



Emergency Medical Technician Paramedic

Information Guidelines 2018-2019

Last Revised: 6/2018

**Arkansas Northeastern College
Paramedic Program
Information Guidelines
2018-2019**

The Arkansas Northeastern College (ANC) Technical Certificate in Paramedic Education is a 12 month program that provides training and education in advanced pre-hospital patient care. The curriculum includes classroom instruction along with clinical courses that provides the student experiences in the hospital and pre-hospital settings. The curriculum provides the paramedic student with the necessary diversity of knowledge through the combination of didactic, clinical, and field experiences to function effectively as a professional provider of advanced life support outside of the hospital environment. After satisfactory completion of the Paramedic Program and meeting application criteria, students are eligible to apply for the National Registry Emergency Medical Technician (NREMT) Exam for certification as a Paramedic. Once the NREMT certification is completed, licenses will be awarded from NREMT and the Arkansas Department of Health, Section of EMS. The Paramedic Program is offered annually beginning in the Spring semester is approved by the Arkansas Department of Health and Human Services, Section of Emergency Medical Services.

The Arkansas Northeastern College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of
Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

Admission Criteria

Admission to the Arkansas Northeastern College Paramedic Program is based on students meeting the following enrollment requirements:

1. Complete ANC Application for Admission.
2. Submit High School or General Education Diploma (GED) to the registrar's office.
3. Submit official transcripts from any college(s) previously attended to the registrar's office.
4. Have current immunizations and updated records submitted to registrar's office and EMS Department.
5. Complete the ANC Paramedic Application for Admission and submit as indicated on the application form.
6. Complete the Paramedic Fisdap Pre-admission Exam.
7. Meet with the Nursing and Allied Health Advising Specialist to ensure any required Placement Scores meet the minimum skill level.

8. Have a cumulative 2.0 minimum grade point average on all college course work attempted, including transfer work and excluding developmental education courses. Must have ANC GPA of 2.0 or greater to graduate from ANC.
9. Attend the mandatory Paramedic Program orientation session as scheduled.
10. Students re-applying for admission/readmission into one of ANC's Nursing or Allied Health Programs or Courses must have a written letter of recommendation from the previous program Director validating the student left the program in professional good standing.
11. A student requesting transfer from another college into ANC's Nursing or Allied Health Programs/Courses is required to meet the ANC Transfer Policies as outlined in the ANC Catalog and Student Handbook. In addition, the student is required to request a "letter of good standing" be mailed directly by the transferring Departmental Administrator to the respective ANC Nursing or Allied Health Director of the program to which the student is applying.

Selection Process

It is the student's responsibility to complete the requirements for admission and to submit the required information to the registrar's office and/or Advising Specialist as noted. All applicants who have completed the general ANC application, the Paramedic Program application, submitted transcripts and immunization records, and meet all other minimum admission requirements will be invited to attend a scheduled mandatory orientation for prospective students. Applicants meeting admission criteria will be invited to sign a "Letter of Intent" signifying their intention to enter the ANC Paramedic Program. If there are more applicants that meet minimal admission criteria than seat availability, selection will be based on ranking applicants according to the Fisdap pre-entrance exam and GPA of previous College course work.

Conviction of a Crime

Persons convicted of a crime may not be eligible to take the National Registry of EMT's certification Exam to become a Paramedic. A state criminal background check is required of individuals seeking initial certification and a federal criminal background check is required for those students who have not resided in Arkansas for at least a 5 year period. Any student who has been convicted of a crime prior to entering the Paramedic Program and/or during the program **must report** this conviction to the Program Director immediately. **Failure to report the crime may result in immediate suspension and/or dismissal from the program.**

BACKGROUND VERIFICATION POLICY

Policy Statement: Arkansas Northeastern College Paramedic Program requires students selected for admission to complete a criminal background investigation by a third party vendor prior to beginning of clinicals rotations each year.

All background verification information and results will be treated confidentially but will be accessible to the EMS Program Director, Dean of Nursing, Allied Health & HPER and clinical agencies as warranted. All adverse or negative outcomes on the background verification checks will require permission from the clinical affiliate before a student is scheduled at that agency for a clinical rotation. This requires each clinical affiliate to independently determine if an adverse or negative outcome on the criminal background verification check will prohibit a student nurse from being assigned in their facility.

