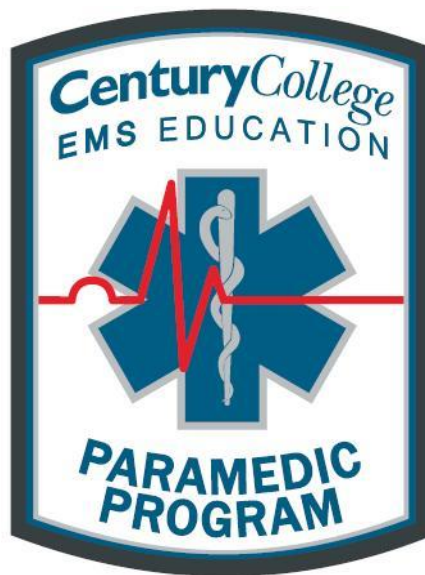


EMSE – Paramedic for the Experienced EMT Program

Spring 2010 -- Packet B



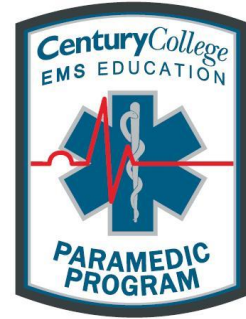
Century College
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Table of Contents

1. Program Director's Welcome Letter
 2. Admissions Guidelines
 - 3-4. How to Use this Packet
 5. CPR Requirements
 6. Medical Terminology
 7. Haz Mat
 8. WMD, CBRNE
 9. Incident Command
 10. Radiological Emergency Management
 11. Emergency Vehicle Operations Course
 12. Pediatrics
 13. Trauma
 14. IV Preparation Skill Guide
 15. Nebulizer
- Appendix A National Registry Skills Review Sheets



Hello and thank you for considering enrollment in our Paramedic for the Experienced EMT (PEEMT) Program! Century College has been in the EMS education business since 1972 and is the longest continuously run program in Minnesota. We have been accredited by the Committee on Accreditation of Educational Programs for the EMS Professions ([CoAEMSP](#)) since 1987. This is very important as research shows that students in an accredited program are more educationally successful. Our instructors come from diverse backgrounds and have experience in many aspects of emergency care. All of the primary faculty currently work in the field and are practicing paramedics or registered nurses.

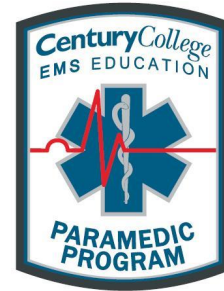
We are very excited to offer this new approach to adult education that is geared towards the EMT with more experience than their entry level peers. Because of your background you will bring a unique body of knowledge and experience to the classroom that will enrich the educational environment for students and faculty alike.

This program is different than the traditional paramedic programs we have offered in that much of the techniques and skills you have already obtained and regularly practiced as an EMT will not be re-taught in class. Instead, your proficiency will be evaluated at the beginning of the program. Successful completion of this evaluation will enable you to continue through the courses. This allows us to condense the credit length of the program, which in turn gives you the experiential recognition you deserve and reduces the cost of the program significantly.

You will be in class as a cohort. This means that your entire class goes through the program as a group. The first portion of the program is blended with online and physical classroom work. Some clinical/field internship experiences are woven into this portion of the program. The second portion of the program predominantly involves clinical and field internship learning. It is extremely important for you to know that the clinical and field internship portion does not follow the same hours as the classroom courses. Clinical and field internship days and times vary, and will include days, nights, weekends, and holidays. A flexible schedule is essential. The classroom schedule has not been defined yet, but it will most likely be two evenings per week, and every other Saturday.

We look forward to meeting you in the near future, and sharing all of the challenges and fun ahead!

