

Office Address: 1211 N Richman Ave Fullerton CA 92835
School Address: 1380 S Sanderson Ave Anaheim CA 92806
www.pro-techlifefesafety.com
714-732-0761

Pro-Tech Life Safety Services School Catalog
January 1st, 2021 – December 31st, 2021

Course Description-

Courses consist of either a 12 Week, Evening Course, or a 5 Week Accelerated Course, totaling 144 hours of course material in Emergency Medical Technician Basic. The Courses are specifically designed to prepare the student for a career as a professional Emergency Healthcare Provider in the pre-hospital setting. This course material is drawn from the current National Education Standards Curriculum. This program places a strong emphasis on academic achievement within the specified curriculum as well as a solid understanding of the importance of teamwork. Key objectives of understanding:

- Clinical knowledge and application for treatment of the sick and injured
- Common sense approach to solve problems
- Critical thinking skills
- Safety of ourselves and others
- Ethics and Integrity

Course Details-

During this course the student will receive hours of classroom lecture. The EMT-1 Course is broken down into four methods of instruction:

- Individual testing of didactic material. Written exams and a final exam
- Lecture Based Via PowerPoint with Audio-Visual aids to maximize student reaction
- Group practice and interactive study groups for skills requirements. This will reinforce the importance of teamwork to reach a common goal.
- Individual testing stations for students to demonstrate proficiency on manipulative skills

Each Student will also be required to complete the Clinical Experience portion of this course to receive a passing grade. All 24 hours must be completed prior to week 8 for hybrid, or week 10 for traditional course format. There are 2 parts to the Clinical Experience:

- 2- 12 hour Ambulance Ride-Along/Field Observations

Schedule of Total Charges-

The course fee is \$975.00 dollars, which covers the entire period of attendance and is equivalent to the entire educational program.

Description- Pro-Tech is offering Emergency Medical Technician-1. A course completion certificate shall be issued that meets the strict criteria of California EMS, Orange County EMS and is drawn from the National Highway Traffic Safety Administration. Upon successful completion from our 186-hour course students with an 80% score and higher on the final exam

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will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course.

Description Continued:

When the student has completed this program, he/she will possess:

- Current CPR for Healthcare Provider card
- Orange County EMT Emergency Medical Technician-1 Course Completion Certificate

Admissions Requirements-

Pro-Tech strives to remain consistent with the high standards of the National Standard Curriculum and the State of California; therefore, we have elected to accept the Department of Transportation requirements for program prerequisites of CPR for Healthcare Provider. Below is an Excerpt from the National Standard Curriculum:

“Cardiopulmonary Resuscitation (CPR)-To meet the time requirements of this revised EMT-Basic Curriculum, CPR should be a prerequisite. Basic life support is an essential component of any EMS educational experience and this class should be successfully completed prior to entering the EMT-Basic program. This may be accomplished by various alternatives:

- Assure that the EMT-Basic candidates have a current card prior to entering the program.
- Offer one of several programs of CPR prior to the start of EMT-Basic program.
- Set a time prior to the beginning of the EMT-Basic program and require all students seeking to enter the program to participate or test out
- Note: Although CPR is a prerequisite, it should be routinely practiced and integrated.
- Throughout the entire instruction of the EMT-Basic. Skill stations should be created to reinforce knowledge and skills. “

Pro-Tech EMS will be offering 6-hour CPR for Healthcare Provider course if needed. Pro-Tech has a goal of producing the highest quality candidate. In our profession, one must be a law-abiding citizen and have the desire to help those in need. We, as Healthcare Providers are obligated to act with professionalism and maturity at all times. We have elected to hold our students accountable to these standards prior to entering the workforce. We believe that installing these principles from the beginning will only help to build them for success.

Specified Requirements for Admission-

All EMT Candidates must meet the following requirements for admission per California Bureau for Private Secondary Education as well as Pro-Tech.

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Must show proof of High School Graduations such as H.S. Diploma or High School transcript verifying graduation, G.E.D, or ATB.
Have a current CPR for Healthcare Provider certification (Course provided the second day of class)
No criminal background
18 years of age by National Registry Exam Appointment

Admissions Minimum Requirements-

The refund policy for the return of unearned institutional charges for students who have completed 60% or less of the educational program shall be pro-rated refund. See refund policy

Pro-Tech does not have an articulation agreement with other institutions and all students must meet the listed admission requirements, including ability to benefit students.

