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## PARAMEDIC COURSE INFORMATION PACKET

Dear Prospective Student,

Thank you for your interest in the Paramedic course offered by the Public Safety and Emergency Services Institute of Pima Community College. The helpful and friendly staff welcomes you and would like you to enjoy your educational experience.

This packet has been put together to give an overview of the paramedic course schedule, cost breakdown, prerequisites, and screening process. In addition to reviewing this packet it is strongly recommended for you to also review the Paramedic Student Handbook which can be retrieved online at <https://pima.edu/programs-courses/credit-programs-degrees/public-safety/emt/emt-paramedic-admission.html> or upon request from the PCC program staff at [psi@pima.edu](mailto:psi@pima.edu).

The EMT – Paramedic Program at Pima Community College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

**Commission on Accreditation of Allied Health Education Programs**  
**25400 US Highway 19 N., Suite 158**  
**Clearwater, FL 33763**  
**727-210-2350**  
**[www.caahep.org](http://www.caahep.org)**

## Admissions

1. The administrative director and Dean of Workforce Development may deny a student admission or re-admission into any Public Safety and Emergency Services Institute Program. The student will be informed of the reason for denial in writing and will have the right to appeal the decision through the [Pima Community College complaint process](#).
2. Admission into the paramedic program requires a candidate to complete a written and oral board assessment along with submission of all program pre requisites. Please contact the program for current enrollment requirements and timeframes.
3. Students previously enrolled in the program must complete all enrollment requirements and will not receive preferential accommodations.
4. Students who were dismissed from a prior enrollment as the result of a behavioral or noncompliance item must first meet with the Program Administration for consideration. Under normal circumstances a student will not be permitted to re-enroll for a minimum of 12 months from their dismissal date.
5. Students who have unpaid balances on their student account will not be permitted to begin the entrance examination process until their accounts are cleared.

## **Functional Job Analysis**

### **Paramedic Characteristics**

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently, at optimum level, in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense.

Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, antiinflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge-base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible

risks of medication administered to a pregnant mother and the fetus, keeping in mind that drug's may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature area between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies ( i.e. proper size of intravenous needles ) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgment along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

### Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers well-being must not be jeopardized.

### Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When an emergency exists, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgments while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

## Course Schedule

The program is tentatively scheduled to start TBD with a graduation date of TBD. The paramedic class is scheduled for two days per week, both days from 0830 to 1730. Further instructions for class scheduling will be given upon acceptance into the program.

The Paramedic program carries a course load of 48-52.5 credit hours. The following is a breakdown of the hours:

### **Distributive Education:**

42 hours for research paper  
48 hours Medical Terminology

### **Classroom Didactic Hours:**

640 hours (60 hours A&P, and 548 Paramedic)

### **Clinical and Vehicular Rotation Hours:**

504 hours (minimum)

All class sessions and screening will held at the 29th St. Coalition Center, 4355 E Calle Aurora. (29th St. and Columbus) - **Building A**



In addition to classroom time, the student must complete at least 604 hours of clinical and vehicular rotations. The student is required to schedule these hours outside of class time throughout the paramedic course.

The course contains the following classes:

• *EMT 155	AMLS	1.5 credits
• *EMT 140	PHTLS	1.5 credits
• EMT 170	Operations	1.5 credit
• EMT 205	ALS Pharmacology and Medication	3.5 credits
• EMT 214	ALS Advanced Special Consideration	2.0 credits
• EMT 218	Paramedic National Registry Preparatory	3.0 credits
• EMT 219	ALS Foundations	1.0 credit
• EMT 221	ALS Airway and Ventilation	2.0 credits
• EMT 222	ALS Patient Assessment	
	and Assessment Based Management	2.0 credits
• EMT 223	ALS Trauma Emergencies and Systems	2.5 credits
• EMT 224	ALS Medical Emergencies	4.0 credits
• EMT 225	ALS Special Medical Considerations	2.5 credits
• EMT 227LC	ALS Practicum: Clinical Lab	1.5 credits
• EMT 228LC	ALS Practicum: Vehicular Lab	2.0 credits
• EMT 230	Basic ECG Interpretation	3.0 credits
• EMT 242	ALS Advanced Foundations	4.0 credits
• EMT 244	ALS Advanced Medical Emergencies	2.5 credits
• EMT 247LC	ALS Advanced Practicum: Clinical Lab	2.0 credits
• EMT 248LC	ALS Advanced Practicum: Vehicular Lab	4.0 credits
• EMT 250	Advanced Cardiac Care	1.0 credit
• EMT 252	Pediatric Advanced Life Support	1.0 credit
• EMT 254	Advanced ECG Interpretation	2.0 credits
• *EMT 258	Pediatric Education for Pre-hospital Professionals	1.5 credits
• EMT 295	ALS Independent Research	1.0 credit

\*Course with an \* are optional coursework but highly recommended for foundational preparedness.

Financial aid is available if you qualify. You must see a Financial Aid Advisor for more information.