Chris G. Caulkins, MPH, FF, EMT-P
EMS Program Director



Century College Paramedic for the Experienced EMT Program

Thank you for your interest in the Century College Paramedic Program. This program is designed to advance the experienced EMT to the paramedic level. Candidates may include experienced EMT's, registered nurses, EDT's with experience in an emergency or critical care role, and military medics. Upon completion of the program, students may find career opportunities with ambulance services, police departments, fire departments, rescue departments, hospitals, and clinics. The program meets the criteria for education of paramedics as recommended by the U.S. Department of Transportation. The Century College Paramedic Program has been accredited by the Committee on Accreditation of Educational Programs for EMS Professions (CoAEMSP) since 1987. Students are eligible to complete the National Registry exam for Paramedics upon successful completion of the program. There are two packets, **Packet A and Packet B**, for this program. Packet A is this packet that includes admission and program requirements. This packet will guide you through the application and admissions process for the College and Paramedic Program. Packet B is provided to prepare you for your first course, EMSE 1140. You may start collecting your documentation for this packet, and prepare for your skills evaluation. Each of these packets is also available for download at www.century.edu/ems.

Please use this packet to help you successfully prepare for admittance into the program. If you have questions about Packet A, the admissions and applications process, please contact Sherry Hegstrom below. If you have questions about Packet B, the Paramedic Orientation Workbook, please contact EMS faculty at 651-779-5794 or email at ems@century.edu.

Upon completion of Packet A, please submit it to:

Sherry Hegstrom
Admissions Department
Century College
3300 Century Avenue
White Bear Lake, MN 55110
651-779-3910
sherry.hegstrom@century.edu

Please bring Packet B with you to class on your first day of EMSE 1140 Paramedic Orientation.

Greetings and congratulations on selecting this very special program. The **Paramedic for the Experienced EMT** program was created to accommodate the needs of EMT's, clinically experienced in various patient care roles. These include EMT's who have been working on an ambulance for over two years, Emergency Department Techs, Military medics, active or discharged, and RN's wishing to become a paramedic.

This packet, Packet B, accompanies Packet A. While Packet A leads you through the College and Paramedic Program admissions process, Packet B provides guidance to prepare yourself for your first course in the program. That course, EMSE 1140, is designed to evaluate your skills, knowledge, and to assure you are adequately experienced and prepared for the rigorous paramedic curriculum ahead. We will be reviewing your certifications such as HazMat, Incident Command, and others. In doing so, we will meet with you and your classmates as a group, and if necessary, individually to answer any questions and guide you through this process. We will not be conducting "interviews" to determine eligibility based up personality or other traits.

How to use Packet B

During the first several class meetings you will be enrolled in course EMSE 1140. We will review various certifications and conduct skills testing, very much like your National Registry EMT skills assessment. On the following pages you will find worksheets that will guide you through the process of preparing for this first course. Most of your questions will be answered as you proceed through the packet. At the end of the packet, you will find copies of National Registry skills assessment score sheets. We will be using these to evaluate your basic and/or intermediate skills. For example, the spinal immobilization score sheet is included in the packet. Use this to refresh yourself on long and short back boarding skills. You will not be expected to do any advanced skills or pharmacology. The most advanced skills expected will be applying and obtaining a 12-lead EKG, but you will not be expected to interpret the results. Also, you will be expected to skillfully demonstrate IV bag and tubing preparation, including flushing the tube. You will not be expected to demonstrate insertion of an IV. We will administer a medical terminology exam during this course. On the following pages you are provided with guidance on how to prepare for this exam.

Your degree of achievement during this course will determine your eligibility to continue on to the core Paramedic curriculum. If you are unable to demonstrate skills competently, you will not be allowed to continue into the program. You will not be restricted from applying in the future and you may remain eligible for the traditional full-time program.

IMPORTANT NOTICE:

Course EMSE 1140, is not an instructional course. We will not be teaching you anything during these first few class meetings. You are expected to arrive in class, well practiced and prepared to demonstrate your BLS skills at the National Registry level. As an EMT, you have done them before and you must prepare to do them again.

