	<b>Adult IV Mannequin (video)</b>
<b>Week 8 - March 10<sup>th</sup></b>		
SGAs: King LT, LMA, i-gel	Adult IV Access (live)	<b>Needle Cric (video) &amp; Live IV (SH/KW)</b>
<b>Week 9 - March 17<sup>th</sup></b>		
<b>Spring Break - No Classes</b>		
<b>Week 10 - March 24<sup>th</sup></b>		
NG Tube Insertion <sup>#</sup> / IN Meds <sup>#</sup>	Intraosseous Access	<b>LMA (video) &amp; i-gel (video)</b>
<b>Week 11 - March 31<sup>st</sup></b>		
CPAP <sup>#</sup> / Chest Seal	IVP Med Admin / Alt Med Routes	<b>Pediatric IO Access (video)</b>
<b>Week 12 - April 7<sup>th</sup></b>		
Needle Chest Decompression	IV Medication Infusions	<b>IV Push Med Admin (KW)</b>
<b>Week 13 - April 14<sup>th</sup></b>		
Nebulized Medication Admin.	Injections & Antidote Kit <sup>#</sup>	<b>Chest Decom(video) &amp; IV Infusion(KW)</b>
<b>Week 14 - April 21<sup>st</sup></b>		
Morgan Lens <sup>#</sup>	Injections (live)	<b>SC &amp; IM<sup>♦</sup> (VIDEO + SH/KW) / Neb (RJ)</b>
<b>Week 15 - April 28<sup>th</sup></b>		
<b>Final Exam will be held from 0800-1000 Practical Retests will be held from 1000-1400</b>		
<b>Week 16 - May 5<sup>th</sup></b>		
<b>Held for a (potential) make-up day</b>		

♦ This skill is not counted toward grade but must be passed as part of ACLS certification.

# This skill is not counted toward grade but must be tested off by peers prior to the end of the semester for a passing grade.

♦ Video submission due on the Friday of this week!

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## Course Notices

### Attendance Policy

- Credit for this course is based on the number of contact hours and therefore students are expected to attend all scheduled classes. Any student missing more than 20% of scheduled lecture or laboratory hours (either by absence or tardiness) may be dismissed from the course with a grade of “AF.”
- In the event of an absence, students are expected to contact the course instructor prior to scheduled start of class by phone, email, or in-person. Failure to do so will result in an “unexcused absence” – each hour of which will result in the deduction of one (1) point from the final course average. Alternately, each hour of “excused absence” will incur a half (1/2) point loss off the final course average per hour of class missed.
- Entering the class after its scheduled start, including returning from a break, will incur a “late” mark. Two such late marks will equal a one (1) point from the final course average.
- Should a student need to leave class early, they should notify the course instructor before leaving. Failure to do so will result in a one (1) point loss off the final course average per hour of class missed with a minimum of 1 point to be deducted.

### Testing Security

- Sharing of information regarding written tests or tests used in skills verification and/or competencies is considered academic dishonesty (cheating) and will be dealt with according to the [Student Handbook](#).
- Students may not make use of any device capable of receiving, transmitting, or copying/recording information during any evaluation activity – without the express permission of the instructor.
- Unless otherwise directed, students are to take all examinations (quiz, test, practical, etc.) without memory aids or any other form of assistance. Use of such is considered academic dishonesty and will be dealt with according to the [Student Handbook](#).
- Any concerns about a test or testing process should be addressed to the course instructor or department chair.

### Late Assignment Policy

- All assignments are due as assigned by syllabus or by other instructor notification.
- Late/missed assignments or testing will only be rescheduled if the student makes arrangements with the instructor prior to the due date or if a medical provider note is provided showing treatment, diagnosis, or other appropriate reasoning – otherwise the student will receive a grade of zero for that quiz/test/exam/practical. All make-up testing will be at the convenience of the instructor.
- Unless otherwise discussed with the instructor, all make-up work must be completed before the next scheduled class or a grade of zero will be recorded.

### Student Behavioral Expectations

- Both students and the instructor(s) should expect and receive respect in the classroom. This is a learning experience and as such participants should feel free to ask questions, provide answers or suggestions, and contribute to discussions without fear of ridicule from others in the course.

- Students are expected to be ready to actively participate in class. This includes having completed the assigned reading and homework as well as being ready to both answer and ask questions during classroom discussions.

## **Technology**

- Use of electronic devices (computers, tablets, smartphones, etc.) is allowed in class for medical reference, following along with notes, and other activities that are relevant and support learning in class. Accessing sites unrelated to class, texting, emailing, or otherwise communicating on electronic devices is prohibited during class time. If the use of any electronic device becomes disruptive to students or staff then the privilege of use may be revoked.
- Use of computers/tablets may be used for online testing (both in-class and outside). During such testing, students shall only have the testing-site open/active on their device. Any failure to comply will result in a grade of zero being issued – as well as possible disciplinary action.
- Computer crashes, internet outages, and miscellaneous mishaps... Technology is great when it works and frustrating when it doesn't. Plan your time so that you are not faced with such problems in the hours before an assignment or test is due. There are many campus-based computer labs available for student use and you are encouraged to take advantage of them. No late work will be accepted due to technology malfunction.

