



Memorial Hospital

UNIVERSITY OF COLORADO HEALTH

*Emergency Medical Services*  
719-365-2168

**EMERGENCY MEDICAL TECHNICIAN  
TRAINING COURSE APPLICATION**

**Summer 2017**

**Course Dates & Times: Tuesdays and Thursdays, 8-4:30pm, starting June 6 and ending August 10, 2017**

**Prerequisites required for this course are as follows:**

1. Applicant must have a **current** CPR card – **Must** be a “**Health Care Provider**” or “**Professional Rescuer**” CPR certification. Aka- **BLS**. **A copy of this card is required with application.**
2. Applicant must have proof of receiving at least the first dose of the 3-dose Hepatitis B Immunization. Documentation of this is required with application; **OR** A copy of the Hepatitis B declination form (included in this packet. **ALSO:** varicella vaccine or a history of having had chicken pox (with date), MMR x 2, and a TB test within the last 12 months.
3. Applicant must be 18 years of age prior to course completion. A copy of driver’s license or State ID must be included with application.
4. Applicant must provide a copy of their high school diploma or transcripts, college diploma or transcripts or GED certificate. If applicant is currently a high school student or pursuing a GED, a copy of diploma or certificate must be submitted to our office prior to course completion.

**Course Location:**

Memorial Administrative Center  
2420 E. Pikes Peak Ave. #1024  
Colorado Springs, CO 80909

**Course Tuition:** \$1050.00 – **Half of the tuition (\$525) is due with the application**

UCH employees or agencies under Memorial Hospital EMS Medical Direction will receive a 25% discount on this course – total cost will then be \$787.50

**Half of the tuition \$525.00 (or discounted amount of \$393.75) is due with this application by the registration deadline date. The balance of this tuition is due before or at the first class!!! Minimal additional fees may apply. Details to follow.**

These fees are payable by credit card, cash, check or money order. We do take credit card payments over the phone. Make checks payable to UCH-Memorial Hospital.

**Application Deadline:** May 26, 2017 (it will not show online how many applications have already been accepted, and classes fill early, so it is recommended that you get you application in as soon as possible).

**\*Important information for submitting your application\* –**

Acceptance into the course is not solely on a first-come, first-serve basis and class size is limited so be sure your application is complete, accompanied by the required prerequisite documentation and half the tuition payment. Please be sure your application is submitted by the application deadline above. You may mail your application in or bring it by our office to the address below:

**Mailing Address:** EMS Department  
Memorial Hospital  
1400 E. Boulder Street  
Colorado Springs, CO 80909

**Physical Address:** EMS Department  
Memorial Administrative Center  
2420 E. Pikes Peak Ave., Suite 1018  
Colorado Springs, CO 80909

**Required Textbooks:** Textbook and workbook listed below are required and must be purchased by the student. Sorry, we do not have textbooks for sale in our office. Books ordered from [Bradybooks.com](http://Bradybooks.com) and using discount code BRADY20 will receive 20% discount and free shipping. ISBN for the package is: 9780134034904  
Purchase of the textbook/workbook package is much less expensive. Amazon is less expensive from time to time, so check both.

**Emergency Care, 13<sup>th</sup> Edition**

**Emergency Care Workbook, 13<sup>th</sup> Edition**

**If you should have any questions regarding this application or the course please contact our office weekdays, 8:00am – 4:30pm at (719) 365-2168 or (719) 365-2008.**

**EMERGENCY MEDICAL TECHNICIAN COURSE APPLICATION**  
Summer 2017

Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Affiliation with Medical or Fire Agency (if applicable for discount): \_\_\_\_\_

Anticipated graduation date if you are currently attending High School: \_\_\_\_\_

\*Please note attached policy regarding admission for current high school students

**A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING:**

- \_\_\_\_\_ Copy of Current "Healthcare Provider" or "Professional Rescuer" CPR card (BLS)
- \_\_\_\_\_ Proof of Immunizations or signed Declination Form (where applicable)
- \_\_\_\_\_ Proof of Age (example: copy of driver's license, state ID card, etc)
- \_\_\_\_\_ Copy of either high school or college diploma or copy of unofficial transcripts or GED certificate
- \_\_\_\_\_ Signed Course Policy Attestation
- \_\_\_\_\_ Signed Memorial Hospital Release of Liability Form
- \_\_\_\_\_ Signed HIPAA Awareness Training/Confidentiality Agreement Form
- \_\_\_\_\_ Payment is enclosed
- \_\_\_\_\_ Application questions on separate sheet of paper