Tips on how to prepare

- Through word-of-mouth, identify other applicants and get together to practice.
- Consult with your EMS employer and work with your training officers to prepare.
- Approach a skilled EMT or Paramedic and ask for assistance.
- Due to strict Federal privacy regulations for educational institutions, (much like HIPPA), we are unable to share the names and contacts of your prospective classmates. However, once you are enrolled in

EMSE 1140, you will be included in an online course and may have the opportunity to email your future classmates and perhaps arrange skills practice sessions.

- You may approach current paramedic students, if you know any, and ask for their assistance in preparation.
- Go online and search for websites and videos on correct techniques.
- You may attempt to contact paramedic faculty. However, faculty will be busy preparing for your first days of class. Faculty will not have time to lend pre-course instructions. You are welcome to send an email with a specific question and we will get back to you as quickly as possible. ems@century.edu

Good luck and we will see you on the first day of class.

Faculty contact information may be found at www.century.edu/ems

CPR Requirement

Item	CPR Card
Description	American Heart Association Basic Life Support for the HealthCare Provider or Instructor This card must be current on admission and remain current throughout program.
Requirement	Attach a copy of current CPR card
Common Questions	<p>Q: My card is not current. Can I get it renewed while attending the paramedic program? A: You must provide a current card for admission, and maintain it throughout the program.</p> <p>Q: Will my Red Cross CPR Certification satisfy this requirement A: Century College requires American Heart Association <i>BLS for the HealthCare Provider</i> Certification.</p> <p>Q: I know my certification is current, but I can't find my card. What should I do? A: Contact the organization or instructor that administered the course and request a duplicate copy. This is required to enter and continue in the program.</p> <p>Q: I am an AHA BLS Instructor. Do I also need a provider card? A: No! An AHA BLS Instructor card serves as a provider card.</p> <p>Comments: BLS for the HealthCare Provider is available at Century. Please look for credit course EMS 1010, or look at the Continuing Education website; www.century.edu/cect.</p>
Notes	
	Attach a copy of your card to this page. Please copy the front AND the back.
	<input type="checkbox"/> ← Check the box to the left when completed.

HazMat

Item	HazMat
Description	<p>There are several options to meeting this requirement: You must complete: Right-to-Know Haz-Mat training according to OSHA CFR 29 1910.1200 (required by all employers or available as a Health class at Century, (HLTH 1003). As an alternative, you may provide a letter on original letterhead from a supervisor or training officer indicating compliance with this requirement.</p> <p style="text-align: right;">Check here if completed _____</p> <p>AND one of these three courses:</p> <ol style="list-style-type: none"> 1) Complete HazMat Operations training according to NFPA 472, (available at Century, course FRTA 1095). OR, 2) Minnesota Firefighter II certification if obtained prior to September 1, 2008 OR, 3) Firefighter I if obtained on or after September 1, 2008. OR 4) 473 Competencies for EMS Personnel Responding to Hazardous Materials/WMD Incidents <p style="text-align: right;">Check here if completed _____</p> <p>.....</p> <p>Candidates must also complete FEMA course IS5.a, Introduction to Hazardous Materials. This is an independent study course available from http://training.fema.gov/EMIWeb/IS/IS5.asp Complete this course, print and attach the certificate to this page.</p>
Requirement	Attach a copy of your certificates of completion, unofficial college transcript, AARTS, or submit an original letter on letterhead, from your department training officer, indicating completion of the above requirements. A letter must indicate that the training complied with NFPA 472 or 473 standards as described above.
Common Questions	<p>Q: I have had a lot of hazmat training in the fire service. Will any of that be sufficient? A: Consult with your training officer. HazMat training must comply with the criteria listed above. If all objectives have been met, submit a letter as explained above.</p> <p>Q: I have never had HazMat training. Is there any way to get this prior to attending class? A: Yes! You can attend a compliant course here at Century, (HLTH 1003 and FRTA 1095).</p> <p>Q: Will my hazmat training in the fire or police explorer program satisfy this requirement? A: Probably not! This training should have been provided to prepare you for actual duty in a haz-mat situation. Provide your certificates and consult with faculty.</p>
Notes	
	← Check the box to the left when completed.