## **Email Response Time**

- As specified in the PEM Policy Manual, both faculty and students are responsible for checking their official NHTI email address and reading all program-related communications at least once per weekday or once per weekend. All email communication pertaining to this course shall be both sent and received via an official NHTI email address. Failure to comply with this policy may lead to reprimand, point-deductions, or suspension/termination from the program.

## **Posting of Grades**

- Faculty will make every attempt to post grades within 72 hours of the assignment or testing's completion. Any delays will be communicated to the students, along with an expected completion time and date.
- Please note that the course "Total" as posted on Canvas is a close approximation of your course average for completed work rather than an official grade. Canvas is unable to adjust for (and reflect grade related items such as) incomplete work, contingent grade items, optional extra credit work (if offered), deductions due to tardiness/missed classes, and item analysis adjustments associated with the testing processes. All applied course grades will be reviewed, verified, and hand calculated as needed by the course instructor prior to the posting of official final grades to the NHTI Registrar. The Canvas electronic gradebook cannot be used as an official transcript source. Any and all questions regarding course grading should be brought directly to the attention of the course instructor.

## **Classroom/Lab Practice and Safety**

- Students are encouraged to use the PEM Suite classrooms/labs beyond scheduled sessions in order to gain additional study, practice, and proficiency. This is particularly true in anticipation of being prepared for practical examination in the lab courses.
- Students are responsible for returning the classroom/lab and its equipment back to their original order and to properly dispose of any used-expendable supplies. Whenever safe and

whenever possible, it is also expected that students will reuse and conserve supplies in an effort to minimize waste.

- Students must at all times adhere to program safety guidelines. These include, but are not limited to, the moratorium on the performance actual (live charge) electrical therapy or human IV starts and injections - unless under the direct supervision of program faculty. Unsupervised use of the defibrillator can be simulated by “voicing the charge” or (alternately) using a defibrillator-simulator. IV starts, injections, and other invasive procedures may be performed on manikins during times when the lab is not being supervised.
- Under no circumstances should students engage in any sort of horseplay or tomfoolery within the lab or with its equipment. Student use of equipment that is perceived to be reckless or posing as a potential safety hazard will result in the immediate issue of an “AF” grade for the course.

## Artificial Intelligence (AI) Use Policy

In this course, all submitted work must be your own and reflect your individual learning and effort. Paramedic Emergency Medicine has a comprehensive **Artificial Intelligence (AI) Use Policy** (available, in full, on the Department webpage and on our Canvas course sites), to which this course adheres. Key points to remember:

- **Definition of AI:** AI includes, but is not limited to, Large Language Models (LLMs like ChatGPT, Gemini), AI writing assistants (e.g., GrammarlyGO’s generative features), AI problem solvers, and AI research tools used for content generation.
  - **Inappropriate Use:** Using AI to produce any part of an assignment submitted for a grade, without explicit prior permission, is considered a serious violation of academic integrity. This includes generating text, ideas, code, or solutions that are presented as your own.
  - **Consequences:** Unauthorized AI use can result in a zero (“0”) for the assignment and, if significant enough, may lead to failure of the course (“F”) and further disciplinary action as outlined in the NHTI Student Code of Conduct.
  - **Record Keeping:** A student suspected of violating the AI policy will be notified in writing and given an opportunity to discuss the allegation. All confirmed and unrefuted incidents of AI-related academic misconduct will be formally documented by the department to track offenses across courses. While a first offense will be addressed with course-level penalties, any subsequent violation will result in significantly more severe sanctions, which may include automatic failure of the course, suspension, or expulsion.
  - **Permitted Use:** Any use of AI tools for graded work requires my explicit, written permission for that specific assignment. If permission is granted, you must adhere to all stipulated conditions, including proper disclosure and citation.
  - **Potential Exclusions (Instructor Discretion):** Tools like basic spell checkers, grammar checkers (such as Grammarly’s non-generative feedback features), or AI-powered research tools (like Perplexity or Stanford’s STORM for *initial research exploration and source discovery only*, not for generating assignment text) *may* be permitted for specific support purposes if I explicitly state so. However, the core intellectual work, analysis, and writing must always be yours. If unsure, always ask before using any tool.
- *This is a concise version of the Paramedic Emergency Medicine comprehensive Artificial Intelligence (AI) Use Policy. Students are responsible for understanding and adhering to the comprehensive AI Use Policy, which may be found on the Departmental website or Canvas course site. Please read the policy carefully and ask me if you have any questions regarding its application in this course.*

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## **Academic Affairs Notices**

Students are responsible for reading the Academic Affairs Notices. These are the same for each course at NHTI and are updated each semester.