

# Registration Requirements Emergency Medical Technician (EMT)

Summer 2019

Please read this entire packet carefully.

THESE ARE NOT FILL-IN FORMS. YOU MUST DOWNLOAD THE ENTIRE PACKET.

Medical requirements MUST BE COMPLETED by midterm of semester. Refer to class syllabus or class schedule for information. The EMT Health Requirement dates can be found on the last page of the Health Requirement packet.

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## Emergency Medical Technician Fire Science 2271

Registration Information Packet

Summer 2019 Session:

Classes run May 20, 2019 through August 8, 2019

**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, [CastleBranch.com](http://CastleBranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Revised 3/1/2019

## **PROGRAM OVERVIEW**

Emergency Medical Technician (EMT) requires a core curriculum that is presented in a minimum 180 hour training program. It is recognized that there is additional specific education that will be required of an EMT who operates in the field (i.e., ambulance driver training, heavy and light rescue, basic extrication, special needs, etc.). It is also recognized that this information might differ from locality to locality, and that each training program or system should identify and provide special training requirements. This curriculum is intended to prepare a medically competent EMT to operate in the field. Enrichment programs and continuing education will help fulfill other specific needs for the EMT education.

National Standard Curriculum has been adopted by College of DuPage (COD) and the Illinois Department of Public Health (IDPH) and represents how EMT's assess patients in an emergency situation. This course is designed for individuals who seek training in emergency care for victims of accidents and illnesses and covers techniques currently considered to be within the scope of an EMT's responsibility. The EMT course meets or exceeds licensure by the IDPH and certification by the National Registry.

## **PROGRAM INFORMATION DISCLAIMER**

This program packet is published for the purpose of information only and is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding, any information set forth in the program information packet in accordance with COD policies and procedures.

## **JOB DESCRIPTION – EMERGENCY MEDICAL TECHNICIAN**

### **Responsibilities:**

Emergency Medical Technicians (EMT's) respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. After receiving the call from the dispatcher, the EMT drives the ambulance to the address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.

### **The EMT:**

- functions in uncommon situations
- has a basic understanding of stress response and methods to ensure personal well-being
- has an understanding of body substance isolation
- understands basic medical-legal principles
- functions within the scope of care as defined by state, regional and local regulatory agencies
- complies with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene

Upon arrival at the scene of crash or illness, the EMT parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT will also "size-up" the scene to determine: that the scene is safe; the mechanism of injury or nature of illness; the total number of patients; and to request additional help, if necessary. In the absence of law enforcement, the EMT creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients. The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and or trauma care, to adults, children and infants based on assessment findings.

Duties include but are not limited to:

- opening and maintaining an airway
- ventilating patients
- administering cardiopulmonary resuscitation, including use of automated external defibrillators
- providing prehospital emergency medical care of simple and multiple system trauma such as:
  - controlling hemorrhage
  - treatment of shock (hypoperfusion)
  - bandaging wounds
  - immobilization of painful, swollen, or deformed extremities
  - immobilization of painful, swollen, or deformed neck or spine
- providing emergency medical care to:
  - assist in emergency childbirth
  - manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information
    - searching for medical identification emblems as a guide to appropriate emergency medical care
    - assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine autoinjectors and hand-held aerosol inhalers
    - administration of oxygen, oral glucose and activated charcoal
    - reassuring patients and bystanders by working in a confident, efficient manner
    - avoiding mishandling and undue haste while working expeditiously to accomplish the task

Where a patient must be extricated from entrapment, the EMT assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, the EMT radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

The EMT is responsible for:

- lifting the stretcher (be able to lift and carry 125 pounds)
- placing it in the ambulance and seeing that the patient and stretcher are secured
- continuing emergency medical care while enroute to the medical facility

The EMT uses the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities to determine the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. The EMT reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported and the destination to assure prompt medical care on arrival. The EMT identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

The EMT:

- constantly assesses the patient enroute to the emergency facility, administers additional care as indicated or directed by medical control
- assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility

- reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics
- upon request provides assistance to the receiving medical facility staff

After each call, the EMT:

- restocks and replaces used linens, blankets and other supplies
- cleans all equipment following appropriate disinfecting procedures
- makes careful check of all equipment so that the ambulance is ready for the next run
- maintains ambulance in efficient operating condition
- ensures that the ambulance is clean, washed and kept in a neat orderly condition
- in accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure

Additionally the EMT:

- determines that vehicle is in proper mechanical condition by checking items required by service management
- maintains familiarity with specialized equipment used by the service
- attends continuing education and refresher training programs as required by employers, medical control, licensing or certifying agencies

### **COURSE DESCRIPTION**

#### **Fire 2271: Emergency Medical Technician (10 credits)**

Course covers the care and handling of the critically ill and injured with emphasis on the development of student skills in assessment of illnesses, injuries and proper procedures of emergency care. Cardio-Pulmonary Resuscitation (CPR) is part of this course. Fall, spring and summer classes vary during each semester. Check [myAccess](#) for class schedules and availability.

### **ATTENDANCE**

Students must attend all classes, be on time for each session and not leave early. To qualify for the state or national exam, the student must maintain 80% on all class and practical exams, not miss more than 18 hours of classroom time and a minimum of 25 hours in an emergency room or ambulance ride time. If students do not meet these requirements, they may stay in class and receive a grade, but they cannot take the state or national exam. Early registration is important since classes fill up quickly. There are no overloads or permits given for EMT Fire 2271.

### **BOOKS AND SUPPLIES**

- 1) *Emergency Care* by AAOS plus workbook and computer access code. This book **MUST BE** purchased **NEW** at the College of DuPage bookstore and includes **ALL** necessary components. Failure to purchase the book package new at the College of DuPage bookstore will result in an additional \$190 fee for an access code through the publisher for the mandatory computer component of the classwork.
- 2) *Basic Life Support for Health Care Providers* by the American Heart Association (AHA).
- 3) Students are required to purchase a pocket mask, stethoscope and current textbooks prior to the first day of class. All items can be purchased from the COD Bookstore. Prior to your clinical rotation, you will be issued a photo ID card. The cost of the card is \$5 and the ID will be issued during scheduled class time.

## TUITION, FEES AND FINANCIAL AID

The College of DuPage payment policy states that payment will be due immediately following registration. If you are unable to pay the entire amount, you must sign up for the payment plan offered by the college. If you are expecting financial aid or other assistance, you may be able to sign up for a deferred payment plan. If you have questions regarding the payment plan or the new payment policy, please contact the Cashier's office at (630) 942-2206.

Financial Aid is available to any eligible student enrolled in the college for six or more eligible credits. Grants, loans, on-campus employment, veteran's grants and scholarships are aid options available to help students meet their education expenses. If you are planning on applying for financial aid and have not already done so, please [visit our website](#) or contact the Financial Aid office at (630) 942-2251. It can take six to eight weeks for processing, so if you have not already completed your FAFSA form, you may need to sign up for the standard payment plan and be reimbursed once your financial aid is processed.

If you are a veteran and are planning to use veteran's benefits, please [visit our website](#) and the [United States Department of Veteran's Affairs](#) website. If a company will be paying for your tuition or you have a chargeback agreement from another community college, please contact our Third Party Billing/Chargeback representative in Registration at (630) 942-3289.

## CRIMINAL BACKGROUND CHECK INFORMATION

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

A Criminal Background check needs to be completed PRIOR to registration for the Emergency Medical Technician Basic program.

## APPEARANCE AT CLINICAL SITES

*A student's overall appearance should be neat and clean.*

### **Dress Code:**

**Everyone:** **NO** tank tops, tube tops, muscle shirts, T-shirts, sleeveless shirts, exposed midriffs, jeans, gym suits, stretch pants, cut-offs, hip huggers, shorts or tight-fitting clothing. No visible body piercing is allowed on or in any part of the anatomy. Earrings may be worn, but no dangling earrings or hoops.

**Women:** Slacks, blouses with collars (short or long sleeve) tucked into slacks; no skirts; comfortable, clean shoes (no heels, sandals, open toes, etc.).

**Men:** Trousers, shirts with collars (short or long sleeve) tucked into trousers; comfortable and clean shoes (no boots, sandals, etc.).

All hospitals and their facilities are NON-SMOKING. If there is no designated area to smoke, it means students cannot smoke anywhere on hospital property. If in doubt, ask. If students who are firefighters can wear their uniforms with permission from the hospital. If a student is not properly attired with the necessary equipment (photo identification name tag, watch with a second hand, pen, clinical form,

stethoscope and their name on the roster), or if they violate patient confidentiality or break any hospital rules, they will be asked to leave and may not be able to return.