**Weapons of Mass Destruction
Chemical, Biological, Radiological, Nuclear, Explosive**

Item	WMD, CBRNE
Description	<p>Completion of a course that addresses Chemical, Biological, Radiological, Nuclear, and Explosive situations. There are several names for these courses, and some are available online. *****</p> <p>Complete these two courses through Texas A&M, at no charge: Go to www.teex.com Search for and complete courses AWR 110 and AWR 111. Check here if completed _____ *****</p> <p>Alternative Search for and complete AWR 160 if available. Check here if completed _____</p>
Requirement	Attach a copy of your certificates of completion.
Common Questions	<p>Q: I had WMD training, but no certificate was issued. Do I still have to take a course? A: Yes! You will still need to provide a certificate of completion. Complete one of the above requirements and attach the certificate.</p> <p>Q: My medical director (or supervisor) is willing to write a letter verifying that I completed a WMD course. Will that be accepted? A: Yes! However, the training must have included material on Chemical, Biological, Radiological, Nuclear, and Explosives. Each item must have been covered at the awareness or greater level.</p>
Comments	This course does not satisfy the HazMat requirement. WMD and HazMat are both required.
Notes	
	← Check the box to the left when completed.

Incident Command

Item	IS 100, 200, 700 (NIMS)
Description	All three of these FEMA courses must be completed. Go to: http://training.fema.gov/ Search for and complete IS 100, IS 200, and IS 700 (NIMS)
Requirement	Attach a copy of your certificate of completion for each of these courses. There are no alternatives to these three courses. Check when done with IS 100.a _____ Link: http://training.fema.gov/EMIWeb/IS/IS100a.asp Check when done with IS 200.a _____ Link: http://training.fema.gov/EMIWeb/IS/IS200a.asp Check when done with IS 700.a _____ Link: http://training.fema.gov/emiweb/is/is700a.asp
Common Questions	Q: I had incident command training in the military. Will that satisfy this requirement? A: You must complete the courses as listed above.
Notes	
	← Check the box to the left when completed and certificates are attached.

Radiological Emergency Management

Item	IS -3 Radiological Emergency Management
Description	This is an awareness level course covering radiological emergencies.
Requirement	Complete the online course, print and attach the certificate to this page. Here is the link: http://training.fema.gov/EMIWeb/IS/is3.asp
Common Questions	Q: Will my HazMat training or certification satisfy this requirement? A: No! Please go to the link and complete the course.
Comments	There is no substitute for this course. Please go to the link provided and complete the course.
Notes	
	← Check the box to the left when completed and copy is attached.

Emergency Vehicle Operations

Item	EVOC, Emergency Vehicle Operations Course
Description	Completion of an approved EVOC course. This may be a formal course completed at a college, or other educational institution. Alternatives include ambulance vehicle operations as provided by your employer or other EMS agency. The training must have included the operation of an ambulance on a rodeo and/or over-the-road instructional experience.
Requirement	Attach a copy of your certificate of completion, unofficial college transcript, AARTS, or original letter on letterhead from a supervisor or training officer indicating satisfaction of this requirement.
Common Questions	<p>Q: Will my military vehicle operations training satisfy this requirement? A: Possibly! This training must be specific to ambulance vehicle operations. This must be indicated on your AARTS.</p> <p>Q: Where can I get a formal ambulance driving course? A: Courses are offered through Hennepin Technical College, Dakota County Technical College, and St. Cloud Technical College. Each of their websites may be found at www.mnscu.edu</p>
Notes	
	← Check the box to the left when completed and certificate or letter is attached.