All students enrolling must speak English proficiently enough to have graduated from High School or to have a GED. There will be no English services provided to those students who are not fluent in English; this course is instructed in ENGLISH ONLY.

Course Completion Requirements for Achievement-

- Be able to perform a patient assessment in need of medical care.
- Clearly recognize medical condition and traumatic injury.
- The ability to have a concise treatment plan for anyone who is in need of medical care
- Strong understanding of the Scope of Practice of the EMT-1
- Regular attendance with no more than 2 class sessions of unexcused absence. Pro-Tech fully understands that catastrophic and unexpected events do occur in family and life. It is to provide our students with the best chance for successfully completing our program that we must adhere to the attendance hours.
- Completing all 24 hours of Clinical Experience.
- An 80% or above on the Final Exam. THERE WILL BE NO MAKE UPS FOR THE FINAL.
- Passing all 8 skills stations after successfully completing the final with an 80% or above. There will be an opportunity for one re-test on any skill that is not completed with a passing score.

Course Points

- Final Exam- 150 Question multiple choice
- Exams (6) - 35 Questions multiple choice-The average of these exams is an accurate marker of how students will perform on the final.
- Clinical Ride Along- 2-12 hour ride-along Pass/Fail
- Attendance- No more than 10 hours missed will greatly affect one's ability to be successful
- Practical Skills Exam - Pass/Fail

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Course Grading Scale

Class total= 200 points
A- 180-200 = 90-100%
B- 160-178 = 80-89%
C- N/A
D- N/A
F- N/A

It should be noted that any student pursuing National Registry Exam must score 80% or above on the final exam and pass all pass/fail requirements.

The EMT Code of Ethics-

- The EMT provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race creed, color or status.
- The EMT does not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- The EMT respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- The EMT shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.
- The EMT assumes responsibility in defining and upholding standards of professional practice and education.
- An EMT assumes responsibility in defining and upholding standards of professional practice and education.
- The EMT assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws, which affect the practice of the EMT.
- An EMT has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.
- The EMT, or groups of EMT's, who advertise professional service, do so in conformity or dignity of the profession.
- The EMT has an obligation to protect the public by not delegating to a person less qualified, any services that requires the professional competence of an EMT.
- The EMT will work harmoniously with and sustain confidence in EMT associates, nurses, physicians, and other members of the Emergency Medical Services health care team.
- The EMT refuses to participate in unethical procedures and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Libraries and Other Learning Resources

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For the purpose of instructional education for EMT-1, Pro-Tech has listed all needed equipment and/or learning resources necessary to be successful for completion of our program. The following resources are mandatory for each student to have prior to the first day of didactic instruction. These items must be purchased by the student prior to the start of class.

Required Course Material

Textbook
Mybrady 11th edition on-line program
Medical Dictionary (EMS) Recommended Mosby Publication (on-line)
Stethoscope (provided)
Pro Tech controlled notes. Provided by instructional staff at registration (no cost to student).

The following are not mandatory but highly recommended:

EMT Achieve
EMT Review

Library Resources

Pro Tech has medical related resources found in a bookshelf within its classroom. Resources include but are not limited to

Prehospital Emergency Care 11th Edition
Pre-hospital care 11th Edition Student Resource Workbook
Medical Dictionary
American Heart Association BLS for Healthcare Provider Student Manual
Anatomy and Pathophysiology reference material
California State EMS Skills Sheets

Websites and Other Resources

These websites may be used at the student's leisure to offer further insight and possibly as a resource for employment opportunities that lay ahead once the course has been completed.

National Standard Curriculum Course Outline: www.nhtsa.dot.gov
National Registry EMT: www.nremt.org
Perfect Firefighter Candidate: www.firecareers.com
California EMSA
Orange County EMS Agency www.ochealthinfo.com

The EMT-1 training material is drawn direction for the National Standard Curriculum New Education Standards. Each and every student has the ability to be successful in this course if he/she follows lesson plans and puts forth the effort to learn the material.

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School Policies:

“Notice concerning transferability of credits and credentials earned at our institution”

The transferability of credits you earn at Pro Tech is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Course Completion Certificate you earn through Pro Tech is also at the complete discretion of the institution to which you may seek to transfer. If the Course Completion Certificate(s) that you earn at this institution is/are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pro-Tech's EMT-1 training program to determine if your Course Completion Certificate will transfer.