All students must schedule their clinical time with the consent of their instructors and the hospital. Students should call the hospital if they cannot make a designated clinical time. If they do not call, the hospital will not readmit them for participation in future clinical appointments.

**Go to the hospital with a positive attitude!**

**Remember, you are representing College of DuPage and the Emergency Medical Technician program.**

### **STATEMENT ON MEDICAL CARE AND HEALTH INSURANCE**

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Center for Access and Accommodation](#) website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

### **STATEMENT ON MEDICAL MALPRACTICE INSURANCE**

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for FIRE 2271. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

### **PROGRAM PREREQUISITES**

Must complete and pass the Reading and Writing placement tests (or equivalent) **OR** a grade of "B" or higher in FIRE 2283 First Responder and a criminal background check prior to registration (see page 8 of this packet for additional information). Must be 18 years old and have a high school diploma or equivalent by date of the certification exam. High school students may take this course through the Technology Center of DuPage (TCD) if they are in their senior year (students must meet with their high school advisers by their junior year to qualify for this dual credit program). A Criminal Background check needs to be completed PRIOR to Registration for the Emergency Medical Technician Basic program.

**You must have a valid driver's license by the end of the current EMT school semester. Please visit the [National Registry of Emergency Medical Technicians website](#) for information and required guidelines.**

### **MISCELLANEOUS INFORMATION**

For additional information about any programs at College of DuPage, consult the college [Catalog](#), the [Class Schedule](#), or visit [www.cod.edu](http://www.cod.edu). For questions concerning the EMT program, visit the [Fire Science website](#); contact the Fire Science Coordinator at (630) 942-2107; or the [Admissions Representative](#) at (630) 942-2380.

## **NON-DISCRIMINATION STATEMENT**

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

**\* While the College of DuPage does not discriminate in its programs, there may be certain limitations imposed by state and/or national accrediting bodies. Please visit the [National Registry of Emergency Medical Technicians](#) for additional ADA information.**

### **Student E-Mail Policy**

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

<http://www.cod.edu/academics/email.aspx>

## EMT Registration Steps:

**Step 1:** If you have not been admitted to College of DuPage, please complete the **non-refundable \$20 [College of DuPage General Admissions Application](#)** online. **This application is for general admissions to College of DuPage only.**

**Step 2:** Complete and pass the **Reading Placement Exam** and **Writing Placement Tests**. The student must complete the College of DuPage Admissions process (Step 1) and have an identification number to take these tests. **If you have completed FIRE 2283 First Responder with a “B” or higher, you do not need to complete this step.**

### READING AND WRITING REQUIREMENTS

- **Reading:** Students can meet the requirements in one of these ways:
  - a) **Take the Reading Placement Test** and score in Category One (1). (Retain a copy of the test results for your records.)

**OR**

  - b) Satisfy the COD Reading Requirement Equivalent as specified in the *Class Schedule*.

Students are not required to take the Reading Placement Test if they have one of the following:

- College-level credit totaling 12 semester hours with at least a “C” average. Proof must be sent to the Records office, SRC 2150.
  - ACT composite score of 20 or SAT verbal/critical reading score of 500 (if SAT was taken prior to March 2016). If the new version of the SAT was taken as of March 2016 and beyond, a score of 950 or higher for Reading or Writing is required. Proof of score must be sent to the Records office, SRC 2150.
  - A score of 550 paper/pencil, 213 computer-based, or 79 Internet-based on the Test of English as a Foreign Language (TOEFL). Proof of score must be sent to Records office, SRC 2150.
- **Writing:** Students can meet the requirements in one of these ways
    - a) Proof of ACT composite score of 20 or higher or SAT score of 950 or higher may be submitted to the Testing Center, Admissions, Registration, Campus Central, Financial Aid and the Regional Centers

**OR**

    - b) **Take the Writing Placement Test** and receive a Category One (1) score (Retain a copy of the test results for your records).

**OR**

    - c) Successfully complete English 1101 at College of DuPage or an equivalent course at another institution with a grade of “C” or better. If you’ve taken the prerequisite course at another college, visit [Proof of Prerequisite](#) for additional information or contact the Records office to review options for submitting proof. If your official college transcript is on file in the Records office, call the Prerequisite Department at (630) 942-3830 or e-mail your prerequisite request to [prereq@cod.edu](mailto:prereq@cod.edu).

