Emergency Medical Technician-Basic (EMT)

Information Guidelines
2015-2016

Last Revised: 7/10/2015
Arkansas Northeastern College
Basic Emergency Medical Technician Course
Information Guidelines
2015-2016

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 an 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 the ANC Main Campus. 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 sit 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 Dept.
6. Complete the ANC EMT Application for Admission and submit as indicated on the application form.
7. Meet with the Nursing and Allied Health Advising Specialist to ensure any required ACT or ASSET/COMPASS scores meet the minimum skill level.
8. Completion of the ACT, ASSET or COMPASS with a minimum required score in the reading, writing, and math portions of the exam.
9. Attend the EMT Course orientation session as scheduled.
10. Students re-applying for admission/readmission into one of ANC’s Nursing or Allied Health Programs or Courses must have a written letter of recommendation from the previous program Director validating the student left the program in professional good standing.
11. A student requesting transfer from another college into ANC’s Nursing or Allied Health Program/Courses is required to meet the ANC Transfer Policies as outlined in the ANC Catalog and Student Handbook. In addition, the student is required to request a “letter of good standing” be mailed directly by the transferring Departmental Administrator to the respective ANC Nursing or Allied Health Director of the program to which the student is applying.

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.

ADMISSION REQUIREMENTS

Admissions and Records
Arkansas Northeastern College offers equal educational opportunity to all persons without regard to race, sex, creed, color, national origin, age, marital status, or handicap. Admission inquiries should be addressed to the Admissions Office. This office receives and processes all applications for admission, high school transcripts, and college transcripts, immunization records (two MMR’s), and issues notices of acceptance to qualified applicants. Students may enter at the beginning of the fall, spring, or either of the summer semesters. Students wishing to enter any of the Associate in Applied Science programs should check with the appropriate department in order to be familiar with any special admission requirements. Admission to the College does not ensure admission to any particular program of study.

Refer to ANC Catalog for Admission details.

Advisement and Placement
Students entering Arkansas Northeastern 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 or technical certificate 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), or the COMPASS.

Students transferring to Arkansas Northeastern 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. Arkansas Northeastern requires ACT, SAT, or 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 COMPASS evaluation at Arkansas Northeastern College. * Students should arrange to take COMPASS before registration. Students may schedule the COMPASS assessment, at their convenience, through the Testing Center. This evaluation, advisement, and placement service is free to the student.

OTHER ADMISSION and ACADEMIC CONSIDERATIONS AND GUIDELINES

ANC Transfer Policy
Students transferring to Arkansas Northeastern from another college or university must request that official transcripts of their academic records be sent to the Registrar at the College. All transcripts should be received and evaluated prior to admission. Individual’s transcript records at Arkansas Northeastern will be withheld if transcripts are not received by the Registrar’s Office by the end of the term. Credit accepted for transfer must have been earned at an accredited college or university with a grade of “C” or better for which Arkansas Northeastern offers equivalent courses. Transfer courses with no Arkansas Northeastern equivalent offerings will be evaluated for possible general elective credit.

Transcripts from non-accredited colleges will, in general, be evaluated on the same basis as that used by the state university of the state in which the transfer college is located.
Transfer students must be in good academic standing at the last institution attended. Entering transfer students should have a cumulative grade point average which falls within Arkansas Northeastern College’s guidelines for good academic standing. Students on academic suspension from another institution will be eligible for admission after remaining out of school for one semester. No transfer student will be admitted who is ineligible to return to the transfer institution. Students must be enrolled as certificate or degree candidates at Arkansas Northeastern in order to have transfer credit evaluated and added to their permanent record.

Grades earned in transfer courses are not considered in calculating students’ grade point averages. The cumulative grade point average at Arkansas Northeastern is computed only on Arkansas Northeastern courses completed. Transfer credit will be recorded showing the equivalent Arkansas Northeastern course title and credit hours. Vocational or technically oriented courses will be accepted when directly related to a particular applied science program at Arkansas Northeastern and will be applicable only toward the appropriate Associate in Applied Science degree.

