

2021 EMS Academy EMT-Paramedic Training Program Course Application

Program Minimum Expectations:

To prepare competent entry level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Program Overview:

Paramedics are the highest level of emergency medical services providers. Paramedics perform a variety of medical procedures, including fluid resuscitation, pharmaceutical administration, cardiac monitoring, and other advanced procedures and assessments. They work in conjunction with EMTs, nurses, physicians, and other members of the health care team.

Career options are available in urban and rural settings, primarily in conjunction with fire departments, private ambulances, or other rescue services. When operating in the pre-hospital environment, paramedics act in accordance with protocols and procedures set by their system's physician medical director.

Our accredited paramedic program meets or exceeds the minimum hour requirement as set forth by the Indiana State EMS Commission and National Education Standards. This eleven-month course is conducted in three classroom sessions per week which take place on Tuesday, Wednesday and Thursday evenings. The Wednesday course is taught primarily via webinar unless a skills session is required as part of the lecture. Students also participate in clinical rotations within the hospital and field rotations with each of our seven sponsored ALS providers.

The classroom environment is conducted by active paramedics, nursing staff and physicians who function at the top of their respective fields. These individuals offer a vast amount of knowledge and experience to pass on to the students.

Graduates of our paramedic program will be capable of taking the National Registry written and practical exams required for licensure as a paramedic in the State of Indiana. Graduates may also obtain an Associate Degree in Applied Science through the University of Saint Francis by attending an additional two semesters at the University. This degree program also includes credit hours that can be used for the Nursing Program.

Approved June 13, 2020

Program Admission Requirements:

- ❑ **Must be at least EIGHTEEN (18) years of age. A photocopy of the individuals' birth certificate and driver's license must accompany the application.**
- ❑ **Must be currently certified in Indiana as an Emergency Medical Technician or higher. A copy of the valid certificate must accompany the application. A Nationally Registered EMT will be provided a provisional candidate status until Indiana certification is achieved at the discretion of the Program Director.**
- ❑ **Must be recommended as a paramedic candidate by at least three individuals within the medical field excluding friends and family members.**
- ❑ **Must not have any felony convictions as verified through a criminal background check. (Form Provided on website)**
- ❑ **Must not have a dependency on drugs or alcohol and must submit to a 10-panel urine drug test.**
- ❑ **Must show evidence of a physical examination conducted by a physician licensed in the state of Indiana as recommended by the Indiana EMS Commission.**
- ❑ **Must demonstrate EMT level knowledge and skills proficiency at a level deemed appropriate by the educational program. Applicants must successfully complete a written examination (minimum score of 75%) and a skills evaluation (State EMT skills sheets).**
- ❑ **Must demonstrate the ability to give and receive effective written and verbal instructions with reliability.**
- ❑ **Must meet the criteria as indicated in the Paramedic Functional Job Analysis as attached.**
- ❑ **Must submit to a standardized personality profile examination.**
- ❑ **Must submit to a personal interview by a selection committee comprised of the Program Director, Medical Director, members of the Program Advisory Committee and representatives of the program ALS Fire/EMS Departments.**
- ❑ **Preferred six months of one on one experience in the patient compartment of an ambulance treating emergent patients. ** Applicants that have not met this preference if accepted into the program will be required to perform additional field clinical hours during the first semester of the course in order to facilitate success in the program at the discretion of the Program Director.**

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Program Selection Process:

- ❑ All documents will be reviewed by the Program Director and all applicants will be notified as to whether or not they meet the requirements of the program.
- ❑ Applicants meeting the requirements will be scheduled for skills and written evaluations.
- ❑ Applicants that successfully complete the written and skills evaluations will be scheduled for the interview portion of the process.
- ❑ Final selection of applicants will take place based on a ranking scale. Applicants will be ranked according to performance on the written exam, skills evaluation and interview.
- ❑ Applicants that are ranked the highest will be contacted and offered a seat in the program. Class is limited to 20 students.

