

**Emergency Services Department
COURSE OUTLINE Fall 2025**

EM2500 (HY): Professional Paramedics – 3 (3-0-0) 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land, and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Shona Walsh **PHONE:** 780-539-2768
OFFICE: HEC 339 **E-MAIL:** SWalsh@nwpolytech.ca
OFFICE HOURS: M-F 0800-1600 by appointment only

CALENDAR DESCRIPTION: Paramedics work as team members in highly stressful environments with other first responders and health care professionals. As a team member, paramedics require strong professional, communication, collaboration, mentorship, self-reflective, and leadership abilities. Providing safe and competent care to patients and their families requires understanding the importance of research and evidence-based practice. Paramedic practice is guided by a Code of Ethics, Standards of Practice, legislative/regulatory requirements, and the ability to maintain physical/mental health and injury prevention. Paramedic practice also requires the practitioner to recognize the value of continuous quality improvement, risk management, and continuing competency processes. This course will discuss these concepts and provide learners with the resources and support to practice as a professional paramedic.

PREREQUISITE(S): N/A

COREQUISITE(S): EM1600, and EM1001

REQUIRED TEXT/RESOURCE MATERIALS:

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

The resources listed in this section are required.

Alberta College of Paramedics (2016). Code of Ethics and Standards of Practice. Retrieved from: [CODE OF ETHICS \(abparamedics.com\)](https://www.abparamedics.com/code-of-ethics) and [Standards of Practice \(abparamedics.com\)](https://www.abparamedics.com/standards-of-practice)

American Academy of Orthopedic Surgeons, Caroline, N. L. & MacDonald, R. D. (2020). Nancy Caroline's Emergency Care in the Streets, Navigate 2 Premier Package. (Canadian ed., 8th ed.). Jones & Bartlett Learning.

Davies, B., & Logan, J. (2021). Reading Research : A User-friendly Guide for Health Professionals (7th Edition). Elsevier.

[Education & Training | Alberta Health Services](#) – AHS Information and Privacy

[Respectful Workplaces, Harassment and Violence \(Post Secondary\)](#) – AHS Safe Care, Together

[Transportation of Dangerous Goods - TDG training is available from Northwestern Polytechnic](#)

[WHMIS 2015-2024 training is available from Northwestern Polytechnic](#)

[The Secrets of Psychological Body Armor - Holistic Wellness for Emergency Personnel - ICISF](#)

SUPPLEMENTAL LEARNING RESOURCES

The resources listed in this section are optional but provide additional information to support learner success.

Instructor handouts and case studies, articles, journal references, and websites identified by Instructor.

Students are encouraged to utilize research and other resources to augment their learning and share resources with classmates by posting in the on-line discussions.

DELIVERY MODE(S):

1. Online delivery of content
2. Pre-class and assigned readings.
3. Class discussions
4. Group exercises/Laboratories
5. Online activities
6. Classroom case studies

LEARNING OUTCOMES:

1. Describe the history of paramedicine and the roles and responsibilities of paramedics.
2. Identify the requirements of the Health Professions Act (HPA).
3. Differentiate the roles and responsibilities of the Alberta College of Paramedics (ACoP), Alberta Paramedic Association (APA), and the Paramedic Association of Canada (PAC).
4. Describe how the Alberta College of Paramedics Code of Ethics and Standards of Practice guide paramedicine practice and identify strategies to guide individual practice as a professional paramedic.
5. Identify how personal values, morals, and biases impact professional ethics and paramedic practice.
6. Explain the purpose of a competency profile and how education programs are structured so that students demonstrate entry to practice competence.
7. Describe strategies to integrate the principles of informal leadership, self-reflection, continuing competency and ethical practice to support professional paramedic practice.
8. Describe the guidelines and regulations related to Occupational Health and Safety practices and how they apply to paramedic practice.
9. Compare and contrast the structure and role of the licensing body, professional associations and collective bargaining units.
10. Describe the provincial and federal legal principles that impact paramedic practice.