PLEASE READ THE **EMT-BASIC FUNCTIONAL POSITION STATEMENT** THAT IS INCLUDED IN THIS APPLICATION PACKET AND SIGN THE STATEMENT BELOW:

I, \_\_\_\_\_ HAVE RECEIVED AND READ THE EMT-BASIC FUNCTIONAL POSITION STATEMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*Please note that certain misdemeanor or felony convictions may prevent you from becoming an EMT in the State of Colorado. If you have a conviction of this nature we advise that you contact the State EMS Office (303) 692-2980 to discuss your specific situation before applying for this course.**

For Office Use Only:	Date Pd _____	Date Pd _____	Date App Received _____
	Amt Pd _____	Amt Pd _____	
	Receipt # _____	Receipt # _____	

**By signing this form below, I am certifying that I have received a copy of the Memorial Health System Emergency Medical Services' EMT Course requirements and policies.**

**I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THE ABOVE MENTIONED DOCUMENTS.**

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Parent or Guardian must also sign below if student is not 18 years of age.**

\_\_\_\_\_  
**Parent/Guardian's Printed Name**

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Date**



**EMT STUDENT  
HIPAA AWARENESS TRAINING,  
CONFIDENTIALITY AGREEMENT**

**HIPAA Awareness Training**

- HIPAA stands for the “Health Insurance Portability and Accountability Act.” As of April 2003, this Act established legal protections for the Protected Health Information (“PHI”) of patients. As a “covered entity” under HIPAA, one of our many responsibilities is to provide the required awareness training for employees and others who may come into contact with a patient’s medical information.
- Please note that the definition of Protected Health Information (“PHI”) includes patient information whether it exists in (1) spoken, (2) written, or (3) electronic form (such as on a computer screen). PHI can be as simple as a patient’s name, and the fact that he or she is a patient.
- Family, friends, acquaintances, co-workers, and the like deserve the right to privacy just like any other patient. You should not use or share patient information for curiosity or personal reasons.
- What should I do if I accidentally see or hear a patient’s PHI? Simply keep that information to yourself. You should be aware that the law contains fines and penalties for inappropriate disclosures by persons who are deemed to be a “covered entity.”

**Confidentiality Agreement**

As an EMT Student at Memorial Hospital, I have read and understand the above “HIPAA Awareness Training.” I recognize the extreme importance of confidentiality with respect to the Protected Health Information (“PHI”) of patients, as well as to Memorial Hospital operations. I acknowledge that I will adhere to the provisions of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I understand that for those persons who are “covered entities,” violations of confidentiality may result in legal action pursuant to HIPAA and other applicable state and federal laws.

All patient information (including personal, financial, and health information), as well as all information regarding Memorial Hospital operations, whether business, financial, or legal, is confidential. Any inappropriate viewing, discussion, or disclosure of this information, even to friends or family, may constitute a violation of state and federal law, and of Memorial Hospital policy. This information is privileged and confidential regardless of format: electronic, paper, overheard, or observed.

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Student’s Signature

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Date

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Student’s Printed Name



**RELEASE OF LIABILITY**

I, \_\_\_\_\_, the undersigned, a student of Memorial Hospital's EMT Course, hereby release UCHealth, Memorial Hospital, and all clinical affiliates from any liability arising from any injury or illness occurring while I am a student in the program.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Parent or Guardian must also sign below if student is not 18 years of age.**

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



## HEPATITIS B VACCINE DECLINATION FORM

### STATEMENT:

I understand that due to my clinical training for the completion of my EMT IV Course, I may be exposed to blood or other potentially infectious materials and may be at risk of acquiring hepatitis B virus (HBV) infection. I have been informed of the recommendation to be vaccinated with the hepatitis B vaccine. I decline the hepatitis B vaccination at this time.

