

**Emergency Services Department
COURSE OUTLINE – Fall 2026**

EM1020 (xx): Paramedic Foundations I– 6 (3-0-9) 180 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:** 780-678-9099
OFFICE: HEC 332 **E-MAIL:** SWalsh@nwpolytech.ca
OFFICE HOURS: M-F 0800-1600 By Appointment Only

CALENDAR DESCRIPTION: The student will apply new theory, incorporate practical skills, history, assessment, clinical presentation, and diagnostic findings of the ill or injured patient to determine a provisional diagnosis utilizing differential diagnoses and develop an appropriate treatment plan. Students will integrate all knowledge and skills to manage calls for delivery of safe patient care and promote optimal outcomes. Integration of all these components is critical to address the multiple medical and traumatic conditions encountered in the field.

The student will demonstrate proficiency in the application of all competencies in a Skills, Scenario, and Simulation environment.

PREREQUISITE(S):

COREQUISITE(S): EM1000, EM2100, EM2200, EM2400

REQUIRED TEXT/RESOURCE MATERIALS:

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)

ITLS. (2025). International Trauma Life Support Course Manual for Emergency Care Providers (First). Pearson.

Heart and Stroke Foundation of Canada. (2020). Basic Life Support Provider Manual. Heart & Stroke Foundation of Canada.

Heart and Stroke Foundation (2017). Pediatric Emergency Assessment, Recognition, and Stabilization (PEARS) Provider Manual. Heart and Stroke Canada.

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.

[Ergonomics Training | Alberta Health Services](#)

Predham, B., Buchholz, S., Henke, G. (2019). Henke's Med-Math Dosage, Calculation, Preparation and Administration (10th Edition). Wolters Kluwer Health/Lippincott Williams & Wilkins.

Phalen, T., & Aehlert, B. (2018). The 12-Lead ECG in Acute Coronary Syndromes (5th ed.). Mosby/JEMS.

Walraven, G (2020). Basic Arrhythmias (8th Edition). Pearson

CompTracker™ <http://www.studentlogbook.com/>

Student must have an iPad or Android Tablet in order to use the Student Log Book software.

Proctor U: 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

SUPPLEMENTAL LEARNING RESOURCES

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

Northwestern Polytechnic Library Electronic Resources and Databases

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. Integrate knowledge from foundational courses such as anatomy, physiology and communication to the role of the PCP.
2. Apply universal precautions to all procedures.
3. Apply principles of safety to all aspects of patient care.
4. Explain the role of differential diagnoses in the formulation of a provisional diagnosis.
5. Demonstrate safe, competent patient care during transportation.
6. Perform all practical skills at the level of proficiency.
7. Demonstrate effective written, verbal, non-verbal and therapeutic communications skills.
8. Document accurate, complete and relevant information.
9. Integrate didactic knowledge, skills, patient history, assessment, clinical presentation and diagnostics to formulate a provisional diagnosis and appropriate treatment plan.
10. Demonstrate ability to manage a call.
11. Act as a role model for the profession and ambassador for NWP, while integrating the Code of Ethics and Standards of Practice into 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
Quizzes	4 quizzes (5% each) based on module content in preparation for onsite weeks	20%
Exam	Midterm written exam	20%
Exam	Final Comprehensive exam covering all modules/ content	30%
Simulation Exam	Final Medical Scenario	20%
Simulation/ Lab	Competency Evaluation	Proficient
Assignments	2 Physical Activity Assignments (5% Each)	10%
Assessment	ECG Interpretation	Proficient
BLS	Certificate	Pass
It's Your Move	Completion	Pass
TOTAL		100%

Assignments:

Assignment #1- October 15 by 2359

Assignment #2- December 8, by 2359

Quizzes:

Quiz #1 September 18, 2026 by 2359

Quiz #2 October 2, 2026 by 2359

Quiz #3 October 23, 2026 by 2359

Quiz # 4 Nov 27, 2025; by 23:59

ECG Proficiency Exam:

November 20, 2026; Time (TBD)

Midterm Exam:

Oct 20, 2026 @ 0900; 120 Minutes via ProctorU; (Weeks 1-6)

Comprehensive Final Written Exam:

Dec 14, 2026 @0900; 120 Minutes via ProctorU

Final Simulation Exam:

Dec 4, 2026; Time AM/PM (0830-1700)

Value Added Courses:

BLS: To Pass BLS certification - Requires 84% in the written and proficiency in skill testing; Sept 21, 2026; Time PM (TBD)

It's Your Move: Criteria for Pass- Pass is achieved by students attending the online course and being found proficient in the skill portion by December 4, 2026 by 1700 (Last Onsite)

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. A minimum grade of B- must be obtained to successfully pass EMS1020.