11. Recognizing the challenges of paramedic practice environments and fitness to practice guidelines, identify strategies to integrate an individualized personal health and wellness plan which will support a paramedic's physical and mental health.
12. Discuss the role that continuous quality improvement, risk management and research have on paramedic practice.
13. Discuss the importance of CISM in paramedic practice.
14. Act as a role model for the profession and ambassador for NWP, while integrating the Code of Ethics and Standards of Practice into personal practice.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

This course requires the completion of all assigned learning activities and assessments. This includes all graded components, as well as any mandatory ungraded components designed to support learning. Students who fail to complete any required element of the course will receive a final grade of 'F'.

Type of Assessment	Description of Assessment	Value
Assignments	Assignment (2 assignments each worth 20%)	40%
Midterm	Exam (Modules 1, 3 & 4)	30%
Final Exam	Final Comprehensive Exam (all modules)	30%
Psychological Body Armor	Certificate	Pass
Working Mind of the First Responder	Certificate	Attend
WHIMS	Certificate	Pass
TDG	Certificate	Pass
CBRNE	Certificate	Pass

GRADING CRITERIA

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. A minimum of a B- must be obtained to successfully pass EM2500

Grading Chart for courses with Alpha Grading:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

NOTE: A GRADE OF B- (70 - 72) IN EM2500 PROFESSIONAL PARAMEDICS IS REQUIRED AS A PREREQUISITE EM1001 Patient engagement placement.

Certificate Courses

Theory and practical portions of one or more certificate courses may be provided to students during the mandatory onsite lab weeks as part of this course. Students must complete all portions as outlined above under student assessments to pass this course.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Onsite week attendance - as per onsite week schedule

Week	Topics
1 September 2-5, 2025 <i>*Classes start Sept 2</i>	Module 1 Lesson 1 EMS Systems, Roles, and Responsibilities
2 September 8-12, 2025 <i>*September 12 is the last day to add or drop courses</i>	Module 4 Lesson 1 Paramedicine Regulation
3 September 15-19, 2025	Module 4 Lesson 3 Legal Requirements
4 September 22-26, 2025	Module 4 Lesson 2 Ethics
5 September 29-October 3, 2025	Module 3 Lesson 1 Research in EMS
6 October 6-10, 2025	Module 2 Lesson 1 Personal Health & Wellness Module 2 Lesson 2 Stress
7 October 13-17, 2025 <i>*Midterms</i>	* Mandatory Online (Zoom) Course- October 14, 0900- TWMFR*
8 October 20-24, 2025	Module 2 Lesson 3 Critical Incident Stress Management (CISM)
9 October 27-31, 2025	Module 2 Lesson 4 Safe Work Environment
10 November 3-7, 2025	Module 5 Lesson 1 Illness and Injury Prevention
11 November 10-14, 2025	**FALL BREAK- NO CLASSES**
12 November 17-21, 2025	Psychological Body Armor
13 November 24-28, 2025 <i>* November 28, 2025-last day to withdraw from a course</i>	WHMIS/ TDG
14 December 1-5, 2025	CBRNE
15 December 8-12, 2025	Review

<i>*Last day of classes- December 11*</i>	
16 December 13-20	Final Exam Week

*Instructor reserves the right to change due dates and weeks of lesson plans, assignments, and exams as necessary to comply with yearly calendar changes. Each year, the instructor will inform the students with any schedule changes.

