



**Emergency Medical Technician  
Basic Course**

**2011-2012**

**2501 S. Division  
Blytheville, AR. 72315  
870-763-1200**

**Arkansas Northeastern College**  
**Basic Emergency Medical Technician Course**  
**Information Guidelines**  
**2011 – 2012**

The Arkansas Northeastern College (ANC) Emergency Medical Technician (EMT) is a one semester Certificate of Proficiency course that provides training in recognizing, assessing, and managing medical emergencies of acutely ill or injured patients in a pre-hospital care setting. The course curriculum includes classroom instruction along with outside clinical experiences. Students are required to participate in a field internship to include 48 hours in the emergency room of an assigned acute care facility and 24 hours with an ambulance service. After satisfactory completion of the EMT course, and meeting application criteria, students are eligible to apply for the National Registry Emergency Medical Technician (NREMT) Exam for certification as a EMT.

The ANC Basic EMT course is approved by the Arkansas Department of Health and Human Services, Section of Emergency Medical Services and Trauma Systems.

The EMT course is offered in both the Fall and Spring semesters at both the ANC Burdette and Paragould Campuses. Admission in the EMT course is based upon meeting specific enrollment/admission criteria.

**Admission Criteria**

Admission to the Arkansas Northeastern College EMT Course is based on students meeting the following enrollment requirements:

- 1). Complete ANC Application for Admission.
- 2). Must be 18 years of age to set for the National Registry for EMT Certification Exam.
- 3). Submit High School or General Education Diploma (GED) to the registrar's office.
- 4). Submit official transcripts from any college(s) previously attended to the registrar's office.
- 5). Have current immunizations and updated records submitted to registrar's office and EMS Department.
- 6). Complete the ANC EMT Application for Admission and submit to the Burdette or Paragould Campus as indicated on the application form.
- 7). Completion of the ACT, ASSET or COMPASS with a minimum required score in the reading, writing, and math portions of the exam.
- 8). Attend the EMT Course orientation session as scheduled.

It is the student's responsibility to complete the requirements for admission and to submit the required information to the registrar's office. All applicants who have completed the general ANC application, the EMT course application, submitted transcripts and immunization records, and met the minimum required scores on the ACT, ASSET or COMPASS will be notified regarding a mandatory orientation session. This session is scheduled to assist students by providing course information and answering any questions regarding the EMT course curriculum. Applicants meeting admission criteria will be invited to sign a "Letter of Intent" signifying their intention to register for the course.

**Basic Emergency Medical Technician Course  
Admission Requirements Checklist**

Please use this checklist to ensure that you have completed the requirements to be considered for the Emergency Medical Technician Course. It is the applicant's responsibility to make sure that ANC receives all necessary applications, test results, and required documentation is submitted as noted.

1. Complete admission requirements for enrollment into Arkansas Northeastern College.
  - \_\_\_\_\_ Complete ANC Application and submit to Registrar's Office.  
**Arkansas Northeastern College**  
**Registrar's Office**  
P.O. Box 1109  
Blytheville, AR 72316
  - \_\_\_\_\_ Submit a high school transcript or GED (with scores) to the registrar's office and a copy to the Emergency Medical Services (EMS) Department at the campus you plan to attend (Burdette or Paragould).
  - \_\_\_\_\_ Submit official transcripts from any college(s) previously attended to the registrar's office for evaluation and unofficial copies to the EMS Department.
  - \_\_\_\_\_ Complete placement testing (COMPASS, ASSET, ACT), submit copy to EMS Department.
  - \_\_\_\_\_ Submit proof of Immunizations (including: MMR, Hepatitis B consent/waiver, TB skin test or chest x-ray) to Registrar's Office and a copy to EMS Department with application or at orientation session.
  
2. Complete admission requirements for enrollment into the Basic Emergency Medical Technician Course.
  - \_\_\_\_\_ Complete Application for Admission to the EMT Course and submit to the Burdette or Paragould Campus as follows:

<b>ANC-Burdette Center</b> Attn: EMS Department P.O. Box 36 Interstate 55 & Hwy 148 Burdette, AR 72321	<b>ANC-Paragould Center</b> Attn: EMS Department P.O. Box 458 1032 West Kingshighway Paragould, AR 72451
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  - \_\_\_\_\_ Read and sign understanding of the EMS Functional Ability Categories and submit with EMT Application for Admission.
  - \_\_\_\_\_ Attend mandatory orientation session as scheduled by invitation. Orientation session will include the following agenda:
    - \_\_\_\_\_ Review of Basic EMT Course requirements and admission criteria.
    - \_\_\_\_\_ Sign "Letter of Intent" to attend and register for the EMT Course.
    - \_\_\_\_\_ Submit proof of immunizations.
    - \_\_\_\_\_ Complete and submit the "Health Data and Medical History Form".
    - \_\_\_\_\_ Submit copy of valid driver's license.
    - \_\_\_\_\_ Review instructions for registering for EMT Course.
    - \_\_\_\_\_ Receive Textbook list for EMT course.
    - \_\_\_\_\_ Receive Supply list for EMT course.