Students will be responsible for all fees associated with any components of the background verification process. Students must authorize the background check verification by completing the background authorization form provided by the vendor.

Students found to be ineligible to complete clinical rotations due to an adverse or a negative outcome from

the criminal background check will not be able to meet clinical and program objectives and therefore dismissal from the program will be necessary.

The background investigation completed through a third party vendor will include the following components:

- Arkansas Statewide Criminal
- 7 Year U.S. County Criminal Records (Outside of Arkansas)
- Residency History
- Social Security Alert
- National Record Indicator with Sex Offender Registry
- Nationwide Healthcare Fraud & Abuse Scan
- Arkansas Child Abuse Clearance
- Missouri Family Care & Safety Registry
- Maiden Names & Aliases

CLINICAL REQUIREMENTS

Personal Health Data and Medical History

Students are required to complete the Personal Health Data and Medical History Form and submit during the scheduled orientation day prior to the first day of class. The requested health data and history information is kept confidential and will be used only as an aid in providing necessary health care if an emergency were to arise or to determine if medical clearance is necessary prior to entering the program. Students who are pregnant or who have an altered health status must have written approval from their physician to enter or continue in clinical rotations. Students must meet all stated clinical outcomes and objectives along with meeting all attendance requirements.

Health Insurance

Arkansas Northeastern College does not provide medical related services, nor does the College assume responsibility for injuries incurred by students during any College activity. Medical services may be obtained from local doctors, clinics, and hospitals at the student's expense. All students are encouraged to carry their own health and accident insurance throughout the program.

Immunization Requirements for all Enrollees at Arkansas Colleges and Universities:

Arkansas State Law, Act 141 of 1987, requires college students born after 1/1/57 to provide proof of immunity against measles, mumps, and rubella within 30 calendar days of enrollment. Two MMR immunizations are required. Exemptions shall be granted only by the Department of Health and must be applied for each academic year. Forms can be obtained by e-mail only at www.immunization.section@arkansas.gov after July 1, each year.

Nursing and Allied Health MMR Immunization Policy: Arkansas law requires all full-time students born on or after January 1, 1957 to provide proof of immunization against measles, mumps, and rubella (MMR) or immunity, or medical or non-medical exemption, or birth before 1957.

- **Proof of Immunization:** The immunization must be given in two doses. The first dose of the MMR must be given before the first birthday and after 1/1/1968. The second dose must be given at least 28 days after the first. Refer to Table III of the Arkansas State Board of Health, Rules and Regulations Pertaining to Immunization Requirements, page 16. Accepted proof of immunizations shall be those on an immunization record provided by a licensed physician, health department, military service or an official record from another educational institution in Arkansas. All accepted immunization records shall state the vaccine type and dates of vaccine administration.

- **Proof of Immunity:** In lieu of receiving vaccine students may provide proof of immunity. Students must submit serological test results (titers) appropriate for all three diseases (measles, mumps, and rubella) to the Arkansas Department of Health (ADH) along with a letter requesting approval of immunity. Please send letter and test results to:

*Arkansas Department of Health
ATTENTION: Immunization Section
4815 West Markham Street
Little Rock, AR 72205*

After the Medical Director of the Immunization Section of the ADH has reviewed the letter and results, the student will receive either an approval or denial letter. If approved, it is the student's responsibility to provide ANC Registrar a copy of the letter for placement in the student's permanent file. Thereafter, annual approval is not required. If denied, the student must receive the required immunization or request an exemption (see below) through the Arkansas Department of Health.

- **Medical or Non-medical Exemption:** Students may apply for an authorized exemption (medical, religious, or philosophical) from the Arkansas Department of Health. Exemptions must be applied for each academic year. Forms can be obtained after July 1, each year by e-mail only at:
<http://www.healthy.arkansas.gov/programsServices/infectiousDisease/Immunizations/Documents/2017-2018%20College%20Immunization%20Exemption%20Application%20Packet.pdf>

Other Immunizations Requirements:

Students admitted to the Paramedic Program must have a tetanus or tetanus booster if it has been greater than 7 years since the last booster. As a condition of admission and continuing enrollment in the Paramedic Program, all students are required to submit to a tuberculin (TB) skin test prior to beginning the clinical component. Skin tests are performed annually and must be maintained during the entire program, which indicates freedom from active tuberculosis. A chest x-ray is required for any student who has tested positive to a previous TB skin test.

