Cedars-Sinai Medical Center
Cedars-Sinai Health Sciences University
Women's Guild Simulation Center for Advanced Clinical Skills

EMERGENCY MEDICAL TECHNICIAN

MASTER SYLLABUS

Primary course contact for logistics and scheduling
GroupEMT@cshs.org

Course Information

Key operational information for students and faculty

General course e-mail	GroupEMT@cshs.org
Training location	Women's Guild Simulation Center for Advanced Clinical Skills, Cedars-Sinai Medical Center, Cedars-Sinai Health Sciences University, 127 South San Vicente Blvd, A1300, Los Angeles, California 90048

Course Description and Purpose

Emergency Medical Technicians (EMTs) provide care for critically ill and injured patients. While this care traditionally occurs outside the hospital, EMTs may also work in hospital settings, including emergency departments. The program combines online education, classroom instruction, simulation, and hands-on skills training for illnesses and injuries ranging from non-acute conditions to life-threatening emergencies.

Students learn to function within the Emergency Medical Services (EMS) system under medical oversight. Training includes primary and secondary assessment, vital signs, vehicle extrication, lifesaving medications, airway management, and other skills that bridge prehospital and hospital care. High-fidelity manikins and rotations in emergency departments and with ambulance services support immersive learning.

Purpose: This prehospital course provides lectures and laboratory practice for the EMT candidate to advance training to the apprentice EMT level.

Program Structure and Hours

Component	Programmed hours	Important detail
Didactic	180 hours	Asynchronous, self-guided study
Lab training	96 hours	Onsite; includes 20 hours of skills testing, block exams, and the final exam.
Emergency Dept shifts	24 hours	Programmed patient-care shifts
Ambulance shifts	60 hours	Programmed ambulance shifts
Community service	8 hours	May be replaced by an approved ambulance shift

Experiential hours requirement * All hospital onboarding must be completed before clinical placement*

Clinical and ambulance hours must total 84 hours. Additionally, 8 hours of community service are required, totaling 92 hours. Only programmed shift hours count: extra time caused by a shift running late does not count. An approved ambulance shift may replace the 8-hour community service requirement. You will be required to choose your Emergency Department shift between week 1 and 2 of the program. **Please ensure you can attend these Emergency Department shifts, as a cancellation will be recorded as an absence.**

Course Design, Materials, and Schedule

- Introduction and institutional onboarding
- Lecture section
- Internet research activities
- Discussion or group work, including possible online discussion-board posts or brief classroom presentations.
- Flipped-classroom lessons (JBL)
- FISDAP examinations

Course textbook: American Academy of Orthopedic Surgeons. (2025). Emergency Care and Transportation of the Sick and Injured: Essentials Package (13th ed.). Jones & Bartlett Learning.

Schedule: Use the JBL site for detailed schedule updates. Programmed hours remain, but course structure may change from one course offering to another to accommodate adjustments.

Communication and Getting Help

- Use GroupEMT@cshs.org for logistics, scheduling, rescheduling, drop-in sessions, retakes, and general course matters.
- Communicate actively with your principal instructor and seek help early with problems related to academic content or missing classes
- E-mail is the preferred communication method. Messages are checked Monday-Friday 9:00- 5:00 PM, or at times stated by the principal instructor or program manager.
- The program aims to respond within forty-eight business hours, Monday-Friday. Copy GroupEMT@cshs.org so another faculty member may respond when needed.

Attendance and Punctuality

> ### Critical attendance rule
>
> Arriving more than 15 minutes after the start of a class, clinical shift, or field shift is an absence. Missing more than 15 minutes in total during a class or shift is also an absence. If you are late for a clinical shift, the ambulance provider may not allow you to continue your placement. You must be in full uniform for all sessions and ensure you have the appropriate personal protective equipment. This applies to both academic and clinical sessions.

- In-person and on-time attendance are important because the course covers substantial material in a short period.
- A student who misses more than two class sessions, clinical shifts, and/or field shifts is dropped from the program on the third absence.
- An absence **without prior notification** results in immediate dismissal from the program.

Skills Proficiency and Testing

Capstone skills

- Medical Assessment and Oxygen Administration
- Trauma Assessment and Bleeding/Shock management
- Bag-Valve-Mask (BVM)
- Oxygen Administration
- Cardiac Arrest Management with an Automated External Defibrillator (AED)
- Spinal Motion Restriction - Supine

Skills testing sequence

1. After an unsuccessful first attempt, the student receives remediation and may retest. The retest is scheduled on the designated re-assessment day when this assessment is scheduled to be completed.
2. After an unsuccessful second attempt, the student receives one final attempt on a designated day. Two instructors will conduct the final attempt, which is video recorded.
3. Failure to pass a skill on the third attempt shall result in dismissal from the program. The Program Director may evaluate extenuating circumstances which **must** be supported by written documentation (Letter from a Physician, Religious leader, etc.).