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 EM1020 PARAMEDIC FOUNDATIONS 1 IS REQUIRED AS A PREREQUISITE FOR EM2020 PARAMEDIC FOUNDATIONS 2 AND EM2030 PARAMEDICS IN SPECIAL POPULATIONS

BLS CERTIFICATE AND IT'S YOUR MOVE ARE PREREQUISITES FOR EM1800 AMBULANCE PLACEMENT AND EM1900 CLINICAL PLACEMENT

ADDITIONAL INFORMATION REGARDING STUDENT ASSESSMENT

NOTE: To receive credit for this course, students must complete all course requirements as listed under student assessments.

Online Participation

Students are expected to adhere to the tentative course schedule outlined below. This timeline serves as a guide to inform students of their weekly requirements and to ensure they remain on track for success during onsite sessions and within the curriculum. It is the student's responsibility to stay updated with the provided schedule and actively engage in the learning process to maximize their learning outcomes.

Onsite Lab Participation

Attendance at all onsite labs for instruction and assessment of practical skills is mandatory for successful completion of this course. Any missed onsite dates may require a physician's note provided to the instructor.

Onsite Equipment Readiness and Leadership Expectations

Students are expected to participate in maintaining the readiness of training equipment, including medical kits, simulation equipment, and the simulated ambulance. This supports the development of teamwork, accountability, and professional practice. Participation is a program expectation, and it will be the students' responsibility to familiarize themselves with the expectations of this component.

Certificate Courses

Theory and practical portions of one or more certificate courses are 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:

On-site week attendance - as per on-site week schedule

EM1020 Tentative Schedule	
Week	Topic/Activity
1 September 2-4, 2026 <i>*Classes start September 2</i>	M1L1- Infection Prevention and Control M1L2- Patient Handling: It's Your Move M2L1- CPR
2 September 7-11, 2026	M3L1- Assessments M3L2- Diagnostics
3 September 14-18, 2026 <i>*Final deadline to add or drop courses September 14</i>	M3L3- History Gathering M3L4- Diagnoses
4 (ONSITE #1) September 21-25, 2026	M4L1- Injury Management
5 September 28-October 2, 2026 <i>*National Truth & Reconciliation Day September 30</i>	M5L1- Airway Management
6 (ONSITE #2) October 5-9, 2026	M7L1- Vascular Access M7L2- Fluid Therapy
7 October 12-16, 2026	M9L1- Cardiac Monitoring
8 October 19-23, 2026	M8L1- Medication Administration <i>*Midterm October 20, 2026- 0900</i>
9 (ONSITE #3) October 26-30, 2026	M6L1- Professional Communications Written M6L2- Professional Communication Verbal and Non-Verbal
10 November 2-6, 2026	M10L1- Non-Urgent
11 November 9-13, 2026	M10L2- Physically Impaired M10L3- Mentally Impaired
12 (ONSITE #4) November 16-20, 2026	M11L1- Triage
13 November 23-27, 2026 <i>*Last day to withdraw from classes with W November 27</i>	M12L1- Crime Scenes M12L2- Self-Defense
14 (ONSITE #5) November 30-December 4, 2026	Final Exam Prep
15 December 7-9, 2026 <i>*Last day of classes: December 9, 2026</i>	Final Exams <i>(Final exam period; December 12-19)</i>

*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.

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.

All assignments must be submitted by the specified deadline indicated in the course schedule or as communicated by the instructor. Assignments submitted after the deadline will receive a grade of zero. Despite this grading penalty, students are still expected to complete and submit any late assignments. Submitted work will be reviewed, and feedback will be provided to support ongoing learning and skill development.

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.

Additional Information:**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 personal information collected through ProctorU is collected under the authority of the *Post-Secondary Learning Act* (s. 65) and the *Protection of Privacy Act* (ss. 4(a) & (c)). This information is used to verify your identity, monitor exam conditions, and address potential academic integrity concerns during your online exam.

NWP may input the collected personal information into automated systems to fulfill the purposes stated above. This may include activities such as flagging potential academic integrity concerns for review.

Questions regarding the collection of this personal information can be directed to:
The Office of the Vice-President Academic – Northwestern Polytechnic – VPAR@NWPolytech.ca

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.

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

- Infection Prevention and Control
- Patient Handling
- CPR
- Assessments
- Diagnostics
- History Gathering
- Diagnoses
- Injury Management
- Airway Management
- Professional Communication
- Vascular Access
- Fluid Therapy
- Medication Administration
- Cardiac Monitoring
- Non-urgent
- Physically Impaired
- Mentally Impaired
- Triage
- Crime Scene