



## Collin College EMS Program Student Application - Paramedic

### Instructions:

1. Please type or print neatly.
2. Fill out this application completely. You must also apply for admission to Collin College either on-line or in person.
3. If you don't already have one, obtain a Campus Wide ID number (CWID) from the admissions office using the form on the following page. **In order to take the assessment tests, you must have a CWID.**
4. Paramedic applicants must complete the reading, math, and writing assessment at the Central Park Campus testing Center. (Minimum scores are 75 for Reading and 72 for Math and a 6 for Writing) Applicants will also need to register for, and complete the PSB Health Occupations Exam. Dates and information about the PSB can be found on page 10 of this application. **Please Note:** These assessments are specifically designed for our programs and are not the same as the college entrance exams.  
*(CPC Testing Center Room A109, (972) 548-6849 M-R: 8 am-9 pm, Friday: 8 am-3 pm, Saturday: 8 am- noon)*
5. Sign up for a personal interview at the time that you turn in your completed application and all required documentation.  
*(Personal Interview dates are listed on page 9 of this application)*
6. Paramedic applicants will also need to sign up to have their EMT-Basic skills verified. Applicants who completed EMT at Collin College within one year from the application deadline date will be exempt from skills verification. *(EMT Skills Verification date is listed on page 9 of this application)*
7. In addition to the completed application, the following items must be attached:
  - High School Diploma/G.E.D or college transcript. ***\*If you have attended multiple colleges, Collin College requires copies of every transcript. (Please note that applicant must be in good standing with a 2.0 or higher GPA.)***
  - CPR – American Heart Association Healthcare Provider card or Red Cross Professional Rescuer card  
*(CPR class dates are listed on page 9 of this application or you may call 972.548.6836 for more info)*
  - Math, Reading, and Writing Assessment Scores
  - PSB Health Occupations Exam Results
  - EMT-Basic certificate
8. Upon acceptance into the program, student will be required to provide the following items 3 weeks prior to the start of **EMSP 1161 Advanced Clinical I:**
  - Proof of current Health Insurance coverage (copy of card with verification telephone number)
  - Verification of immunization against
    - Tetanus
    - Diphtheria
    - Mumps, Measles, and Rubella
    - Varicella or documented proof of chicken pox
    - Hepatitis B (consists of a three dose series given over several months)
    - Hepatitis A is not required, but it is recommended.Results from a tuberculosis skin test or chest x-ray **report** that is less than one year old showing no TB infection. (X-Ray report is a statement from a MD or DO stating physician's findings.) We do not need the actual x- ray.



Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

|                        |                       |                           |
|------------------------|-----------------------|---------------------------|
| Last Name              | First Name            | Middle initial            |
| Social Security Number | Campus Wide ID (CWID) | Drivers License and State |

Mailing Address

|      |       |          |
|------|-------|----------|
| City | State | Zip Code |
|------|-------|----------|

|                           |                           |
|---------------------------|---------------------------|
| Home phone with area code | Cell phone with area code |
|---------------------------|---------------------------|

Employer: \_\_\_\_\_

|                           |                |
|---------------------------|----------------|
| Work phone with area code | e-mail address |
|---------------------------|----------------|

List all certifications that you currently hold: Fire, EMT, Police, etc. (Please attach copies of certificates)

In case of emergency, notify: \_\_\_\_\_

|      |              |                      |
|------|--------------|----------------------|
| Name | Relationship | Phone with area code |
|------|--------------|----------------------|

Where have you attended EMS classes before? \_\_\_\_\_ Year \_\_\_\_\_

Which Class are you applying for?

January (B shift Day)

August (Night)

**Attendance is mandatory in completing all EMS Education programs. Clinicals will be scheduled during the lecture/lab portion of the course for Paramedic, and will require day, night and weekend rotations. Students are not allowed to miss clinicals/internships without rescheduling in advance.**

How did you learn about the Collin College EMS Program?

- Internet
- Friend
- Current / Former student (name) \_\_\_\_\_
- Collin College website
- Employer
- Other \_\_\_\_\_

**EDUCATIONAL HISTORY**

Please note that applicant must be in academic good standing with a 2.0 or higher GPA.