Transcripts
Students transferring from Arkansas Northeastern to another college or university should request that an official transcript of credits earned at ANC be sent to the Registrar's Office at the institution to which they plan to transfer. “Request for Transcript” forms are provided for this purpose in the Student Services Department and are available on the ANC website (www.anc.edu). No transcript may be released without the written consent of the student. Students with outstanding financial obligations to Arkansas Northeastern may not have transcripts released.

Mandatory Remediation of Deficiencies in Basic Skills
Arkansas Northeastern College complies with Section 19, Act 1052 of 1987, approved by the State Legislature, and requires remediation in areas profiled as deficient. The College employs a comprehensive assessment and placement program to assist each individual in realizing his or her potential and success as a student. Certificate and degree-seeking students must take the assessments; the College, furthermore, encourages all entering students to take the assessments. Assessments, in compliance with legislative mandate, are based upon any of the following: ACT, SAT, or COMPASS. In order to be admitted to ANC, a student must score an ACT of 12 or above (or the equivalent COMPASS score) in two of these three areas: Reading, Writing, or Math. Students who do not achieve the required score will be given the opportunity to improve their basic skills and retest.

A student who meets admission requirements, but is deficient in any area (mathematics, English, or reading) must enroll in and successfully complete the appropriate developmental course(s) during the first semester of enrollment. Students who require remediation must have the approval of their advisor in order to enroll in any college level course prior to completing developmental course work.

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

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

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

**Conviction of a Crime**
Persons convicted of a crime may not be eligible to take the National Registry of EMT’s certification Exam to become an EMT. 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-Basic 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 that an Emergency Medical Technician-Basic must possess to practice safely and effectively. Arkansas Northeastern College EMS Programs has adopted these requirements for the students enrolled in the Paramedic Program. To ensure that your decision to pursue a career in Emergency Medicine is the correct one for you, we, the faculty of the Emergency Medical Technician-Basic Program, ask that you review these requirements carefully and then sign the Statement of Understanding of Functional Categories.

These functional abilities are the non-academic requirements of the program, and they comprise physical, emotional, and professional demands of an EMT. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided. Throughout your educational program, you will find yourself in a variety of learning experiences. You will need to take into consideration the specifics of each position and the percentage of time the skill will be needed in order to determine if reasonable accommodations can be provided.

To request an accommodation, you will need to contact Arkansas Northeastern College’s Student Services office and present documentation of your disability.
Functional Ability Categories, Descriptions and Representative Activities and Attributes

Please review the functional abilities requirements needed to perform effectively in the EMS profession. Identify any functional ability required of an Emergency Medical Technician that you do not feel that you can accomplish.

1) Gross Motor Skills-
   • Move within confined spaces
   • Reach above shoulder
   • Reach below waist
   • Reach out front

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

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

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

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

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

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

8) Tactile-
   • Feel vibrations
   • Detect hot and cold temperatures
   • Feel differences in surface characteristics
   • Feel differences in sizes & shapes

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

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

11) Interpersonal skills-
    • Establish rapport with EMS personnel
    • Negotiate interpersonal conflict
    • Respect difference in patients
    • Establish positive rapport with patients and family members
    • Establish positive rapport with co-workers/peers
    • Establish and maintain positive rapport with faculty
    • Interact with others effectively
12) Communication Skills -
- Exhibit & comprehend nonverbal cues
- Speaks English
- Writes English
- Read English
- Understand English
- Listen & comprehend spoken / written word
- Communicate verbally with diverse cultures and age groups
- Collaborate with others

13) Emotional Stability -
- Independent and confident
- Adapt to changing environments
- Deals with the unexpected
- Establish professional relationships
- Accept feedback appropriately
- Accept responsibility of own actions
- Ability to use good judgment and remain calm in high-stress situations
- Ability to assume the role of team leader

