

## **Appendix A**

### **WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE**

***Board of Regents, Nevada System of Higher Education***

#### **EMERGENCY MEDICAL TECHNICIAN (EMT)**

**O\*NET-SOC CODE: 29-2042.00 RAPIDS CODE: 0730CB**

**APPROVED BY  
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION AND  
THE NEVADA STATE APPRENTICESHIP COUNCIL**

\_\_\_\_\_  
**Richard J. Williams, Nevada State Apprenticeship Director**

**REGISTRATION DATE: \_\_\_\_\_**

**REGISTRATION NUMBER: 2021-NV-81493**

**DEVELOPED IN COOPERATION WITH  
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION, THE NEVADA STATE  
APPRENTICESHIP COUNCIL, AND THE U.S. DEPARTMENT OF LABOR**

## Appendix A

### WORK PROCESS SCHEDULE

#### EMERGENCY MEDICAL TECHNICIAN

O\*NET-SOC CODE: 29-2042.00 RAPIDS CODE: 0730CB

This schedule is attached to and a part of these Standards for the above identified occupation.

#### 1. TYPE OF OCCUPATION

☐ Time-based ☒ Competency-based ☐ Hybrid

#### 2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position, which would be expected to occur within approximately 2,000 hours of OJL, supplemented by the minimum of 144 hours of related instruction per year of the apprenticeship.

#### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker/fully-competent worker ratio is: 1 apprentice(s) to 1 journeyworker/fully-competent worker(s).

#### 4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least \$ 15.00 per hour. Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker/fully-competent worker wage. A journeyworker/fully-competent worker minimum wage will be at least \$ 17.56. Wages will be based on regional ranges.

##### 1-Year Term Example:

1<sup>st</sup> 12 months: \$15.00

Final: \$17.56

#### 5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

#### 6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

### **DESCRIPTION OF AN EMERGENCY MEDICAL TECHNICIAN**

An Emergency Medical Technician (EMT) assesses injuries and administers emergency medical care. People's lives often depend on the quick reaction and competent care provided by these workers. An EMT has the skills to assess a patient's condition and to manage respiratory, cardiac, and trauma emergencies. The specific responsibilities of EMTs depend on their level of certification and the local jurisdiction and state they work in.

---

## Appendix A

### **WORK PROCESS SCHEDULE EMERGENCY MEDICAL TECHNICIAN**

**O\*NET-SOC CODE:** 29-2042.00 **RAPIDS CODE:** 0730CB

The term of the occupation shall be defined by the attainment of all competencies, both technical and behavioral, of the position, which would be expected and approximated to occur within 2,000 hours of OJL, supplemented by a minimum of 144 hours of related instruction per year of apprenticeship.

### **Apprenticeship Competencies – Technical**

#### **Assess Medical Emergency**

- Determines the nature and extent of the illness or injury, and magnitude of the emergency situation
- Establishes first aid procedures to followed or need for additional assistance based on listening to persons involved, examination of victim(s) and knowledge of emergency medical practice
- Synthesizes complex, diverse information; researches data and analyzes information for alternative solutions if needed
- Uses reason even when dealing with emotional topics
- Demonstrates ability to make good, timely medical decisions, within their scope of practice and within the situation.
- Is able to explain reasoning for decisions and includes appropriate people in decision-making process

#### **Administer First Aid**

- Performs first aid diagnostics, treatment or life support care to sick or injured persons at site of the emergency or in specially equipped vehicle
- Stabilizes/immobilizes patient with applications of splints, administration of oxygen or intravenous injections, operate equipment such as EKGs, external defibrillators, treatment of minor wounds or abrasions, administration of artificial resuscitation and other treatment procedures
- Administers drugs, orally or by injection under a physician's direction
- Obtains and monitors vital signs

#### **Communication**

- Communicates with professional medical personnel at emergency treatment facility to obtain instructions on further treatment and to arrange for reception of victims at treatment facility
- Observes, records, and reports to physician the patient's condition or injury, treatment provided and reactions to drugs or treatment. Listens; Asks for and gives clarification; Responds well to questions; Speaks clearly and persuasively in positive or