Pediatrics

Item	Basic PEPP or PEARS course
Description	<p>These are standardized certification pediatric courses. PEPP is a program developed by the American Academy of Pediatrics. They have a basic and advanced course. You are only required to complete the basic course,</p> <p>OR,</p> <p>Complete the PEARS course. This is a fundamental pediatric course developed by the American Heart Association. You are only required to complete the basic requirements. Advanced material will be presented in the paramedic core curriculum.</p> <p>OR,</p> <p>Provide a letter on original letterhead from a training officer or medical director indicating that you have had a minimum of 8 hours of pediatric education beyond your EMT or CPR certifications.</p>
Requirement	Attach a copy of your certificate of completion, unofficial college transcript, letter on original letterhead, or AARTS indicating completion of this requirement.
Common Questions	<p>Q: I have never heard of these courses. Where do I find them?</p> <p>A: PEPPsite.org or contact Century CECT, area colleges, or other EMS provider training departments for available courses.</p>
Notes	
	← Check the box to the left when completed.

Trauma

Item	ITLS or PHTLS Basic Provider
Description	ITLS, (International Trauma Life Support), was formerly known as BTLT or Basic Trauma Life Support and offers both basic and advanced tracks. PHTLS (Pre-Hospital Trauma Life Support) is a similar program published by a different organization. Either basic certification will comply with this requirement. The advanced content will be presented in the paramedic core curriculum.
Requirement	Attach a copy of your certificate of completion, unofficial college transcript, AARTS, indicating satisfaction of this requirement.
Common Questions	<p>Q: I have had many continuing education hours of trauma training. Is there an alternative to a certification?</p> <p>A: Yes! There are a couple of alternatives:</p> <ol style="list-style-type: none"> 1) You may provide a letter on original letterhead from a training officer or medical director indicating that you have had a minimum of 8 hours of trauma education beyond your EMT certification. These 8 hours must have been completed within the 36 months preceding the first day of class. 2) You may contact an ITLS or PHTLS course provider and request an opportunity to “test out” of the basic course. Only the written exam is required and must be passed at the level required by ITLS or PHTLS. Usually that’s 80-84%. If successful, attach an original letter on letterhead from the institution indicating that you successfully passed the exam. This must be passed independently, in a controlled environment, without resources. Be sure to explain this to the institution prior to taking the exam. <p>Q: Can I use my military training to satisfy this requirement?</p> <p>A: Yes! The training must be part of a primary MOS of medic, corpsman, or equivalent. Your AARTS must indicate trauma training beyond the basic EMT course.</p> <p>Q: Where can I find an ITLS or PHTLS course?</p> <p>A: ITLS courses can be located at www.itrauma.org. Click on the Find a ITLS Course link and follow the instructions. PHTLS can be found through www.naemt.org. Under Education, click on Pre-Hospital Trauma Life Support and then click on Students: Register for a course.</p>
Comments	ITLS and PHTLS basic courses are not frequently offered. Find a course as soon as possible.
Notes	
	← Check the box to the left when completed.

EMSE 1140
IV Preparation Assessment

- This skill station is designed to assess the candidate’s ability to prepare an IV administration set. Candidates will be given a scenario and must select and prepare the correct IV components for patient use.
- All items must be passed to successfully complete this station.

Start time: _____ End time: _____

Objective	Pass	Fail
Washes hands – (verbalize)		
Checks selected IV fluid for: -Proper fluid -Clarity		
Selects appropriate administration set		
Connects IV tubing to the IV bag using sterile technique		
Fills drip chamber		
Flushes tubing, (no bubbles).		
Cuts or tears tape		
Instructor inserts IV catheter in mannequin arm and attaches tubing.		
Adjust flow rate to TKO, (KVO)		
Secures catheter and tubing to mannequin arm.		
Disposes of sharps		

Critical Criteria

- ___ Failure to prepare administration set within 5 minute time limit
- ___ Failure to verbalize Standard Precautions, (BSI) prior to using equipment
- ___ Contaminates equipment and proceeds without correcting situation.
- ___ Failure to dispose/verbalize disposal of sharps.

Examiner comments:

Nebulizer

Candidates will be asked to assemble a nebulizer. A detailed checklist will be posted at a later date at www.century.edu/ems

Appendix A

National Registry Skills Forms

If accessing this from the website, please go to the link: [Paramedic for the Experienced EMT: National Registry Skills Sheets](#)