Name (please print)

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

**PLEASE SIGN THIS FORM ONLY IF YOU HAVE NOT RECEIVED THE HEPATITIS B VACCINATION.**

## **Memorial Hospital EMT Course Policies and Requirements**

### **A. Prerequisites:**

EMT course applicants must:

- a. Be 18 years old prior to course completion.
- b. High school graduate or GED prior to course completion.
- c. Completed healthcare professional or professional rescuer BLS.
- d. Hep B, MMR x2, Varicella (or history of having chicken pox with date). TB screening within last 12 months. Hep B and MMR may be declined by signing declination forms.

High school students in the last semester of their senior year may be considered for admission into the course under the following conditions:

- a. Clinical opportunities will not begin until the student is at least 18 years old.
- b. Parent or legal guardian (if student still minor) has given consent.
- c. The student agrees that administrative personnel and Course Coordinator may discuss student progress with the student's parent or legal guardian as needed to promote educational success.
- d. Student must receive a high school diploma or GED before completion of the class.
- e. Must meet BLS and immunization requirements above.

### **B. Absences:**

The student is strongly encouraged to attend all classes. Students that are absent from class are responsible for obtaining any materials or homework that was distributed during class. A student with more than 12 hours in absences will be counseled by the Course Coordinator or Primary Instructor. Continued absences may be grounds for termination from the course. Written assignments or make up classes will be required for all absences per discretion of the primary instructor.

### **C. Clinical Requirements:**

Each student shall satisfactorily complete:

10 hours in the Emergency Department at Memorial Hospital Central

10 hours with the Pre-hospital Agency designated by the Course Coordinator

All clinical time will be scheduled after the Medical Emergency lectures. All clinical shifts will be scheduled through the EMS department. The clinical area preceptor packet must be completed and returned to the Primary Instructor.



**D. Grading Policy:**

Students must pass written and skill evaluation for each of the six (6) modules and final written examination. A cumulative score of 75% or above is required in order to pass the class and be eligible for the NREMT practical skills exam. The instructor will provide information regarding the grade weight of the module exams, final exam, skills, homework, etc. Skills evaluations are graded on pass-fail criteria. All skills must be “passed” to complete the course.

Students will be counseled if grade points, practical skills or observation experience fall below expected criteria. Tutoring is available; however, the tutor may charge for their time. Such a charge is not included in your class tuition.

**E. Course Hours:**

Class and Skills Labs	160 hours
Prehospital Experience	10 hours
Emergency Department	10 hours
Total	180 hours

**F. Class Cancellations:**

Classes will be held on the scheduled days and times at the locations designated by the Course Coordinator, unless otherwise directed. If a problem arises, such as bad weather, or illness, the student must contact the Primary Instructor. The instructor will give students information about how and when notifications will be sent out if class needs to be cancelled.

**G. Clinical Dress Code:**

The dress code for clinical time only is as follows:

- a. Button down white shirt with a collar, or white polo shirt (no patches or logos other than those of the training center).
- b. EMT-Student ID badge
- c. Dark blue pants (not black, no jeans, scrubs, shorts or corduroys)
- d. Black shoes or boots (must be in good condition and clean)
- e. No hats
- f. No visible body piercing objects (nose rings, etc.)
- g. Facial hair must be in groomed condition
- h. Appropriate outerwear
- i. No visible tattoos

**H. Refund Policy:**

Any student withdrawing prior to or within the first 2 weeks of class may receive a refund less a \$50.00 processing fee. Any student that is unable to complete the course for any reason after completing 10% of the class will not be eligible for tuition refund. Students withdrawing from the course after that 10% (medical disability, etc.) may be eligible to take a future course at no cost. Such cases will be considered on an individual basis. A student wishing to withdraw from a course must notify the Primary Instructor as soon as possible.

**I. Classroom Behavior:**

If the instructor has begun the lecture, the student should enter the classroom quietly, with a minimum of distraction. Cell phones and pagers should be placed in a silent or vibrate mode during class. Text messaging is not allowed. Distracting behavior in the classroom or clinical setting will not be tolerated and may be grounds for dismissal from class or from the entire course.

Make-up tests are handled at the instructors convenience only if the student notified the instructor of the absence before the class began, otherwise a score of "0" is given to the student for that test.