Tuition and Fees:

Total cost of the course is \$5200. There is \$25 nonrefundable processing fee due upon submission of the application and all associated documents. The initial deposit of \$700 is due upon acceptance into the program and prior to the first day of class. Installments of \$1500 are due on the first day of the first, second and third semester unless other arrangements are made at the discretion of the Program Director.

Students will be provided with the following items included within the tuition.

- ❑ Textbooks
- ❑ Academy polo shirts for field and clinical rotations
- ❑ Access to EMS Testing site.
- ❑ Access to Platinum Planner for clinical skills documentation.
- ❑ Student ID badge
- ❑ Access to facility webinar program.
- ❑ Access to facility Wi-Fi for testing and research purposes.

Applicant Instructions:

Please read and follow each step in the application process, carefully

1. Review the Program Prerequisites.
2. Complete the Enrollment Application, carefully. Please do not leave any questions blank, place N/A in a space, if not applicable. Please type or print in black ink.
3. Include all of the supportive documents in the application package. Any incomplete application packets will be returned to the applicant for completion.
4. Completed application for admission.
5. Completed physical examination by a licensed physician.
6. Three professional letters of recommendation.
7. A photocopy of the following documents:
 - Birth Certificate
 - Driver's License
 - Current Indiana EMT-B Certification
 - AHA BLS Provider CPR Card
 - Criminal Background Check results (Document Provided)
 - TB Test results
 - 10 panel urine drug screen results
 - Proof of Immunizations (MMR, Hepatitis B)
 - Proof of Flu Vaccination.
 - Any additional pertinent credentials (i.e., firefighter, PHTLS, NIMS etc.)
8. A short essay indicating your motivation to become a paramedic.
9. \$25 nonrefundable application fee in the form of a check or money order. Cash payments will not be accepted.
10. The completed application package for the January 2021 Course must be returned to the EMS Academy Office no later than 4:00 pm on November 5, 2020. Late applications will not be accepted. Mail or submit your complete application with all associated documents in person using the following address:

**EMS Academy
Franciscan Health Crown Point
Medical Arts Building Suite 201
1201 S. Main Street
Crown Point, IN 46307**

11. Please contact Rob Dowling at (219) 757-6461 with any questions or concerns.

The Enrollment Application and all supportive documentation become and remain the property of Franciscan Health Crown Point.

Application:

PERSONAL

Last Name	First	Middle	Date of Birth
Current Address	City	State	Zip Code
Telephone Number	Email Address:		
Last 4 Digits of SSN			

EDUCATION/SKILLS

School	Name and Address	Course of Study	Last Year Completed				Did you graduate?	Diploma or Degree
High			1	2	3	4	<input type="checkbox"/> Yes	
							<input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes	
							<input type="checkbox"/> No	
Other			1	2	3	4	<input type="checkbox"/> Yes	
							<input type="checkbox"/> No	

PROFESSIONAL LICENSES AND/OR CREDENTIALS

Are you currently:		<input type="checkbox"/> Registered <input type="checkbox"/> Licensed <input type="checkbox"/> Certified		Are you Eligible for:		<input type="checkbox"/> Registration <input type="checkbox"/> Licensure <input type="checkbox"/> Certification	
If licensed, registered, or certified	Type	Date	Valid Through		Number		
	Type	Date	Valid Through		Number		
	Type	Date	Valid Through		Number		
NIMS <input type="checkbox"/> 100 <input type="checkbox"/> 200 <input type="checkbox"/> 300 <input type="checkbox"/> 400 <input type="checkbox"/> 700 <input type="checkbox"/> 800							
Name of Sponsoring Provider:				Address:			
EMT Training Institution:				Instructor:			

Have you previously been enrolled in or applied to another Paramedic Training Program?

☐ Yes ☐ No

If yes, Explain

WORK EXPERIENCE – For the past FIVE (5) years. Begin with the most recent.

Organization	Dates of Employment
Address	
Position Held	Supervisor
Responsibilities	

Organization	Dates of Employment
Address	
Position Held	Supervisor
Responsibilities	

Organization	Dates of Employment
Address	
Position Held	Supervisor
Responsibilities	

Organization	Dates of Employment
Address	
Position Held	Supervisor
Responsibilities	

Organization	Dates of Employment
Address	
Position Held	Supervisor
Responsibilities	

REFERENCES

List the names, title, and addresses of the three persons you have asked to submit a letter of recommendation on your behalf. Select references that are in a position to comment competently on your probability of success in this program.