Mark which of the following you have received:

|                     |                          |
|---------------------|--------------------------|
| High School Diploma | <input type="checkbox"/> |
| GED                 | <input type="checkbox"/> |

**Have you ever attended a college or university?**

(This includes withdrawing from a college or university without obtaining a grade.)

YES  NO

**If yes, list all previous colleges attended.**

| College | City/State | Dates Attended |
|---------|------------|----------------|
|         |            |                |
|         |            |                |
|         |            |                |

Are you currently, or have you ever violated the Student Code of Conduct or received a college disciplinary penalty while attending CCCCD or any other college/university?

YES  NO

Have you ever been on academic warning, probation, or suspension while attending Collin College or any other college/university?

YES  NO

**If you answered "Yes", to either of the two questions listed above, please explain. Please be sure to include relevant dates:**

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**EMS EDUCATION PROGRAM APPLICATION DISCLOSURE**

A background report will be made in connection with your application for admission into the EMS Education Program at Collin College. You will be given instructions to the on-line background website at a later time. A drug screen is required of all EMS students. A supervised "Substance Abuse Panel-10" drug screen will be performed on students at a time specified by the Instructor, the Clinical Coordinator or the EMS Education Coordinator. **Students should be prepared to pay for the drug screen online with a credit card upon acceptance into the program. The cost of the screening is approximately \$30.00.**

**ANSWER ALL QUESTIONS, THEN SIGN AND DATE:**

Have you ever been convicted of a crime, been arrested, been assessed deferred adjudication for a crime or pled guilty or nolo contendere to a crime, or been convicted of any misdemeanor to include DWI / DUI ?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of any crime, been arrested, been assessed deferred adjudication for a crime or pled guilty or nolo contendere to a crime, or been convicted of any misdemeanor involving the use, sale, possession or distribution of drugs or chemical substances?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime, been arrested, been assessed deferred adjudication for a crime or pled guilty or nolo contendere to a crime, or been convicted of any misdemeanor for assault, burglary, or theft?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime, been arrested, been assessed deferred adjudication for a crime or pled guilty or nolo contendere to a crime, or been convicted of any misdemeanor involving the misappropriation of fiduciary property or property of a financial institution, or securing document(s) by deception that is punishable as a class A misdemeanor?

Yes \_\_\_\_\_ No \_\_\_\_\_

***If you have answered "Yes" to any of the above questions, please use the space below to state all charges, dates, and dispositions. Please note: Failure to disclose information on this form is automatic grounds for denial of admission or subsequent dismissal from the EMS Program and forfeiture of all fees paid.***

*I certify that the information provided on, and/or submitted with this application is true and correct.. Formal application to the EMS program does not guarantee admission to the program or the college. I understand that false or misleading information in my application or interview may result in my release from the program.*

*I have read and understand what this means. I hereby authorize the procurement of a background report for the purpose of admission into the EMS Education Program.*

Date: \_\_\_\_\_

Applicant name: (PRINT) \_\_\_\_\_

Applicant signature: \_\_\_\_\_

## **Functional Position Description EMT-P**

### **Introduction**

The following general position description for the EMT, EMT-I and EMT-P is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

### **Qualifications**

To qualify for EMS certification or licensure an individual must successfully complete a Texas Department of State Health Services approved course and achieve competency in each of the psychomotor skills. In addition the individual must achieve a passing score on the National Registry of EMT's examination.

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the:

- a. Ability to communicate verbally via telephone and radio equipment
- b. Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- c. Ability to interpret written, oral and diagnostic form instructions
- d. Ability to use good judgment and remain calm in high-stress situations
- e. Ability to work effectively in an environment with loud noises and flashing lights
- f. Ability to function efficiently throughout an entire work shift
- g. Ability to calculate weight and volume ratios and read small print, both under life threatening time constraints
- h. Ability to read and understand English language manuals and road maps
- i. Ability to accurately discern street signs and address numbers; ability to interview patient, family members and bystanders
- j. Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- k. Ability to converse in English with coworkers and hospital staff as to status of patient.

EMS personnel should possess good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

### **Description of Tasks:**

1. Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
2. Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
3. May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation or stabilize injuries.
4. Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
5. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care.
6. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
7. Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene.
8. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
9. Observes patient enroute and administers care as directed by physician or emergency department or according to published protocol.