**J. Complaints:**

An EMT Training Center Advisory Board has been established which will handle student complaints, course or policy changes, and final determination of controversial issues.

If a problem arises please speak to the instructor first. If you feel an issue has not been handled to your satisfaction, the EMS Director should be contacted next. If there is still no resolution, an Advisory Board meeting will be scheduled to address your concerns. Requests for Advisory Board review must be submitted to the Training Center Director in writing within ten (10) working days of the incident. An Advisory Board review will be scheduled within thirty (30) days of the request.

**K. Non-discrimination Policy:**

The EMS Department will not tolerate discrimination against students, instructors, or other participants or affiliates on the basis of disability, age, sex, race, color, or religious preference. It is, however, expected that each student shall be able to perform the duties and physical skills required to function in a patient care setting according to the Colorado EMT Functional Position Description.

If any student or other school affiliate becomes aware of any discrimination actions on the part of any individual either directly or indirectly involved with the school, it is the responsibility of the person recognizing such discrimination to report it immediately to

the Course Coordinator.

**L. Course Objectives & Curriculum:**

The objectives of the EMT-Basic Program have been identified by the United States Department of Transportation, and are clearly indicated at the beginning of each chapter in the required textbook: Brady's Emergency Care, 13<sup>th</sup> Edition. The Emergency Care Workbook, 13<sup>th</sup> Edition is required as a resource to assist the student in mastering new knowledge and skills of the EMT.

**M. Counseling and Discipline**

Students will be counseled for grades less than the training center standard, more than 3 unexcused absences, unacceptable classroom or clinical behavior, or any other deviation from policies pertaining to students. The Memorial Hospital, UC Health EMS Department uses progressive discipline: verbal warning, written warning, and dismissal. A verbal warning may be given by the Primary Instructor or Course Coordinator. Written warnings will be given by the Course Coordinator. Students with repetitive discipline issues may progress to dismissal from the course as determined by the Course Coordinator and the EMS Program director. Dismissal notices will be made in person (if possible) and in writing to the student. Actions which would be considered as grounds for immediate dismissal include violent or threatening behavior toward another student, instructor, or affiliate of the course; violation of the Training Center Discrimination Policy, cheating on examinations, falsification of application information, and any other action deemed serious.

**N. NREMT Practical Examination Requirements**

Upon successful completion of the course, students are required to pass the NREMT Practical Examination before proceeding with the certification application process. The Memorial EMS Department will offer a NREMT Practical Examination immediately after the course. This examination is comprised of seven (7) skills testing stations following national requirements. Candidates failing three (3) or less stations are eligible for a same day retest of the skills failed. Failing a same day retest will require the candidate to retest at a different time with a different examiner. Failure of the retest attempt at a different time and with a different examiner constitutes a complete failure of the practical examination. A candidate is allowed to test a single skill a maximum of three (3) times before he/she must retest the entire practical examination. Failing four (4) or more stations, constitutes a complete failure of the practical examination. Any complete failure of the practical examination will require the candidate to document remedial training over all skills before re-attempting all stations of the practical examination.

**O. State/National Certification Procedure**

Upon successful completion of the course and NREMT practical examination, the student must complete the computer based National Registry EMT exam before applying for Colorado State certification. There will be a registration fee to be paid to the NREMT for this exam. Procedures and details for this testing will be provided to students and can be found on the NREMT website: [www.nremt.org](http://www.nremt.org).

**P. Student Files**

Hard files are maintained on each student at the Memorial EMS Department. Access to such files can be obtained only by the individual student, instructors directly involved in that student's education, and the administrative staff. Students and instructors may access student files Monday - Friday, 8:00 a.m. to 4:30 p.m. as availability of administrative staff allows.

**Q. Insurance**

While participating in official class activities, Professional Liability insurance is provided under the Hospital Professional Liability Insurance Policy. Students are provided with Workers Compensation Insurance during the required clinical time. No Health Insurance is provided by Memorial Health System.

## ***Functional Job Description for All Emergency Technicians***

### **Read this carefully before continuing further with your EMS application**

The following job description and responsibilities is a list of minimum requirements considered to be necessary to be certified in the State of Colorado as an EMT at any level. Individual employers may add upon these requirements, but they may not waive any of them for any individual.