## **Advisement and Placement**

Students entering ANC for the purpose of obtaining a certificate or degree are required to submit placement scores before registering. The Arkansas State Legislature established in Section 19 of Act 1052 of 1987, a testing and evaluation program for all degree seeking students in the state. The Arkansas Department of Higher Education followed the established guidelines and issued cut-off scores for student placement in college level or preparatory level courses in Math, English Composition, and Reading Skills. Students may submit scores from the American College Test (ACT), the Scholastic Aptitude Test (SAT), the ASSET, or the Compass.

Students transferring to ANC are not required to submit test scores for placement if they have successfully completed a college level course in English Composition, a college level Math course and /or made satisfactory progress in other college level courses. ANC requires ACT, SAT, ASSET, or the COMPASS scores prior to enrollment in college level Math, English Composition, and selected occupational courses.

Students, without one of these test scores at the time of registration, will be required to take the ASSET/COMPASS test evaluation at ANC. Students should arrange to take the ASSET or COMPASS before registration. Students may schedule the COMPASS assessment, at their convenience, through the Admissions Office. This evaluation, advisement and placement service is free to the student.

Students may call and schedule Placement Testing as follows:

ANC Main Campus - 870-762-3108

ANC Burdette Campus- 870-763-1486

ANC Paragould Campus- 870-239-3200

## Developmental Education Courses

Students who do not meet the minimum requirements for admission may take developmental education courses to increase their skill level. The developmental courses have pre-established exit levels which are equivalent to the minimum ACT/ASSET/COMPASS scores required for admission to the ADN program. Developmental education courses or ACT/ASSET/COMPASS scores must have been taken within the last four years. Students may not take the ACT/ASSET while enrolled in a developmental education course.

## **Other Admission Considerations and Guidelines**

### Personal Health Data and Medical History

Students are required to complete the Personal Health Data and Medical History Form and submit by the first day of class. The information contained on the form is confidential and will be used only as an aid in providing necessary health care to you while a student if an emergency were to arise. Students who are pregnant or who have an altered health status must have written approval from their physician to continue in the clinical rotation. Students must meet all stated clinical outcomes and objectives along with meeting all attendance requirements (Refer to page 12).

### 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.

### Immunizations

Arkansas State Law Act 141 of 1987 requires college students born after 1/1/57 to provide proof of immunity against measles and rubella. Students admitted to the EMT course 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 EMT course, 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 EMT course 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.

### Conviction of a Crime

Persons convicted of a crime may not be eligible to take the National Registry of EMT's certification Exam. 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.

### Functional Ability

Emergency Medical Technician 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 7-10) that an Emergency Medical Technician must possess to practice safely and effectively. Arkansas Northeastern College EMS Programs has adopted these requirements for the students enrolled in the Emergency Medical Technician course. 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 Course, ask that you review these requirements carefully.

These functional abilities are the non-academic requirements of the program, and they comprise physical, emotional, and professional demands of a Emergency Medical Technician. 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.

**EMT Course Considerations and Guidelines:**

1. Training for the EMT course consists of 8 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 8:30 am - 1:30 pm for scheduled day classes or 5:00 pm - 9:00 pm for scheduled night classes unless otherwise informed. The course generally meets twice a week on Mondays and Wednesdays.
3. A Healthcare Provider Course in Cardiopulmonary Resuscitation (CPR) from the American Heart Association is required for the EMT Course. Students must submit a current completion card with an expiration date that extends beyond course completion or complete a Healthcare Provider Course prior to the beginning of scheduled clinicals.
4. 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 shift rotation at any one facility in a 24 hour period.
5. An Attendance Policy is provided at orientation. Absences are limited in this fast-paced, competency-based program.
6. 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.
7. Traditionally, the placement rate for ANC EMT students who have successfully completed the course has been very high; however, there is no job placement guarantee after certification.
8. 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 department at (870) 762-1020 or refer to ANC student handbook for sources of financial assistance.
9. Students are responsible for their own transportation to and from class and clinical sites.
10. Students withdrawing from the EMT course 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 future course with approval from the EMS Program Chair.
11. Students must maintain a C average on course work. Students not having the required grade by mid-term of the course will not be allowed to continue in the course. A student who is terminated due to academics may apply to re-enter a future course.
12. Students applying for readmission will be subject to the same criteria for admission as new applicants. The maximum number of students accepted into the EMT course will be based on the number of qualified applicants and/or availability of clinical sites.
13. A student who is terminated from the EMT course for disciplinary reasons may not be considered for re-admission.