10. Identifies diagnostic signs that require communication with facility.
11. Moves the patient into the emergency facility from the ambulance.
12. Reports verbally and in writing concerning observations about the patient, patient care at the scene, patient care in route to facility and provides assistance to emergency department staff as required.
13. Maintains familiarity with all specialized equipment.
14. Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

## **Americans With Disabilities Act**

The Americans with Disabilities Act does not exempt the student from the Functional Position Description requirements. These requirements are viewed as essential to the job. However, whenever possible, reasonable accommodations will be made to students with disabilities. The Collin College EMS Program uses the rules of the Texas Department of State Health Services along with the National Registry of EMT's, as a template with regards to what accommodations will be provided. Students must speak with the instructor within the first class session in order to be considered for accommodation. It is the student's responsibility to contact the ACCESS office at 972-881-5898 and show legitimate documentation of the disability by the third day of class.

The following is a sample list of accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Functional Position Description. These include, but are not limited to:

1. ***Students are not allowed additional time for skills with specific time frames.***
  - Obviously patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.
2. ***Students are not allowed unlimited time to complete a written exam.***
  - This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
  - Students will be allowed a maximum of time and one-half to complete written exams.
3. ***Students are not allowed to have written exams given by an oral reader.***
  - The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.
4. ***Students are not provided a written exam with a reading level of less than grade eight.***
  - The EMS profession requires a reading level of at least grade eight to work safely and efficiently.
5. ***Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.***
  - Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
  - Student must be able to understand and converse in medical terms appropriate to the profession.

## **PLEASE NOTE:**

**A CRIMINAL BACKGROUND INQUIRY WILL BE DONE ON ALL STUDENTS PRIOR TO ACCEPTANCE INTO THE PROGRAM.**

**UNACCEPTABLE RESULTS MAY RESULT IN APPLICATION DENIAL OR DISMISSAL FROM THE EMS EDUCATION PROGRAM.**

**ADDITIONALLY, THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES AND THE NATIONAL REGISTRY OF EMT'S, BOTH PERFORM A BACKGROUND CHECK PRIOR TO CERTIFICATION OR LICENSURE.**

IF YOU HAVE QUESTIONS REGARDING WHAT IS OR IS NOT AN ACCEPTABLE BACKGROUND, CONTACT THESE AGENCIES DIRECTLY AT THE FOLLOWING NUMBERS:

**TDSHS: 512.834.6700 NREMT: 614.888.4484**

***Failure to disclose any convictions of a felony or misdemeanor including deferred adjudication etc. will be grounds for application denial or removal from the course.***

**THE FOLLOWING MAY RESULT IN AN UNACCEPTABLE BACKGROUND INQUIRY:**

- (1) the misdemeanor of knowingly or intentionally practicing as an EMS professional without a certification or license;
- (2) an offense involving moral turpitude;
- (3) the misdemeanor of failing to report child abuse or neglect;
- (4) a misdemeanor involving deceptive business practices;
- (5) the offense of assault or sexual assault;
- (6) the felony offense of insurance claim fraud;
- (7) a misdemeanor and/or a felony offense under various titles of the Texas Penal Code:
  - (A) concerning Title 5 offenses against the person;
  - (B) concerning Title 7 offenses against property;
  - (C) concerning Title 8 offenses against public administration;
  - (D) concerning Title 9 offenses against public order and decency;
  - (E) concerning Title 10 offenses against public health, safety, and morals; and
  - (F) concerning Title 4 offenses of attempting or conspiring to commit any of the offenses in subparagraphs (A)-(E) above; or
- (8) any felony or misdemeanor alcohol or drug related offences
- (9) any other misdemeanor or felony directly relating to the duties and responsibilities of an EMS professional.

**CPR Course:**

There is a **\$40.00 non-refundable fee** for this course which includes a workbook and DVD which must be studied prior to class. Registration is made on a “first come – first serve” basis and can be done in the Fire Science office at the Central Park Campus in McKinney, M-F, 8am-5pm. **Prior to registering, payment must be made at the cashier’s office. Payment can be made by cash, credit card, check or money order.** You may contact the Fire Science office at 972.548.6836 for directions to the campus or with questions.