---

negative situations

- Comforts and reassures patients
- Balances team and individual responsibilities; Supports team, being open to others views, giving and welcoming feedback
- Demonstrates good Customer Service skills in all duties while managing difficult or emotional customer situation; Is professional and respectful to customer and others' needs and requests for service or assistance
- Communicates by writing reports, correspondence, emails, other documents within the workplace professionally, clearly and informatively with edits for spelling and grammar; Reads and presents numerical data effectively; Able to write and interpret written information such as safety rules, operation and maintenance instructions, and procedure manuals
- Demonstrates the ability to speak effectively before groups of customers or organizations as needed

**Practice Safety, Security and Compliance**

- Coordinates work with other emergency medical team members or police or fire department personnel. Understands and practices only within the Scope of Practice.
- Understands rules, regulations, operating within compliance guidelines
- Observes safety and security procedures within guidelines
- Determines appropriate action beyond guidelines
- Reports potentially unsafe conditions
- Attends training classes to maintain certification, licensure, keep abreast of new developments in the field, or maintain existing knowledge
- Uses and maintains equipment and materials properly

**Other Duties as Assigned, Depending on Scope of Practice for Jurisdiction**

**TOTAL MINIMUM HOURS: 2,000**

The above on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

**Apprenticeship Competencies – Behavioral**

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Item #	Behavioral Competencies
1.	Participation in team discussions/meetings
2.	Focus in team discussions/meetings
3.	Focus during independent work
4.	Openness to new ideas and change
5.	Ability to deal with ambiguity by exploring, asking questions, etc.
6.	Knows when to ask for help
7.	Able to demonstrate effective group presentation skills
8.	Able to demonstrate effective one-on-one communication skills
9.	Maintains an acceptable attendance record
10.	Reports to work on time
11.	Completes assigned tasks on time
12.	Uses appropriate language
13.	Demonstrates respect for patients, co-workers and supervisors
14.	Demonstrates trust, honesty and integrity
15.	Requests and performs work assignments without prompting
16.	Appropriately cares for personal dress, grooming and hygiene
17.	Maintains a positive attitude
18.	Cooperates with and assists co-workers
19.	Follows instructions/directions
20.	Able to work under supervision
21.	Able to accept constructive feedback and criticism
22.	Able to follow safety rules
23.	Able to take care of equipment and work place
24.	Able to keep work area neat and clean
25.	Able to meet supervisor's work standards
26.	Able to not let personal life interfere with work
27.	Adheres to work policies/rules/regulations

---

**RELATED INSTRUCTION OUTLINE**  
**EMERGENCY MEDICAL TECHNICIAN**  
**O\*NET-SOC CODE: 29-2042.00      RAPIDS CODE: 0730CB**

The related instruction has been developed in cooperation with employer-partners as part of the apprenticeship. The following is a set of courses to be delivered by subject matter experts.

Related Technical Instruction (RTI) - This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship. The related theoretical education listed below is tightly integrated with real work product. The curriculum is defined as a variety of classes, around which the exams and projects are based. By defining the RTI this way, all competencies required of the students are met, through project work.

**COURSE  
TOPICS**

**HOURS**

The related instruction has been developed in cooperation with employer-partners as part of the Emergency Medical Technician apprenticeship. The following is to be delivered by REMSA, Truckee Meadows Community College, or other accredited Nevada educational provider.

**Related instruction** - This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship, the following courses:

Course Description:

**Emergency Medical Technician**

147 Hours

Apprentices will complete 10 weeks of didactic training, hands-on clinical rotations and shadowing opportunities in the Emergency Room. Areas of instruction to be included are: EMT roles and responsibilities, airway management, patient assessment, medical emergencies, anatomy and physiology, documentation, lifting and moving, and communications.

Upon successful completion of this program, apprentices will be eligible to take the National Registry test and certify as an EMT in the State of Nevada

---

**SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

Board of Regents, Nevada System of Higher Education, hereby adopts these standards of apprenticeship on this 6<sup>th</sup> day of April, 2021.

*Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.*



\_\_\_\_\_  
Signature of Sponsor (*designee*)

Date: 4/6/2021