Name		Title	
Address	City	State	Zip Code
Name		Title	
Address	City	State	Zip Code
Name		Title	
Address	City	State	Zip Code

Emergency Contact

List the names, relationship to you, addresses and phone numbers of the three persons that we may contact on your behalf in case of an emergency.

Name		Relationship	
Address, City	State	Zip Code	Phone
Name		Relationship	
Address, City	State	Zip Code	Phone
Name		Relationship	
Address, City	State	Zip Code	Phone

SUMMARY

Did you serve in the US Armed Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What Branch:
Have you volunteered your time or services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Where:
Briefly describe duties and skills acquired as above			

Have you ever been convicted of a felony under state or federal law? ☐ YES ☐ NO

How did you hear of the Franciscan CP EMS Academy Paramedic Training Program?

Do you have any questions or concerns that need to be discussed with our Faculty?

I do hereby authorize and certify that:

1. Persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) may provide this facility and all affiliates with any relevant information regarding an admission decision and I release all such persons from any liability regarding the provision or use of such information.
2. I am the applicant named and I am requesting admission to the Paramedic Program of Franciscan Health Crown Point.
3. I understand that my application will not be considered complete unless all documents have been submitted.
4. I understand that acceptance into the program does not guarantee paramedic licensure.
5. I understand that all statements made in this application are accurate and complete and subject to verification. If falsification of this document has been discovered I will be denied admission or if training has begun I will be removed from the course without refund of tuition or fees.
6. I have read and meet the requirements as stated in the Paramedic Functional Job Code Analysis.

SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY		
Application Checklist		Application Processing Information
<input type="checkbox"/> Application	<input type="checkbox"/> DL/BC	<input type="checkbox"/> Received
<input type="checkbox"/> Deposit	<input type="checkbox"/> TB Test	<input type="checkbox"/> Reviewed
<input type="checkbox"/> Drug Test	<input type="checkbox"/> Rubella	<input type="checkbox"/> Acceptance Letters
<input type="checkbox"/> CPR Cert.	<input type="checkbox"/> Flu	<input type="checkbox"/> Functional Job Code Signed

Franciscan Health CP

Paramedic Functional Job Analysis Policy

Paramedic Characteristics:

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at an optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drug including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, antiinflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally responsible, legally, ethically and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge-base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes name of drugs, strength, daily usage and dosage. The paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over the counter drug. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus; keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able

to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly.

The paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focus while assuming the leadership role inherent in carrying out the functions of the position. Good judgment along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's and other worker's well being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and checkups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment. However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance.

The Paramedic must be able to make accurate independent judgments while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation.

The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, Reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

Qualifications

Must be at least 18 years of age and be a high school graduate or equivalent. Must have proof of valid driver's license. Ability to communicate verbally; via telephone and radio equipment; able to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret and respond to written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high stress situation and take on role of 'leader'.

Must have the ability to read road maps; drive vehicle, accurately discern street signs and address numbers read medication/prescription labels and direction for usage in quick, accurate, and expedient manner, ability to communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders, and ability to discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given. Must be able to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse with dispatcher and EMS providers via phone or radio as to status of patient.

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Must have good manual dexterity with ability to perform all tasks related to advanced emergency patient care and documentation. Ability to bend, stoop, balance, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture.

Must have the ability to perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care. Must be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patient's condition, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in stressful situations, Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must be able to perform mathematical calculations/ratios and apply them in expedient, practical manner. Must be independent, confident, able to work independently without structure, have good stable reasoning ability and able to draw valid conclusions quickly relevant to patient's condition, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in practical fashion in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must have successful completion of approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines.

Recertification is dependent upon an individual's successful completion of inter-agency approved Paramedic continuing education refresher courses. At any given time, performs any or all tasks performed by a lower level EMT. May supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis.