**Note: You may attach a copy of the receipt for the CPR class if the class you are taking occurs after the application due date.**

**CPR Class Dates:**

|                                    |                           |
|------------------------------------|---------------------------|
| <b>Saturday, October 3, 2009</b>   | <b>8:00 AM - 12:00 PM</b> |
| <b>Tuesday, October 6, 2009</b>    | <b>6:00 PM - 10:00 PM</b> |
| <b>Thursday, October 8, 2009</b>   | <b>6:00 PM - 10:00 PM</b> |
| <b>Tuesday, October 20, 2009</b>   | <b>6:00 AM - 10:00 PM</b> |
| <b>Tuesday, November 3, 2009</b>   | <b>6:00 PM - 10:00 PM</b> |
| <b>Thursday, November 5, 2009</b>  | <b>6:00 PM - 10:00 PM</b> |
| <b>Tuesday, November 17, 2009</b>  | <b>6:00 PM - 10:00 PM</b> |
| <b>Saturday, November 21, 2009</b> | <b>8:00 AM - 12:00 PM</b> |

**There will be (1) Paramedic class offered for Spring of 2010:**

**Spring B-Shift Day Paramedic Schedule:**

This class will meet from 8:30am-5:30pm every third day, except when the third day falls on a Sunday.

Class starts January 11, 2010. The lecture and lab portion ends on November 16, 2010, with the final clinical rotation immediately following. All MICU hours must be complete by December 22, 2010. Additional internship hours may be needed and will be scheduled as necessary per the coordinator’s discretion.

**Paramedic Interviews:** Please have your completed packet submitted by **Friday, November 13, 2009.** Upon submitting your completed packet you will be given an interview time.

**Interviews are mandatory and will be held on Monday, November 16, 2009.**

**Paramedic Skills Verification:** Any student who did not complete their EMT at Collin College within one

year of the application date will have to sign up to have their skills verified. You will be given your time when you turn in your completed application and are given your interview time.

**Skills Verification is mandatory (except if exempt), and will be held on Tuesday, November 17, 2009.**

**PSB Exam for Allied Health Professions**

This exam includes five areas: Academic Aptitude, Spelling, Reading Comprehension, Natural Science and Vocational Adjustment. The exam is given in the Testing Center at the Central Park Campus (dates and times listed below.) Allow three hours to take this exam. There is a **\$15.00 non-refundable fee** for this examination. Registration is made on a “first come – first serve” basis and can be done in the Fire Science/EMS office at the Central Park Campus in McKinney, M-F, 8am-5pm. **Payment is made at the cashier and can be made by cash, check, credit cards, or money order.** You may contact the office at 972.548.6836 for directions to the campus or with questions.

**PSB EXAM DATES:  
For Spring 2010 Class**

- Tuesday, October 27, 2009, 1:00PM
- Monday, November 9, 2009, 9:00AM
- Tuesday, November 10, 2009, 1:00PM
- Tuesday, December 15, 2009, 9:00AM
- Tuesday, December 15, 2009, 1:00PM

Note: You must attach a copy of the receipt for the PSB test, if the test you are taking falls after the application due date.

**Completed Applications for the Paramedic program  
are due by Friday, November 13, 2009**

**Please bring completed application to:**

**Collin College  
Central Park Campus, Room A-206  
2200 W. University  
McKinney, TX 75070-8001  
972-548-6836  
[www.ccccd.edu/ems](http://www.ccccd.edu/ems)**



**COLLIN COLLEGE  
EMS EDUCATION PROGRAM**

APPLICATION CHECK LIST  
(For Office Use Only)

- Application Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Assessment Scores Attached;  
Math\_\_\_\_, Read\_\_\_\_, Write\_\_\_\_, PSB \_\_\_\_
- High School Diploma, GED, or ALL College Transcripts Attached
- Copy of AHA/ARC CPR Card Attached. Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Must be either Red Cross, "Professional Rescuer" or American Heart Association, "Healthcare Provider"
- Copy of EMT Card Attached. Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Personal Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Score: \_\_\_\_\_
- EMT Basic Skills Verified Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Exempt?  
Reason for Exemption:  Collin EMT within 1 year  Other: \_\_\_\_\_

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