The Paramedic course follows the NHTSA Curriculum and is approved by the Arizona Department of Health Services, Bureau of Emergency Medical Services. Upon successful completion of the program the student will be eligible to take the National Registry of Emergency Medical Technicians exams. Completion of the Paramedic course alone does not certify a student for employment. Certification is controlled entirely by the Arizona Department of health Services, Bureau of Emergency Medical Services.

## **Tuition and Fees**

**Tuition, fees, and refunds are subject to change without notice. Some courses will be subject to differential tuition starting in spring 2019. Please refer to [www.pima.edu](http://www.pima.edu) for the most up to date information.**

These books will be available to purchase at the East Campus or Northwest Campus bookstore prior to the start of the paramedic course.

• Tuition and fees	\$5945.00 (48-52.5 credits)
• Text Books ( <i>approximate</i> cost)	\$1,362.10
• MyClinical Exchange*	\$35.00
• Carondelet Name Badge*	\$25.00
• NW Hospital Badge*	\$5.00
• FBI Background Check/ Clearance (Pre-Req)	\$50.00
• <b>Total <u>estimated</u> costs</b>	<b>\$7,422.10</b>

*\*Instructions for obtaining these will be given out during class*

<b>Mosby Paramedic Book Textbook, 5<sup>th</sup> Ed with online resources</b> ISBN # 9781284156911*****Discount code available, contact PSESI for discount code.	<b>\$633.95</b> <b>**</b>
<b>Understanding 12-lead EKGs, 3<sup>rd</sup> Edition</b> ISBN #9780132921060	<b>\$107.75</b>
<b>Anatomy and Physiology For Emergency Care, 2<sup>nd</sup> Ed</b> ISBN #9780132342988	<b>\$153.75</b>
<b>Student Workbook for Anatomy and Physiology for Emergency Care, 2<sup>nd</sup> Ed</b> ISBN #9780136140214	<b>\$69.25</b>
<b>ACLS Provider Manual <u>Hardcopy</u></b> ISBN #9781616694005 <b><u>OR</u></b>	<b>\$54.00</b>
<b>ACLS Provider Manual <u>eBook</u></b> ISBN #9781616693503	<b>\$44.75</b>
<b>Handbook of Emergency Cardiovascular Care <u>Hardcopy</u></b> ISBN #9781616693978 <b><u>OR</u></b>	<b>\$40.25</b>
<b>Handbook of Emergency Cardiovascular Care <u>eBook</u></b> ISBN #9781616693497	<b>\$25.00</b>
<b>PALS Provider Manual <u>Hardcopy</u></b> ISBN #9781616691127 <b><u>OR</u></b>	<b>\$62.00</b>
<b>PALS Provider Manual <u>eBook</u></b> ISBN #9781616693541	<b>\$51.50</b>
<b>AMLS Provider Manual</b> ISBN #9781284040920	<b>\$71.95</b>
<b>PHTLS Provider Manual 8<sup>th</sup> Ed</b> ISBN #9781284041736 <b><u>OR</u></b>	<b>\$73.95</b>
<b>PHTLS Provider Manual <i>Military</i> 8<sup>th</sup> Ed</b> ISBN #9781284041750 (Military Ed has the same info as the regular Ed, just added information)	<b>\$85.95</b>
<b>PEPP Provider Manual 3<sup>rd</sup> Ed with Online access Code</b> ISBN #9781449670436	<b>\$95.25</b>

**Course fees also include (All will be handed out in class):**

- |              |                       |
|--------------|-----------------------|
| -Stethoscope | -PCC-PSESI Polo Shirt |
| -Pocket Mask | -PCC-PSESI T-Shirt    |
| -Pen Light   | -PCC Nametag          |

**Pre-requisites**

All pre-requisites must be turned in before taking the written ALS entrance exam (*with the exception of the two step TB skin test, drug screening, and flue shot. These must be turned in prior to registering for the program. Processing date of the background check must be within 6 months of the program start date and evidence of this must be turned in prior to starting class. Results must be in prior to starting clinical and vehicular rotation, you are at risk for being dropped from the program if the results are shown to have restrictions identified on them.*

- A. American Heart Association Basic Life Support for the Healthcare Provider certification card. This card must remain current throughout the course of training and the certification process.
- B. Current EMT-Basic or EMT-Intermediate certification. This certification MUST remain current throughout the paramedic course (a lapse in certification will result in immediate expulsion from the program) and be either:
  1. National Registry certification; or
  2. State of Arizona certification
- C. Proof of Arizona Department of Health Services online account (printout of online profile).
- D. Proof of 18 years old
- E. Active MyPima Account
- F. No restrictions/holds (Academic or Financial) on Pima Account
- G. Reading assessment at the 9<sup>th</sup> grade level is mandatory according to ADHS. (*Please understand the curricula is written at an 11 grade reading level.*)
- H. Writing and Math Assessments
- I. Provide proof of immunity or immunization for the following (Specific clinical immunization requirements attached):
  1. \*\*Current Flu Shot. **Due prior to starting clinical rotation and must remain current throughout rotations.**
  2. Measles (Rubeola)/Mumps/Rubella: Positive titer for all 3, or documentation of a completed series of MMR immunizations. One series includes 2 immunizations for each disease on separate dates at least 28 days apart.
  3. Varicella: Positive titer for Varicella or documentation of a completed series. One series includes 2 immunizations 30 days apart.
  4. Tetanus/Diphtheria/Pertussis (Tdap): A one-time adult dose of Tdap (age 19 or older), followed by Td booster every 10 years.
  2. Results of serological testing showing Hepatitis B (HBV) immunization, begin HBV vaccination series, or sign the release of liability claims/declination form