A photo ID is required for **all** tests. The Reading Placement Test and Writing Tests are given in the **Testing Center, BIC 2405, (630) 942-2401**. *No appointment is necessary and there is no charge*. Tests take approximately one hour each. Reading Placement Test scores are available upon completion of test. Standard turnaround time for the Writing Placement Test is immediately following completion of the test; however, some variances or additional review can occur. For details regarding testing dates and times, contact the [Testing Center](#).



**Step 3:** Complete a Criminal Background Check. The College of DuPage has partnered with [CastleBranch.com](http://CastleBranch.com), a background check service that allows students to purchase their own background checks online. The results of a background check are posted to the [CastleBranch.com](http://CastleBranch.com) website in a secure, tamper-proof environment, where the students, as well as the program coordinator can view the background check.

To order your background check, please follow the instructions below.

- a. Go to [CastleBranch.com](http://CastleBranch.com)
- b. In the **PLACE ORDER** box, enter package code: **CB39**
- c. Select a method of payment: Visa, MasterCard or Money Order
- d. You will receive a **Release Form** when placing your order and it will be in your CastleBranch To-Do List
  - a. Complete and return the CastleBranch Release Form by faxing to e-mailing to [expedite@castlebranch.com](mailto:expedite@castlebranch.com) or 910-343-9731

Please note, that your background check will **not** get processed until the release form is received so please return to them ASAP.

The results will be available at your e-mail in approximately 48 to 72 business hours. **You must wait until your results are completed before you are eligible to register.**

**Note:** If you previously completed a CastleBranch background check, it is only valid if it was completed **within 6 months** of the registration deadline date.

**Step 4:** When steps 1, 2 and 3 above are **successfully** completed, complete and bring the EMT Registration Permit Form (page 10 of this information packet) to the College of DuPage Registration office, SSC 2221, send via email to [Registration\\_forms@cod.edu](mailto:Registration_forms@cod.edu) or fax (630) 942-2878. Registration for EMT cannot be completed online; you must register in-person or over the phone at (630) 942-2377 after the proper steps have been completed. Registration hours are between 8 a.m. and 7 p.m. Mondays to Thursday and 8:00 a.m. and 5:00 p.m. on Friday. Your permit form will be verified for completion of steps 1-4 above and you will then be eligible to register. No permits will be given out by instructors or anyone else.

**Step 5:** You must obtain the [Health Requirement Packet](#) and complete the requirements as a student of a College of DuPage health career programs. Specific due dates can be found on the last page.

Do NOT begin the health requirements until instructed to do so. **However, you must have the medical requirements in the above packet completed before you can schedule your clinical rotations. These are scheduled with your instructor starting at midterm of the semester. Once the medical requirements are complete they are brought to Edwards Corporate Health or one of their satellite locations for a chart review and payment of \$30. Edwards Corporate Health will send verification of the chart review to the Fire Science Program Specialist who will notify the instructor. You MUST complete your medical requirements for the semester by midterm of the semester.**

***“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”***

# REGISTRATION PERMIT FORM

## Emergency Medical Technician (EMT)

### Summer 2019

**PLEASE RETURN THIS TO:** College of DuPage Registration Office, SSC 2221 or Fax to 630-942-2878  
or email to [Registration\\_forms@cod.edu](mailto:Registration_forms@cod.edu)  
College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137

**Legal Name**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last First M Student ID #

Address \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Street City State Zip

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
A Social Security Number is required for entrance

**Email address:** \_\_\_\_\_

**Phone Number (home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

**Have you ever been expelled or dismissed from any post-secondary institution for behavioral or disciplinary reason?** \_\_\_\_\_ **Yes**  
\_\_\_\_\_ **No**

I give my permission to the College of DuPage Registration office and the coordinator of the program to which I am registering for to request adviser copies of my College of DuPage transcript for registration and retention purposes.

\_\_\_\_\_  
Signature Date

**For Registration Use Only**

Reading \_\_\_\_\_  Writing \_\_\_\_\_  SSN Verified \_\_\_\_\_  BkgCk \_\_\_\_\_

Permit Entered by \_\_\_\_\_ Date \_\_\_\_\_