#### ***Qualifications:***

Successfully complete an EMS Division approved course.

Achievement of a passing score on written and practical certification examinations.

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

Ability to communicate verbally, via telephone and radio equipment.

Ability to lift, carry and balance up to 125 pounds (250 with assistance).

Ability to interpret written, oral and diagnostic form instructions.

Ability to use good judgment and remain calm in high-stress situations.

Ability to work effectively in an environment with loud noises and flashing lights.

Ability to function efficiently throughout an entire work shift.

Ability to calculate weight and volumes ratios and read small print, both under threatening time constraints.

Ability to read and understand English language manuals and road maps.

Accurately discern street signs and address numbers.

Ability to interview patient, family members, and bystanders.

Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.

Ability to converse in English with co-workers and hospital staff as to status of patient.

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 the ability to withstand varied environmental conditions such as extreme heat, cold and moisture.

Ability to work in low light, confined spaces, and other dangerous environments.

## ***COMPETENCY AREAS***

### ***EMT***

Must demonstrate competency handling emergencies using all Basic Life Support equipment and skills in accordance with all behavioral objectives in the DOB/EMT-Basic curriculum.

Intravenous access is an optional skill and curriculum.

## ***EMT-INTERMEDIATE***

Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT-Intermediate curriculum.

## ***PARAMEDIC***

Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT-Paramedic curriculum.

The EMT-Paramedic has reached the highest level of certification.

## ***DESCRIPTION OF TASKS***

Receives call from dispatcher, responds verbally to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious routes, and observes traffic ordinances and regulations.

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.

May use equipment (based on competency level) such as, but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airways and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation.

Assists in lifting, carrying, and transporting patient to ambulance and into a medical facility.

Reassures patients and bystanders, avoids mishandling patient and undue haste, searches for medical identification emblem to aid in care.

Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radio dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.

Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at scene.

Determines appropriate facility to which patient will be transported, report nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.

Observes patient en route and administers care as directed by physician or emergency department or according to published protocol.

Identifies diagnostic signs that require communication with facility.

Assist in removing patient from ambulance and into emergency facility.

Report verbally and in writing observations about and care of patient at the scene and en route to facility, provider's assistance to emergency staff as required.

Replaces supplies, send 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, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

## ***INHERENT RISKS TO YOUR EMT EDUCATION AND CAREER***

EMT students must have an understanding of the risks they face during the EMT education program (primarily during clinicals) and know how to mitigate them. The following are the most significant risks to which EMT students may be exposed:

1. Hepatitis (from infected body fluids)
2. Tuberculosis (TB –airborne droplets)
3. Other infectious diseases
4. Accidents involving the ambulance
5. Hazards at accident scenes (i.e., being struck by an approaching vehicle, broken glass, sharp metal edges, etc.)
6. Hazards at any scene (uncooperative or combative patients or bystanders, etc.)
7. Back injuries due to inappropriate lifting techniques.

EMTs can mitigate the above risks by taking the proper precautions:

1. Wear gloves whenever exposure to bodily fluids is possible.
2. Complete the first two hepatitis inoculations before the first clinical experience.
3. Wear a tight fitting facemask whenever exposure to airborne infection is probable.
4. Wash hands thoroughly after every patient contact.
5. Wear seat belts whenever sitting in a moving ambulance.
6. Be extremely cautious at traffic accident scenes.
7. Be extremely cautious at any scene.
8. Prevent back injuries by reading the EMT injury free booklet, practicing proper lifting techniques, knowing your limitations, knowing when to say NO to lifting in your clinicals.

## Application questions for EMT class

Please answer the following questions on a separate sheet of paper, typed or legibly written.

1. What kind of learner do you consider yourself to be?
  - a. Visual-likes images, videos, colors handouts
  - b. Auditory-understand by hearing
  - c. Kinesthetic-learn by doing or touching
2. Do you prefer to work alone or in a group? Please give an example.
3. Please describe a challenging time in your life and what resources you used to rise above the challenge.
4. Please describe the accomplishment you are most proud of.
5. What is your long-term goal for taking the EMT class?