- 5. Proof of negative two step TB test or chest X-ray **prior to start of class and proof of annual TB testing while enrolled in the program.**
- J. Current health insurance coverage
  - 1. This coverage must remain current throughout the course of training and the certification process.
- K. Federal Bureau of Investigation Background Check/DPS Fingerprint Clearance (level 1) – please refer to the following website to obtain (can take up to 15 weeks to process). **The processing date must be within 6 months of the start date and evidence of this must be on file prior to starting class, and results must be in file prior to starting clinical and vehicular rotations.**  
<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>
- L. Negative results of a 10 panel drug screening within 1 month of the course start date. **Drug screening must be sent to PSESI directly from the lab.**

## **Screening Process**

### Entrance Exam Breakdown

1. ALS entrance Exam consisting of 150-question multiple-choice, electronically graded.
2. Oral board consisting of not less than 2 members selected by the Program Administration.

The weighted percentages will be as follows:

Written ALS entrance:	50%
<u>Oral board:</u>	<u>50%</u>
Total	100%

**The candidate must obtain an overall score of 70% to be eligible for attendance in a PSESI paramedic course. Seats will be filled based on these scores, along with the approval of the PSESI Medical Director.**

### Breakdown of Scoring Written ALS entrance:

The written ALS entrance exam will be scored on a percentage basis.

### Oral Board:

The oral board will consist of questions relating to history, reasons for enrolling, support systems, past experience, judgment questions, and question on expected EMT-B knowledge. The candidates will be scored on each question as well as overall presentation.

## **ALS Entrance Exam**

**Please call PSESI (520-206-3502) to schedule to take the ALS Entrance Exam on one of the following dates/times available.**

- **TBD**

The test will begin at 9:00 am each day. On the scheduled date, the candidate should report to 4355 E. Calle Aurora, Building A, Room 9.

The ALS entrance exam will be a computer based exam with 150 questions and based on the EMT National Standards Curriculum. The candidate will have 2 ½ hours to complete the exam, and will have one attempt only.

**PLEASE MAKE AN APPOINTMENT TO BRING IN YOUR COMPLETED PRE-REQUISITE PACKET BEFORE YOUR WRITTEN EXAM**

**Before the exam, please make sure you are a current Pima Community College student and have activated your MyPima Account - <https://mypima.pima.edu/cp/home/displaylogin>.**

The exam will be based solely on EMT-B knowledge (National Standards Curriculum). It is recommended that the candidate prepare for this ALS entrance exam. Please utilize a current EMT-Basic textbook to study.

## **Oral Board Interview**

Please call PSESI (520-206-3502) to schedule a timeslot on the desired date (listed below) for your Oral Board Interview (the dates are pre-determined and are available on a first contact basis). On the scheduled date, the candidate should report to 4355 E. Calle Aurora, Building A, Room 18.

- TBD

The Candidate is required to participate in an Oral Interview. The Oral Interview will last approximately 30 minutes. Please allow extra time for scheduling adjustments.

The PSESI Medical Director makes the final determination whether or not a candidate is accepted into a PSESI paramedic course. The Medical Director will take the candidate's screening results, criminal history, past educational history with the PSESI, and whether or not all the prerequisites have been completed and verified into account in making the determination to accept or deny the candidate entrance into the paramedic course.

Further questions in regards to the Paramedic Program or other programs that the PSESI offers may be forwarded to: Sharon Hollingsworth – [shollingsworth@pima.edu](mailto:shollingsworth@pima.edu)

## **Verification of 9<sup>th</sup> Grade Reading Level**

The Candidate must show proof of the ability to read at the 9<sup>th</sup> grade level. The student can be tested for free at any Pima Community College test center.

The minimum score is 9<sup>th</sup> grade level is mandatory according to ADHS. The only acceptable type of assessment tests is Accuplacer taken within 2 years. (*Please understand the curriculum is written at an 11 grade reading level*).

## **10 Panel Drug Screening**

The candidate must provide proof of negative 10-panel drug screening. This test must be done no earlier than within 1 months of the start date of the class. The student can obtain this test from their Primary Care Physician, or several other independent clinics around town. TASC Inc. and J2 labs offers a discount to our students. If using TASC or J2, please contact the PSESI office before testing (520-206-3502) to obtain a discounted referral. **Drug screening must be sent to PSESI directly from the lab.**