Please note the Program Director or designate may consider extenuating circumstances. The final decision rests with the Program Director

Program passing requirement.

- Students must achieve the minimum passing score for each examination based on the cut score for each examination.
- Pass all skills assessments within three attempts.
- Meet all clinical hours requirements as stated within this syllabus
- Demonstrate active participation with weekly online content

Exam format: Comprehensive examinations may include multiple-choice, problem-solving, and essay questions based on the national EMS curriculum. FISDAP provides blind examinations to faculty and learners, and examinations are marked without faculty involvement. Faculty are not able to alter assignment grades.

Minimum passing scores (Subject to change)

Unit exam	Minimum passing score
Airway	73%
Cardiology	72%
Medical	72%
Trauma	76%
OB/Gyn Peds	70%
EMS OPS	75%
Final Exam	66% or 72% (This will depend on paper selected)

Cognitive (written) retesting.

- A student scoring below the minimum passing score is allowed **one** retest for all written examinations.
- The retest must be completed before the next scheduled class begins – your primary instructor will provide the designated date. If you do not take your re-assessment on the designated date, you will fail the program.
- Absence on the exam day is recorded as a failed first attempt; the Program Director may evaluate extenuating circumstances which must be supported by written documentation (Letter from a Physician, Religious leader, etc.).
- Choosing not to attempt the exam on the day administered is recorded as a failed first attempt.
- One retest is allowed for the final written exam. If you do not pass the final written exam, it must be completed the following day. If you fail to take this test the following day, you will fail to complete the course.
- Failure to meet the specified minimum retest score results in program failure.

Clinical Requirements

Completion deadline

Clinical hours and **all paperwork must be completed electronically and submitted within two hours of completion of your Emergency Department or Ambulance shift**. This practice reflects the documentation you will need to complete in clinical practice as an operational EMT. The documentation must be fully completed, and failure to submit it electronically within two hours will require the student to repeat their shift. If you have not completed paperwork at the end of each shift, resulting in not meeting the required clinical hours requirement, you will be unable to sit for the final exam. Incomplete paperwork is not acceptable, and electronic access will prevent submission after the one-hour submission period.

- EMS electronic student skill tracking form for each shift
- Student electronic evaluation of the clinical / field instructor for each shift
- Clinical / field instructor electronic evaluation of the student for each shift
- Ten completed patient care reports (PCRs) – must be completed and submitted before the end of each shift and electronically submitted – **Please note ten in total are required across all clinical placements.**

Cell Phones and Testing Conduct

- Cell phones must be placed on vibrate or turned off in class and clinical environments.
- Leave the clinical area if you need to take a phone call.
- Accepting a call during testing will result in your skills assessment being recorded as a failure.

In-Person-Practice and Virtual Office Hours

In-person Practice: In-person practice outside of a regular class time is scheduled and will be advised by your principal instructor. Practice outside of this period is not available.

Virtual office hours: The primary instructor will advise students on times for these meetings.

Program Director	Deputy Program Director	Principal Instructor	Program Manager
Russell Metcalfe-Smith Russell.metcalfesmith@csmc.edu 424 315 4420	**Brett Dodd** Brett.Dodd@csmc.edu 424 315 4420	**Misque Boswell** malwina.boswell@cshs.org 424 315 4420	**Amelia Manlutac** Amelia.manlutac@csmc.edu 424 315 2243

Syllabus changes

This syllabus is subject to change at the Program's discretion. The Program Director may make decisions for extenuating circumstances or programmatic reasons. The Program Director's decision is final.

Student Acknowledgment Appendix

Initial and date each key point after reviewing it. Ask for clarification before signing.

This appendix documents receipt and understanding. It does not replace the current EMT Master Syllabus, class calendar, or instructions issued by program leadership. Program review should confirm final wording, document-retention requirements, and whether electronic signatures are permitted.