Students entering the Paramedic Program must realize the potential for exposure to the Hepatitis B virus. Faculty recommends appropriate documentation of a completed series of Hepatitis B immunizations or consent to and be in the process of receiving the series of the 3 injections prior to any contact with patients. If a student refuses or has reason to believe that the vaccine is contraindicated for him/her, the student must sign a declination form acknowledging the risk of Hepatitis B infection in a healthcare setting.

Functional Ability

Emergency Medical Technician-Paramedic is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The knowledge, skills and abilities to safely and effectively practice emergency care are varied and complex. The National Registry of EMT's has defined the functional abilities (refer to pages 5-7) that an Emergency Medical Technician-Paramedic must possess to practice safely and effectively. Arkansas Northeastern College EMS Programs has adopted these requirements for the students enrolled in the Paramedic Program. To ensure that your decision to pursue a career in Emergency Medicine is the correct one for you, we, the faculty of the Emergency Medical Technician-Paramedic Program, ask that you review these requirements carefully and then sign the Statement of Understanding of Functional Categories.

These functional abilities are the non-academic requirements of the program, and they comprise physical, emotional, and professional demands of a Paramedic. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the

skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided. Throughout your educational program, you will find yourself in a variety of learning experiences. You will need to take into consideration the specifics of each position and the percentage of time the skill will be needed in order to determine if reasonable accommodations can be provided. To request an accommodation, you will need to contact Arkansas Northeastern College's Student Services office and present documentation of your disability.

Functional Ability Categories, Descriptions and Representative Activities and Attributes

Please review the functional abilities requirements needed to perform effectively in the EMS profession.

Identify any functional ability required of an Emergency Medical Technician that you do not feel that you can accomplish.

1) Gross Motor Skills-

- Move within confined spaces
- Reach above shoulder
- Reach below waist
- Reach out front

2) Fine Motor Skills-

- Pick up objects with hands
- Grasp small objects with hands
- Write with pen or pencil
- Key/type
- Pinch / pick / squeeze with fingers
- Twist
- Good eye hand & foot coordination
- Simultaneous hand wrist & finger movement.

3) Physical Endurance-

- Walking and Standing
- Sustain repetitive motions (CPR)
- Climbing and Balancing
- Stooping
- Kneeling
- Crouching
- Crawling

4) Physical Strength-

- Lift, carry, and balance up to 125 pounds (250 pounds with assistance)
- Carry equipment / supplies
- Use upper body strength (CPR)
- Squeeze with hands

5) Vision-

- See objects up to 20 inches away (small needles)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity
- See in a darkened room

6) Environment-

- Work in cold, with or without temperature changes

- Work in extreme heat, with or without temperature changes
- Work in wet and/or humid conditions
- Work in noise and/or vibration
- Work in Hazards
- Work in atmospheric conditions

7) Hearing-

- Hear and discriminate at speech normal conversational sound levels
- Hear faint voices
- Hear faint body sounds (shallow breathing)
- Ability to discriminate speech in noise
- Hear in situations when not able to see (back turned, mask)

8) Tactile-

- Feel vibrations
- Detect hot and cold temperatures
- Feel differences in surface characteristics
- Feel differences in sizes & shapes

9) Reading-

- Read medication/prescription labels
- Accurately read a Drug Reference Manual
- Accurately read a road map
- Review written reports for accuracy
- Read professional journals

10) Math-

- Tell time
- Measure time
- Add, subtract, multiply, divide, and count
- Compute fractions and decimals
- Perform quickly and precisely mathematical calculations using ratio and proportion
- Document numbers in records

11) Interpersonal skills-

- Establish rapport with EMS personnel
- Negotiate interpersonal conflict
- Respect difference in patients

- Establish positive rapport with patients and family members
- Establish positive rapport with co-workers/peers
- Establish and maintain positive rapport with faculty
- Interact with others effectively

12) Communication Skills -

- Exhibit & comprehend nonverbal cues
- Speaks English
- Writes English
- Read English
- Understand English
- Listen & comprehend spoken / written word
- Communicate verbally with diverse cultures and age groups
- Collaborate with others

13) Emotional Stability-

- Independent and confident
- Adapt to changing environments
- Deals with the unexpected
- Establish professional relationships
- Accept feedback appropriately

- Accept responsibility of own actions
- Ability to use good judgment and remain calm in high-stress situations
- Ability to assume the role of team leader

14) Critical Thinking-

- Comprehends & follows instructions
- Identifies cause-effect relationships
- Ability to draw valid conclusions expediently relevant to patient's condition, often using limited information.