**Arkansas Northeastern College  
Emergency Medical Technician Course  
Program Cost 2008-2009**

<b>Tuition</b>	<b>Per Credit Hour</b>	
Mississippi County Residents	\$ 55.00	
Out of County Residents	\$ 65.00	
Bootheel & Tennessee Border	\$ 65.00	
Out of State Residents	\$115.00	
International Students	\$115.00	
 <b>Estimated Tuition, In-County Fees</b>		<b>Totals</b>
EMT Course In County (8 credit hours)		\$440.00
Registration fee (\$25.00/semester x 1)		\$ 25.00
Technology fee (\$6.00 per credit hour x 8)		<u>\$ 48.00</u>
		<b>\$513.00</b>
 <b>EMT Course Fees</b>		
Course Fee		\$ 55.00
Malpractice Insurance (required)		\$ 71.00
CPR Certification Fee (if required)		<u>\$ 25.00</u>
		<b>\$151.00</b>
 <b>Other EMT Course Costs</b>		
Required Textbooks		\$100.00
Hepatitis B Immunizations		\$150.00
TB Skin Test (required)		\$ 10.00
CPR Pocket Mask		\$ 14.00
Uniform Shirt (\$30.00/shirt x 2)		\$ 60.00
Stethoscope & Penlight		<u>\$ 25.00</u>
		<b>\$ 359.00</b>
 <b>Course Completion Fees</b>		
Certification Exam Fee (required)		\$ 20.00
State Criminal Background Fee (required)		\$ 25.00
Federal Criminal Background Fee (required as needed)		\$ 20.00
Arkansas EMT Certification Fee (required)		\$ 20.00
EMT Practical Certification Exam Fee		\$ 10.00
National Registry Testing Fee (required)		<u>\$ 70.00</u>
		<b>\$165.00</b>
 <b>Estimated Total Program Cost (In County)</b>		 <b>\$1,188.00</b>

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\* Expenses are estimated and in effect at the time of this document but are subject to change. Revised 6/11

## 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

**Arkansas Northeastern College  
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 EMT Basic Course or 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 (EMT) Course  
Personal Health Data and Medical History**

The information provided on this form is confidential and will be used only as an aid in providing necessary health care if an emergency were to arise while a student in the EMT Course.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
           Last                      First                      Middle

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
           Street              City                      State              Zip

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Physician \_\_\_\_\_ Known Allergies \_\_\_\_\_  
           Name              Address                      Phone #

Person to Notify in Case of Emergency                      Phone#                      Relationship

Attach proof of current **Tuberculosis skin test** or chest x-ray, as appropriate. Attach record of a **tetanus booster** within the past 7 years. Those born after 1/1/1957 must furnish proof of **measles and rubella vaccines**, which have been received after the first birthday and after 1/1/1968. Students are highly encouraged to obtain the **Hepatitis B Vaccine**. If he/she chooses not to take the Hepatitis B vaccine, a waiver must be signed.

**Students are responsible for their own Health and Accident Insurance**

ANC does not provide medical related services, nor does the College assume responsibility for injuries incurred during any College related activity.

Please respond to the following health related questions by indicating "yes" or "no":

Condition	Have you ever had:		Do you presently have:	
	Yes	No	Yes	No
Orthopedic (Bone) Problems	Yes	No	Yes	No
Chemical Dependency (Alcohol/Drugs)	Yes	No	Yes	No
Chronic Communicable Disease	Yes	No	Yes	No
Psychiatric (Mental) Problems	Yes	No	Yes	No
Dental Problems	Yes	No	Yes	No
Neurological (Nerve) Problems	Yes	No	Yes	No
Cardiovascular (Heart) Problems	Yes	No	Yes	No
Respiratory (Lung) Problems	Yes	No	Yes	No
Other Significant Health Problems	Yes	No	Yes	No

Please describe any health problems below. Include duration, treatments, and resolution of the health problems.

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Medical clearance is required on any health problem that could interfere with the ability of the student to meet the performance criteria for the program, endanger the safety of a patient and/or jeopardize the health of the student if he/she attempts to meet the performance criteria.

I understand that being a student in the Emergency Medical Technician course and to practice as a Basic EMT will require me to have certain functional abilities as documented in the EMT-Basic Information guidelines.

\_\_\_\_\_  
**Student Printed Name**                      **Student Signature**                      **Date**

### Documentation for Medical Clearance

This form is not complete without attachments, as appropriate and the signature of both the student and physician if medical clearance is needed.

I have examined \_\_\_\_\_ and give him/her medical clearance to enroll in the Basic EMT course at Arkansas Northeastern College. To the best of my knowledge and abilities, as determine by physical assessment, he/she can perform duties as required of an EMT.

**Physician notes if indicated:**

\_\_\_\_\_  
**Physician's Printed Name**                      **Physician's Signature**                      **Date**

\_\_\_\_\_  
**Student's Printed Name**                      **Student's Signature**                      **Date**