Student name		**Cohort/class**	
Primary instructor		**Date reviewed**	
Student e-mail		**Student ID (optional)**	

Key point	Student acknowledgment statement	Initials	Date
Program structure and hours	I understand that the program includes 180 didactic hours, 96 onsite lab hours, and 96 experiential hours consisting of 88 clinical / field hours and 8 community-service hours that are approved by the Program, or an approved replacement ambulance shift. I understand that time beyond a programmed shift does not count toward the required total.	_____	_____
Communication	I understand that GroupEMT@cshs.org is the primary address for logistics, scheduling, rescheduling, drop-in sessions, retakes, and general course questions. I understand that I should communicate early when I may miss a requirement or need help. I also understand emails will be responded to during business hours 09:00-17:00 Monday – Friday. A response can be expected within 2 business days.	_____	_____
Attendance and punctuality	I understand that arriving more than 15 minutes late or missing more than 15 minutes in total during training will be recorded as an absence for a class, Emergency Department shift, or ambulance shift. If you are late for a clinical shift, you will be turned away by the Emergency Department and ambulance company. Any non-attendance without notification to GroupEMT@cshs.org will result in removal from the program.	_____	_____
Absence limit and notification	I understand that I will be dropped from the program on my third absence and that an absence without prior notification results in immediate dismissal from the program. This applies to both classroom, Emergency Department, and Ambulance Shifts.	_____	_____
Missed skills assessment	I understand that a missed skills assessment must be taken on the designated re-testing day. A failure to re-test on that designated date will result in a second failure being recorded. No testing will take place outside of designated testing dates.	_____	_____
Skills testing attempts	I understand that an unsuccessful first skills attempt is followed by remediation and a retest. If the second attempt is unsuccessful, the final attempt is conducted by two instructors and recorded. Failure to pass on the third attempt normally results in dismissal from the course.	_____	_____
Program grade	I understand that I must meet each exam requirement and demonstrate active participation in online learning and quizzes.	_____	_____
Cognitive (written) exam retesting	I understand that one retest is allowed after a score below the required minimum. I understand that not attempting the test on the scheduled test day will be recorded as a failed first attempt, and that failure to meet the required retest score will result in program failure.	_____	_____

Key point	Student acknowledgment statement	Initials	Date
Extenuating Circumstances	I understand that requests for consideration due to extenuating circumstances **must** be submitted to the Program Director. Supporting documentation must accompany the request (e.g., a letter from a physician, religious leader, employer, or other appropriate documentation, as applicable). Each request will be reviewed on a case-by-case basis, and any approval or exception will be granted at the sole discretion of the Program Director.	_____	_____
Required paperwork	I understand that all required documentation must be submitted electronically within two (2) hours of the completion of an Emergency Department or Ambulance shift. All documentation must be complete at the time of submission. Failure to submit the required documentation electronically within the required two-hour timeframe will result in the student being required to repeat the shift.	_____	_____
Scheduling Clinical Shifts	I understand that I am responsible for scheduling my Emergency Department clinical shifts within the first two (2) weeks of class. I also understand that Ambulance shifts should be scheduled as early as possible to maximize my opportunity to select my preferred dates, times, and locations, and to ensure that all required clinical shifts are completed by the program deadlines.	_____	_____
Clinical Shifts Deadline/Finals Eligibility	I understand that completion of all required clinical shifts at least one (1) week before the final examination is a prerequisite for eligibility to take the final examination. Failure to meet this requirement will result in ineligibility to take the final examination and failure of the EMT Program.	_____	_____
Uniform	I understand that I am required to wear only the official EMT Program-issued uniform while attending EMT classes, clinical or field shifts, skills labs, simulation activities, community events, or any other activity in which I am representing the EMT Program or serving in the role of an EMT student. I further understand that the program uniform is to be worn only for official EMT Program activities and may not be worn for personal or non-program-related purposes.	_____	_____
Receipt of Certificate of Completion/NREMT Exam Voucher	I understand that all loaned EMT Program materials, equipment, and EMT identification badges must be returned no later than the last day of class. I further understand that failure to return all issued items may delay or prevent the issuance of my Certificate of Completion and National Registry Examination (NREMT) voucher until all program property has been returned.	_____	_____
Cell phones	I understand that my phone must be on vibrate or turned off, that I must leave the clinical area to take a call, and that accepting a call during testing causes the attempt to be recorded as a failure.	_____	_____
Current instructions and changes	I understand that I am responsible for following the current syllabus, class calendar, and program instructions, and that the syllabus is subject to change at the program's discretion. This syllabus should only be consulted at https://www.cedars-sinai.edu/education/simulation/emt.html and is accessed by clicking on EMT Program Syllabus.	_____	_____

Final acknowledgment

By signing below, I confirm that I have received and reviewed the student rules summarized in this appendix, have had the opportunity to ask questions, understand how to obtain clarification, and understand that I am responsible for following the current EMT Master Syllabus, class calendar, and program instructions.
I understand the Program Director may adjust as necessary.

Student printed name Date

Student signature	Date
Program representative	Date