Title IV-

It should be noted that Pro Tech does not participate in Federal or State Financial Aid programs.

Placement Services-

At this time, we do not offer Job Placement Services to candidates that have passed this program successfully. Pro Tech has established well-respected and professional relationships with many employers throughout Orange County. It is our desire to eventually become a recruiting platform for employment within these organizations.

Housing-

Pro Tech does not offer housing, nor do we recommend any housing/dormitory facilities. It shall be up to prospective students to find their own housing will attending this program.

Visa-

Pro Tech does not admit students from other countries. It is not the responsibility of Pro Tech to check immigration status of our prospective students. A Department of Justice Background check will be performed for the EMT wishing to become licensed in Orange County in the near future. All instruction and audio/visual aids will be delivered in the English language. We do not offer any Visa services.

Experiential Credit-

Pro Tech does not award credit earned from another training institution and/or college or university. The 186- hour emergency medical technician program is an intense and challenging course that will have specifics taught that are OC CA specific. Any previous education in Health Science or Emergency Medicine will be beneficial to the student, however, will not count as credit earned for this course.

Financial Aid-

Pro Tech does not provide financial aid programs in any way. All costs that are associated with enrollment into our program shall be between the student and their financial institution.

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Distance Education-
Pro Tech does not provide distance education.

Dismissal Policy-
Failure to abide by all local and federal laws will be grounds for immediate dismissal from the program. Furthermore, all rules of conduct found under the "Program Code of Conduct" shall be followed with strict adherence. Any student dropped for violation of any policy shall be dropped from class without a refund. Any student found cheating will be immediately removed from class and dropped without a refund. Violence or threatening behavior will not be accepted in any way. This will lead to dismissal and notification to local Law Enforcement.

Student Probation Policy-
Any student who receives an exam score with less than 80% will be placed on academic probation throughout the duration of the course. Probation consists of a signed document signed by both Pro Tech and the student, which states the student has achieved a sub-standard exam score and may be in danger of not passing the final with an 80% without corrective action.

Student Attendance Policy-
Students must make every attempt to be at all class sessions. If a student is unable to attend because of other obligations, a maximum of 2 class sessions will be excused.

Leave of Absence Policy-
Any student who is absent for more than 2 class sessions without contacting Pro Tech will be dropped from the class or will be placed on a leave of absence per our discretion. If placed on a LOA, the student will have the option to enroll in the next course available to them.

Right to Cancel-
Institution shall refund 100% of the amount paid for institutional charges, less a reasonable registration fee not to exceed \$400, if notice of cancellation is made prior to the first class session. Pro Tech shall pay or credit refunds within 14 days of a student's withdrawal. The institution shall advise each student that a notice of cancellation shall be in writing and that withdrawal may be effectuated by the student's written notice or by the student's conduct including, but not necessarily limited to a student's lack of attendance. "If a student obtains a loan to pay for an educational program the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid program funds"

Refund Policy-
The refund policy for the return of unearned institutional charges for students who have completed 60% or less of the education program shall be a pro-rata refund minus 250.00 of the 400.00 enrollment fee.

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Complaint Procedure-

"A student or any member of the public may file a complaint about this institution with Bureau of Private Post-Secondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site.

Grievance Procedure-

If you feel your rights have been violated

1. Informal Process- Notify instructor or Administrative Facility
2. Formal Process- Send a written complain to the Chief Academic Officer
3. Investigation/Decision- Pro Tech will investigate grievance and respond within 2 weeks of receiving formal complaint.
4. Appeal to Board of Trustee-Send a written appeal to the Board of Trustees through the Program Director. A decision will be given to the student within 30 days of receiving the written complaint.
5. Appeal to the Bureau of Private Post Secondary Education.

Questions-

"Any questions a student may have regarding this course catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Post Secondary Education."

Bureau of Private Post Secondary Education
2535 Capital Oaks Drive, Suite 400
West Sacramento, CA 95798-0818
Toll Free (888) 370-7589
Fax (916) 263-1896

Required Student Records

-Name, address, e-mail, and telephone number of each student who is enrolled in an education program within this institution.

