



Northwest Community EMS System

Date: July 10, 2008
To: All System Members
From: Christopher Dunn, EMT-P
EMT-B Course Coordinator

System Memo: # 312
PLEASE POST

RE: Call for EMT-B Class Lab & Exam Proctors

Proctors are needed to assist in the **Fall 2008 EMT-B** practical skills labs and practical exams.

Two proctor **orientation sessions** will be offered in August on the dates below. They will cover protocols for proctors helping in the **EMT-B** as well as the **EMT-P** programs. During this time, instruction will be given regarding student as well as proctor expectations during skills labs and practical exams. All necessary paperwork, such as independent contractor and W-9 forms will be filled out at these sessions.

While the orientation is not mandatory at this time, it will become a necessary requirement for proctors to assist in skills labs, beginning with the Fall 2009 EMT-B program.

The dates for orientation are as follows:

Monday	August 4, 2008	9:00 AM	NCH Auditorium
Tuesday	August 5, 2008	9:00 AM	NCH Auditorium

Review the attached schedule for your availability and **send an email to cdunn@nch.org** with dates you can absolutely commit to. Indicate a first and second choice for lab stations you would prefer to proctor. I will do my best to accommodate your requests. I will also return an e-mail with confirmation of the labs you are assigned to teach.

Due date to sign up to help with the Fall EMT-B class: August 11, 2008

Time commitment for each lab/exam: 6:15 pm – 9:00 pm

Date: 8/20, 8/21, 8/25, 8/26, 8/27, 8/28

Lab Stations:

- Vital signs – 2 stations
- O2 from a portable delivery system, nasal cannula, nonrebreather mask, manual airway maneuvers
- Transfer of bed level and seated patient
- Scoop stretcher
- Stair chair

Exam Dates: 8/27, 8/28

Date: 9/24, 9/25, 9/29, 9/30, 10/1, 10/2

Lab Stations:

- General patient assessment – 3 stations
- Bag valve mask, 2 man bag valve mask, pocket mask – 2 stations
- Nasopharyngeal airways, oropharyngeal airways, preparation for intubation
- Nasopharyngeal suctioning, oropharyngeal suctioning
- AED and assisted nitroglycerin administration

Exam Dates: 10/1, 10/2

OVER

Date: 10/22, 10/23, 10/27, 10/28

Lab Stations:

- Medical assessments – 3 stations
- Metered Dose Inhaler and Epinephrine Auto Injector
- Glucose monitoring and oral glucose – 2 stations
- Preparation of IV solutions – 2 stations

Exam Dates: 10/27, 10/28

Date: 12/3, 12/4, 12/10, 12/11, 12/15, 12/16

Lab Stations:

- Trauma assessment – 3 stations
- Helmet removal, C-Collar application, backboard techniques -2 stations
- Rigid splints, sling and swath, traction splint