14) Critical Thinking -
- Comprehends & follows instructions
- Identifies cause-effect relationships
- Ability to draw valid conclusions expeditiously 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

EMT Course Requirements
Certificate of Proficiency Program
Emergency Medical Technician (EMT)

Course Requirements:
EM 18008 Emergency Medical Technician

Credit Hours
8

<table>
<thead>
<tr>
<th>Minimum Score Requirements</th>
<th>Math</th>
<th>English</th>
<th>Reading</th>
</tr>
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<tbody>
<tr>
<td>ACT</td>
<td>11</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>COMPASS</td>
<td>Below 17</td>
<td>19</td>
<td>61</td>
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</table>
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 scheduled 5:00 pm - 9:00 pm unless indicated on the ANC Schedule. The course generally meets twice a week on Tuesday and Thursday.

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 clinical.

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. 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  
EMT-Basic  
Program Cost List 2015-2016

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mississippi County Residents</td>
<td>$65.00</td>
</tr>
<tr>
<td>Out of County Residents</td>
<td>$75.00</td>
</tr>
<tr>
<td>Bootheel &amp; Tennessee Border</td>
<td>$75.00</td>
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<tr>
<td>Out of State Residents</td>
<td>$125.00</td>
</tr>
<tr>
<td>International Students</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

**Estimated Tuition: In County Fees**

- EMT-Basic Course ($65 per credit hour x 8) $520.00
- Technical Fee ($10.00 per credit hour x 8) $80.00
- Registration Fee ($25.00/semester x 1) $25.00

**Totals** $625.00

**EMT-Basic Fees**

- EMT Course Fees; Fisdap, Supplies, etc. (1 course @ $90) $90.00
- Professional Liability Insurance @ $71.00 $71.00

**Other EMT Program Costs**

- Required Textbooks $136.00
- ANC Background Screening $40.00
- Hepatitis B Immunization/TB Skin Test $200.00
- CPR Certification Fee (if needed) $40.00
- Uniforms Shirts $60.00
- Supplies (pocket mask, stethoscope, penlight) $40.00

**Total Other EMT Program Costs** $516.00

**Program Fees**

- State Criminal Background Check & Licensure application Fees $45.00
- Arkansas State and FBI Background Fee & EMT Licensure application Fees $62.00
- National Registry Testing Fee EMT-Basic $80.00

**Total Program Projected Cost:** $1,489

*Costs are estimated at the time of document completion but are subject to change.  Revised 07-2015*
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 Basic
Application for Admission

Please complete and return this application to the Center in which you are applying:
Arkansas Northeastern College
Attention: EMS Director
Date of Application: ______________________
Date of Application: ______________________

Name: ____________________________________________

Mailing Address: ___________________________________

Physical Address: _________________________________

Contact Phone Numbers: Home__________________ Work__________________ Cell__________________

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

Personal Email: ___________________________________

Completion of this information is optional for statistical purposes only and does not affect admission status.
Age: _____ Marital Status: Single____ Married____
Sex: Male____ Female____
Race: Black____ White____ Spanish American____ Asian____ Other__________________

Semester applying for: Fall _____ Spring _____ Year_______

High School Attended: ___________________________ Graduation Date: __________

Colleges, Universities or other Schools Attended:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates Attended</th>
<th>Hrs. Attended</th>
<th>Degree (Type)</th>
<th>GPA</th>
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</thead>
<tbody>
<tr>
<td>1._________</td>
<td>_____________</td>
<td>_____________</td>
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<td>__________</td>
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<tr>
<td>2._________</td>
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</tbody>
</table>

Ever held a license in any healthcare profession? Yes______ (Type______________________) No______
Have you ever been convicted of a Crime? ________

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

_________________________________________  ___________________________________________  __________
Print Name  Student Signature (legible please)  Date