-Shall maintain, for each student granted a degree or certificate, permanent records of the following

- Course completion certificate granted and the date on which it was granted
- Courses and units on which the certificate was based
- Grades earned by the students

For a period of five years complete and accurate records of the following will be held

Educational programs offered by institution and curriculum for each

Names and addresses of the members of the institution's faculty.

any other records required to be maintained by this chapter, Article 16

Student Tuition Recovery Fund Disclosure-

The Student Tuition Recovery Fund Disclosure (STRF), was established by the legislature to protect any CA residents who attend a private post secondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement is signed or when you receive lessons at a CA mailing address from

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an approved institution offering correspondence instruction. Students, who are temporarily residing in CA for the sole purpose of pursuing an education specifically those who hold student visas, are not considered a CA resident. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, and receipts of any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Post Secondary Education

Address is listed above under "Questions".

Student Tuition Recovery Fund (STRF)

"You must pay the state-imposed assessment (**\$.50 for every \$1,000**) for the Student Tuition Recovery Fund (STRF) all of the following applies to you":

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

"The State of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency program attending certain schools regulated by the Bureau for Private Postsecondary Education"

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course or instruction was completed.

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2. The school's failure to pay refunds or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the act.

Course Objectives

*Objectives Related to Learning Outcomes

During the course students will be expected to maintain a grade of 80% or above to be eligible to sit for the final exam. Students will be given either 9 or 12 tests during the course, depending on whether they take the evening or accelerated version.

Students will also be expected to pass a skills examination at the completion of the course.

There are three skills days in which they will learn the material needed to pass the skills exam.

Students must attend a minimum of 172 hours of class time to be eligible to sit for the final exam and take the NREMT Exam.

1) Clinical Objectives: Ambulance

*Objectives Related to Behavior

- Present a neat, well-groomed appearance

- Dress according to the clinical guidelines, name tag visible

- Demonstrate dependability by reporting for duty on time and stay the full allotted scheduled time. (10/12 hours).

- Notify the EMT instructor when ill or unable to attend scheduled clinical assignment

- Demonstrate cooperation and willingness to learn

*Objectives for Ambulance Ride Along

- Identify the location and purpose of the standard equipment found on a BLS Ambulance Unit

- Complete the BLS Ambulance Unit Checklist

- Lift gurney in and out of the BLS Ambulance with instruction and help from the ambulance personnel

10 Patient assessments and histories, using the form provided.

*Objectives Related to Observation

- The student observes and is prepared to discuss the following

- Reassurance of family members at the scene

- Extrication of trapped persons

- Patient care during transportation, including monitoring of intravenous therapy

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Communication between the ambulance and hospital, including written and verbal responses

***Objectives Related to End of Assignment**

Have student performance documentation form completed by ambulance personnel
Complete student performance and observation log on training plan
Inform the ambulance personnel when leaving
Demonstrate cooperation and willingness to learn

***Objectives Related to Performance**

Perform a primary survey and treat patients
Perform a secondary survey, record findings and give care
Assist with patient care on the scene, at the discretion of ambulance personnel
Monitor a patient's vital signs and status during transportation
Take a record a minimum of 2
Measure and record temperatures, pulses, respirations and blood pressures
Measure and record apical pulses
Take and record a minimum of two patient assessments
Move, lift and transport patients to other units with supervision
Identify the location and purpose of oxygen and suction equipment
Identify the location of supplies, linen, medical equipment, etc
Complete the Emergency Room Checklist
The student observes and is prepared to discuss the following:
Patient evaluation, including the physical exam and history recording
Care given in emergency situations, including airway management, breathing assistance, oxygen therapy, control of bleeding, combating shock, care of the emotionally disturbed, pediatric patients and patients with medical problems.
Care of wounds and aseptic techniques
Application of slings, elastic bandages, basic bandages and pressure bandages
Methods of suctioning, including oral, oral pharyngeal, endotracheal and tracheal
Monitoring of Intravenous Therapy

***Objectives Related to End of Assignment**

Have a student performance documentation form completed by emergency room personnel
Complete Student Performance & Observation Log on training plan
Inform emergency room personnel when leaving

Instructor Qualifications

Fact Sheet

Pro Tech is proud to offer our EMT Courses in the following formats:

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6 weeks meeting 4 times a week

Classroom Lecture: 144 hours
Clinical Observations: 24 hours

24 hours of Field Ambulance Observation

Our EMT training program is specifically designed for the very ambitious and hardworking individual. We strongly encourage all students to search and find a program that best suits their needs.