15) Analytical Thinking-

- Problem solve
- Transfer knowledge from one situation to another
- Process & interpret written & oral information from multiple sources
- Apply math concepts
- Analyze & interpret abstract and concrete data
- Prioritize Tasks (time management)
- Evaluates outcomes
- Use short & long-term memory
- Plan & Control activities

PARAMEDIC PROGRAM CONSIDERATIONS AND GUIDELINES

1. Training for the Paramedic program consists of 44 credit hours divided between classroom study, field internship and clinical training in a variety of health care settings, including hospitals, and third party ride time with local ambulance services.
2. Classroom hours are usually Tuesday and Thursday 8:30 am - 4:30 pm, for scheduled day classes unless otherwise informed. The course generally meets 2 times a week, other days of the week may be necessary to meet course objectives. Students will be given advanced notice of those meeting dates and times. This is a blended learning style with online work to be completed.
3. Clinical hours vary depending on the clinical site assigned. Students will be responsible for scheduling clinical and field time around their course and work schedules. Students should not schedule more than 12 hours per rotation shift at any one facility.
4. There is an attendance policy that must be strictly adhered to meet program objectives. Absences are limited in this fast-paced, competency-based program.
5. In addition to regular attendance in the classroom and in clinical, the student's presence at certain outside functions is required. These functions will be announced in time for arrangements to be made.
6. Traditionally, the placement rate for ANC Paramedic students who have successfully completed the course has been very high; however, there is no job placement guarantee after certification.
7. Tuition is due the first day of the semester/term. Textbooks must be paid for upon receipt. It is the responsibility of the student to pay all fees when they are due. Please call the Student Services at (870) 762-1020 or refer to ANC student handbook for sources of financial assistance.
8. Arkansas Northeastern College does not provide transportation.
9. Students withdrawing from the Paramedic program must notify the registrar's office so that proper steps can be taken for the interruption of training. A student officially withdrawing from

training due to hardship or illness may be considered for re-enrollment in a future course with approval from the EMS Program Director.

10. Students must maintain a "C" average on course work in order to continue and successfully pass courses in the Paramedic Curriculum Plan. All Paramedic courses must be completed with a C or higher to progress to the next course and ultimately graduate. Students who withdraw or unsuccessful due to academics may apply to re-enter a future course.
11. Students applying for readmission will be subject to the same criteria for admission as new applicants. The maximum number of students accepted into the Paramedic program will be based on the number of qualified applicants and/or availability of clinical sites.
12. A student who is terminated from the Paramedic program for disciplinary reasons may not be considered for re-admission.

Arkansas Northeastern College

**EMT-Paramedic Program
Curriculum Plan 2019**

<u>Course Number</u>	<u>Course Name</u>	<u>Course Credits</u>
Spring Semester		
AH 16093	Introduction to Anatomy & Physiology with Lab	3
	OR	
AH 16084	Body Structure & Function	4
	OR	
BI 24003/24011	Anatomy & Physiology I with Lab <i>and</i>	4
BI 24023/24031	Anatomy & Physiology II with Lab	4
<hr style="border-top: 1px dashed black;"/>		
EM 18017	Preparatory for Paramedics	7
EM 18047	Medical Emergencies for Paramedics I with Lab	<u>7</u>
	Total	17
Summer Semesters I & II		
EM 18054	Medical Emergencies for Paramedics II with Lab	4
EM 18062	Medical Emergencies Clinical	2
EM 18074	Trauma for Paramedics with Lab	4
EM 18103	Special Consideration for Paramedics with Lab	<u>3</u>
	Total	13
Fall Semester		
EM 18124	Paramedic Operation Management with Lab	4
EM 18092	Paramedic Clinical I	2
EM 18132	Paramedic Clinical II	2
EM 18146	Paramedic Field Internship	<u>6</u>
	Total	13
	Total Program Credits:	44

ANC does not accept advanced placement in the Technical Certificate in Paramedic. All courses must be successfully completed as outlined in the Curriculum Plan.

