

VCU Medical Center

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

VCU Paramedic Program Application

APPLICATION DEADLINE: June 22, 2009

Thank you for your interest in the VCU Paramedic Program. The Program is offered by the School of Medicine, Department of Surgery, Center for Trauma and Critical Care Education. This class is open to qualified candidates certified in Virginia at the EMT-Basic level. The following materials are included in the application packet:

- Instructions
- Course Selection form
- Program application
- Functional job description
- Estimated costs

This program meets and exceeds the 1999 National Standard Training Curriculum. Upon successful completion, the student is eligible to sit for the National Registry of Emergency Medical Technicians Board examination for the relevant course completed.

Perspective students shall make their preference for class attendance on the enclosed course selection form. Perspective students will be informed of the day of week and time of day that will be offered during the mandatory orientation session each applicant will schedule to attend. The two-semester courses are eligible to test in June 2010. Twelve month courses are eligible to test in September 2010. Students must complete the required minimum number of hours of hospital rotations and field rotations required for each course with an approved mentor.

Many assignments and course materials will be on the web. Students must possess computer skills and have access to the internet. Computer labs are available on campus. Anatomy and physiology will be integrated into the B to P and I99 to P courses. This does requires some additional Saturday classes beyond our current schedule.

The VCU Board of Visitors, administration and faculty are committed to a policy of equal opportunity in education and employment without regard to race, color, sex, national origin, political affiliation, age or disability. The VCU Paramedic Program on the MCV campus is dedicated to providing quality EMS education and has been providing Paramedic education since 1981. VCU was the first Nationally Accredited Program in Central Virginia. Please contact Dan Barry or Ken Williams at (804) VCU-EMTP (828-3687) or dpbarry@vcu.edu or kwilliams6@vcu.edu if you have questions regarding the program.

For questions regarding the application e-mail us at ctcce@vcu.edu .

VCU Paramedic Program

Application Checklist:

- Completed application
- Course Selection form with priorities listed (1,2,3)
- 3 references in sealed envelopes (**See reference option for applicants not with an EMS Agency, Page 9**)
 - Employer (or teacher/professor)
 - Paramedic
 - Operational Medical Director
- CPR card (for Healthcare providers)
- EMT-Basic card (Commonwealth of Virginia certificate)
- High school or college transcripts
- Application fee (check or money order) of \$25.00 payable to **MCV Foundation** (Current VCU paramedic students are exempt.)
- Call to schedule (828-4204) the pre-test on June 16 or 23 or 30. Sessions will be held beginning at 1 PM and 6 PM.

Return application via mail or in person to:

**VCU Paramedic Program
1200 E. Broad Street, W-15-S
P. O. Box 980044
Richmond, VA 23298**

Faxes not accepted.

VCU Paramedic Program



Application for Fall 2009

Please read the entire booklet before completing any forms. You are requested to **PRINT** or **TYPE** ALL information.

If you need assistance in completing this application, please contact the **Program at (804) VCU-EMTP.**

Virginia Commonwealth University
Medical College of Virginia Campus
Department of Surgery
Division of Trauma and Critical Care
Center for Trauma & Critical Care Education
Paramedic Program
(804) VCU-EMTP (828-3687)
Fax (804) 828-0025

Office Address:

West Hospital, 15th Floor, South Wing
1200 E. Broad Street
Richmond, Virginia 23219

Mailing Address:

P.O. Box 980044
Richmond, Virginia 23298-0044

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Course Selection Form

Fall 2009

NAME _____ Email _____ Phone _____

Return this page with application and copies of certifications.

All courses require 18 year old minimum, Current EMT, Health Care Provider CPR, Transcripts from all High School and Colleges.

Priority of choices (1,2,3)	Course Offered	Entry requirements	Class schedule	Eligible to test	Course fee
	Basic to I 99 (Intermediate)	As above	Tuesdays 8 to 5, Fall 2009 and Spring 2010 semesters	June 2010	2000
	Basic to I 99 (Intermediate)	As above	Thursdays 8 to 5, Fall 2009 and Spring 2010 semesters	June 2010	2000
	Basic to I -99 NIGHT (Intermediate)	As above	Weekday To Be Announced Time: 1800 to 2200 hrs. + some weekends, September to September	Sept 2010	2000
	Basic to Paramedic	As Above	Weekday To Be Announced Time: 0800 to 1700 + some weekends, August to August	Sept 2010	4000
	I 99 to Paramedic NIGHT	Certified Intermediate and as above	Weekday To Be Announced Time: 1800 to 2200 hrs. + some weekends, September to September	Sept 2010	2000
	RN to P	RN (State minimum hours or experience, see page 8)	Every 3 rd weekend (Proposed)	May or June 2010	1800

Final course offerings and dates are subject to enrollment and resource availability. If there are not enough enrolled students the Course will not be held.