Assignments:

Assignment #1 Due October 5, 2025 by 1200

Assignment #2 Due December 5, 2025 by 1200

Midterm Exam (Modules 1,3,4, Module 2, lesson 1 & 2)

October 16, 2025, 0900 via ProctorU

Final Comprehensive Exam:

December 16, 0900, 2025 hours via ProctorU

Value Added Courses:

Psychological Body Armour- November 7, 2025

WHMIS & TDG: November 27. 2025

CBRNE: December 5, 2025

GENERAL COURSE EXPECTATIONS:

Participation is essential for success in this class, and if a student misses a class/lab it is the student's responsibility to obtain ANYTHING missed during class/lab. The student will be assigned a mark of zero for those assignments, exams, quizzes, labs, etc. missed. IF the student contacts the instructor PRIOR to missing any of the above forementioned, and IF the student has an acceptable excuse (the validity of the excuse is at the discretion of the instructor and will require documentation i.e., doctor's note), the student may be excused without being deducted any marks. Missed onsite lab days may come at an additional expense to students regardless of the circumstances associated with not attending.

STUDENT RESPONSIBILITIES:

Enrolment at NWP assumes that the student will become a responsible citizen of the Institute. As such, each student will display a positive work ethic, take pride in, and assist in the maintenance and preservation of Institute property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting instructor expectations concerning attendance, assignments, deadlines, and appointments.

NWP Policies:

It is your responsibility to be familiar with the information contained in this Course Outline and the Paramedic student handbook and to clarify any areas of concern to the instructor. It is also your responsibility to be familiar with NWP Policies.

Student attendance:

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

Pre-reading

Ensure that you do the pre-reading early, so that you have time to think about what you have read before the exam and before the class if you wish.

Preparing questions

Make a note of anything you are not clear about and prepare a question to ask early in the class to clarify your understanding. This will demonstrate your interest in the topic and indicate to the instructor that you have done the required reading.

Preparing responses

When you read, try to engage with the ideas critically and actively. Make a note of any ideas about which you have strong opinions, positive or negative. Think about how you would refer to these ideas during the class or express your views about them. What language would you use?

Note-taking during discussions and Class time.

Classes can be a very useful source of ideas on a topic, not only from the instructor, but also from other participants. Make a note of any ideas which may be useful to you in writing assignments or broadening your reading.

In most small classes there is an expectation that you will contribute actively to the discussion, and not simply be a 'silent participant'. In some courses marks are given for active participation in class.

Learn people's names.

Make a conscious effort to learn -and use -the names of all the other people in the class. This includes the students at the alternate site while using video conferencing.

Using visualization

Every class you attend is also a preparation for the next class. At the end of a class, play it back in your mind, not just for the content and ideas, but remembering responses, and the sort of language used. Then, before the next class, think about the questions and comments you have thought of, and visualize in your mind how the discussion will go. Most importantly, imagine yourself taking part: using people's names, getting their attention, asking questions, and commenting on what you've read and on what other people are saying. The more positively you do this, the more it will help you in class.

Exams, Quizzes and Assignments

The instructor of the course will provide the date of all exams, quizzes, and assignments for the course during the first week of instruction. This course may require students to write remotely proctored examination(s), either online or within an approved location with a proctor present. Review the Paramedic Student's Handbook for specific information regarding proctored assessment(s).

Onsite Weeks

Course content delivery, quizzes, exams, and assignments may occur during onsite weeks. It is the student's responsibility to attend the onsite week and meet academic timelines/requirements.

STATEMENT ON ACADEMIC and NON-ACADEMIC MISCONDUCT:

Misconduct will not be tolerated. For a more precise definition of academic and non-academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.

Additional Information:

Northwestern Polytechnic provides various academic support services to support your journey to success. Please be aware that personal counseling, peer tutoring, learning library services, Elders and mentors, and disability services are provided at your campus. Please inquire about contact details or locations at the Information desk.

Course Topics

- EMS Systems Roles and Responsibilities
- Personal Health and Wellness
- Stress
- CISM
- Safe Work Environment
- Research in EMS
- Paramedicine Regulation
- Ethics
- Legal Requirements
- Illness and Injury Prevention
- Working Mind of the First Responder
- Psychological Body Armor
- WHIMS
- TDG
- CBRNE