Pertinent information regarding the Occupation of Emergency Medical Technician

EMTS and Paramedics

2013 Median Pay- 30,360 per year/ 14.60 an hour
Entry Level Education=Post Secondary non-degree award
Work Experience in a Related Occupation=None
ON the job Training=None
Number of Jobs, 2010=226,500
Job Outlook, 2010=33%
Employment Change 2010=75,400

The 186 Hour Emergency Medical Technician-1 courses is 6 weeks in duration and is specifically designed to prepare the student for a career as a professional Emergency Healthcare Provider in the pre-hospital setting. This course material is drawn from the new National Education Standards Curriculum. This program places a strong emphasis on academic achievement within the specified curriculum as well as a solid understanding of the importance of teamwork. Key objectives of understanding:

- Critical thinking skills
- Clinical knowledge and application for treatment of the sick and injured
- Common sense approach to solve problems
- Safety of others and ourselves
- Ethics and Integrity

Course Details:

During this course the student will receive 120 hours of classroom lecture. The EMT-1 course is broken down into 4 methods of instruction:

- Lecture based via power point and audio-visual aids to maximize student retention
- Individual testing of didactic material. Written exam for quizzes and final
- Group practice and inter-active study groups for skill requirements
- Individual testing stations for students to demonstrate proficiency on manipulative skills

Each student will also be required to complete the clinical experience portion of this course to receive a passing grade. All 24 hours must be completed prior to receiving a course competition certificate. There are 2 parts to the clinical experience

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2-12-hour ambulance ride-alongs

Lesson 1-2 Workforce Safety and Wellness of the EMT
Emotional Aspects of Emergency Care
Scene Safety
Wellness and Principles

Lesson 1-3 Medical/Legal Ethical Issues
The scope of Practice
Issues of Patient Consent and Refusal
Other Legal Aspects of Emergency Care

Lesson 1-4 Documentation
Functions of Prehospital Care Report
Collection of Data in the PCR
Legal Concerns
Special Situations
Alternative Documentation Methods
Medical Abbreviations

Lesson 1-5 Communication
EMS Communication Systems
Team Communication and Dynamics
Therapeutic Communication

Lesson 1-6 Lifting and Moving Patients
Body Mechanics for Safe Lifting
General Guidelines for Lifting and Moving
Lifting and Moving Patients
Packaging for transportation

Module 2 Anatomy and Physiology

Lesson 2-1
Anatomical terms
Body Systems
Medical Terminology

Module 3 Pathophysiology

Lesson 3-1 Pathophysiology

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Cellular Metabolism
Components Necessary for Adequate Perfusion

Module 4 Life Span Development

Lesson 4-1 Life Span Development
Life Span Development
Birth-Adolescence-Adulthood-Late Adulthood

Module 5 Airway

Lesson 5-1 Airway Management, Artificial Ventilation and Oxygenation
Respiration
Respiratory System Overview
Airway assessment
Assessment of Breathing
Oxygen Therapy
Special Considerations in Airway Management and Ventilation

Module 6 Assessment

Lesson 6-1 Baseline Vital Signs, Monitoring Devices, and History Taking
Gathering Patient Information
Monitoring Equipment
Baseline Vital Signs
Preparing to take the History
Taking the History

Lesson 6-2 Scene Size Up
Determining Scene Safety
Determine the Nature of the Problem
Determine the Number of Patients

Lesson 6-3 The Patient Assessment for Trauma and Medical Emergencies
Details for performing Patient Assessment for Trauma
Details for performing Patient Assessment for Medical

Module 7 Pharmacology

Lesson 7-1 Pharmacology and Medication Administration
Administering Medications
Medications Commonly Administered by the EMT
Medication Names

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- Routes of Medication Administration
- Medication Names
- Essential Medication Information
- Key Steps in Administration
- Reassessment Following Administration
- Sources of Medication Information

Module 8 Shock and Resuscitation

Lesson 8-2 Shock and Resuscitation

- Shock
- Resuscitation in Cardiac Arrest
- AED and Cardiac Arrest
- Recognizing and Treating Cardiac Arrest
- Special Considerations for the AED