EMT-Paramedic Program Cost List 2018-2019

Tuition	Per Credit Hour	
Mississippi County Residents	\$70.00	
Out of County Residents	\$70.00	
Bootheel & Tennessee Border	\$80.00	
Out of State Residents	\$130.00	
International Students	\$130.00	
 Estimated Tuition: In County Fees		Totals
Paramedic Courses (\$70.00 per credit hour x 44)		\$3,080.00
Technical Fee (\$11 per credit hour x 44)		\$484.00
Registration Fee (\$25.00/semester x 3)		<u>\$75.00</u>
		\$3,639.00
 Paramedic Fees		
Paramedic Course Fees-Fisdap, Supplies, etc. (10 courses @ \$47/course)		\$470.00
Professional Liability Insurance		<u>\$66.00</u>
		\$536.00
 Other Paramedic Program Costs		
Required Textbooks		\$550.00
ANC Background Screening		\$55.00
Uniforms & Accessories		\$100.00
Hepatitis B Immunization/TB Skin Test		<u>\$200.00</u>
		\$905.00
 Program Completion Fees		
National Registry Testing Fee Paramedic		\$125.00
State Paramedic License Application Fee and State Background Check for Licensure		<u>\$43.00</u>
		168.00
 Total Program Projected Cost:		 \$5,248.00

**Costs are estimated at time of document completion and are subject to change. Updated 06/2018*

**Statement of Understanding of Functional Categories
Emergency Medical Service Programs**

EMT Basic and Paramedic

The Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, the faculty and staff of Arkansas Northeastern College make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities of a student in the above named program. In addition, information was given to the student on reasonable accommodations to meet the *Functional Abilities* at this time.

Please sign upon initial program interest and at time of admission to the Paramedic Program.

_____ I have read and I understand the Functional Ability Categories specific to a
(Initials) student in this program.

_____ I am able to meet the *Functional Abilities* as presented, and have been provided
(Initials) with information concerning accommodations or special services if needed at
this time.

Name of Student **(Please Print)**

Signature **(legible please)**

**Arkansas Northeastern College
Emergency Medical Technician - Paramedic
Application for Admission**

Please complete and return this application to the Center in which you are applying:

Arkansas Northeastern College
Attention: EMS Director
2501 South Division
P.O. Drawer 1109
Blytheville, AR 72316-1109

Date of Application: _____

Date Received (Office Only) _____

Name: _____
(Last) (First) (Middle) (Maiden)

Mailing Address: _____
(City) (State) (Zip)

Physical Address: _____
(Street Number) (City) (State) (Zip)

Contact Phone Numbers: Home _____ Work _____ Cell _____

Date of Birth: _____ Social Security #: _____ - _____ - _____

Personal Email: _____

Completion of this information is optional for statistical purposes only and does not affect admission status.

Age: _____ Marital Status: Single _____ Married _____
Sex: Male _____ Female _____
Race: Black _____ White _____ Spanish American _____ Asian _____ Other _____

Semester/Year applying for: Spring _____ Year _____

High School Attended: _____ Graduation Date: _____
(Name) (City) (State)

Colleges, Universities or other Schools Attended:

<u>Institution</u>	<u>Dates Attended</u>	<u>Hrs. Attended</u>	<u>Degree (Type)</u>	<u>GPA</u>
1. _____				
2. _____				

Ever held a license in any healthcare profession? Yes _____ (Type _____) No _____

Have you ever been convicted of a Crime? Yes _____ No _____

I acknowledge that all information provided is true and that misrepresenting the truth can lead to dismissal from the ANC EMT-Paramedic Program. I understand that persons convicted of certain crimes may not be eligible to take the NREMT Certification Exam at the completion of the Paramedic Program. I understand that if I have questions or concerns related to this issue I should contact the ANC EMS Program Director at (870) 780-1221 or the Arkansas Department of Health and Human Services Section of Emergency Medical Services and Trauma Systems in Little Rock, AR at (501) 661-2262.

Print Name Student Signature (legible please) Date