VCU Paramedic Program, Box 980044, Richmond, VA 23298
APPLICATION Fall 2009

Contact us: (804) VCU-EMTP (828-3687) or ctcce@vcu.edu

VCU / MCV Campus Paramedic Program Application

A. APPLICANT INFORMATION

1. Name _____
Last First Middle
2. Virginia EMT Certification # _____
3. Have you previously applied to a intermediate or paramedic program? Yes ___ No ___
4. If yes, to # 3, to which institution did you apply? _____
5. Have you entered any other intermediate or paramedic programs? Yes ___ No ___
6. Are you 18 years of age or older Yes ___ No ___

You must be at least 18 years old to enter this program.

B. CONTACT INFORMATION

1. Present Address:

2. Contact numbers

Electronic mail: _____ @ _____

Home: (___) ___ - ___ - ___ Work: (___) ___ - ___ - ___

Cell: (___) ___ - ___ - ___

3. Employment: FULL-TIME ___ PART-TIME ___

Name _____

Address _____

4. School: FULL-TIME ___ PART-TIME ___

Name _____

Address _____

C. EDUCATIONAL BACKGROUND

1. Academic History: Please list High School and each College attended beginning with the most recent enrollment.

School name	Location	Year Graduated	Degree

2. Anatomy & Physiology

Course	Location	Date

D. EMS INFORMATION

1. Courses completed (attach photocopies)

Course	Expiration date
Health care provider CPR	
EMT – Basic	
EMT – Enhanced	
EMT- Intermediate 99	
RN	
Other	

Virginia EMT Certification Number

Expiration Date

Virginia RN Certification Number

Expiration Date

Please attach copies of all Certifications or Licensure.

2. **EMS Agency Information:** If you have more than one agency, list your primary agency. (Your OMD recommendation must come from this agency.)

Primary EMS Agency _____

Address _____

- Average hours of duty of applicant per week at this agency _____
- Number of calls per year for this agency:
911 _____ Non-emergency _____ Total _____
- Positions / offices _____

- How many years have you served as an:
EMT _____ + Enhanced _____ + I-99 _____ = Total _____

Applicants for the RN to Paramedic Program ONLY

Current place of employment and unit _____

Previous units (ER, CCU, OB etc) worked w/ number of years:

Unit	Years

I have worked either as an EMT or Licensed RN a minimum average of eight (8) hours a week over the two previous years or a total of eight hundred thirty-two (832) hours within the previous two years (8 hours / week X 2 years = 832 hours). YES _____ NO _____

E. PROGRAM COMMITMENT

- Can your regular employment / school hours and agency shift be adjusted for your training? Everyone will have to do some weekday daytime clinical rotations, 7a to 3p
YES _____ NO _____

F. REFERENCES

List the names, titles, and addresses of the three persons you have asked to submit a recommendation form. Sign the confidentiality statement on each form and forward the reference form to each person. Have them return the reference form to you in a sealed envelope to include with your application package due to us no later than **June 22, 2009**.

1. your **SUPERVISOR** at work, (a teacher from school if not employed)
2. a Paramedic **WHO IS AWARE OF YOUR QUALIFICATIONS / PERFORMANCE**,
3. your **AGENCY'S Operational Medical Director**.

***If you are not with an EMS agency: provide a reference from your EMT Course Instructor, in lieu of the agency OMD reference, add one additional reference who is not a friend, family member or "significant other".**

Please provide the following information. You must return the completed reference forms in a sealed envelope along with your application package directly to the Center at P O Box 980044, Richmond, VA 23298 by **June 22, 2009**. There are three reference forms included in this package.

Employer _____

Title _____

Address _____

City _____ State _____ Zip _____

Medical Director _____

Title _____

Address _____

City _____ State _____ Zip _____

Paramedic _____

Title _____

Address _____

City _____ State _____ Zip _____

G. FEDERAL COMPLIANCE INFORMATION

The information in Section G is requested solely for the purpose of determining compliance with federal civil rights laws, and your response will not affect consideration of your application. By providing this information you will assist us in assuring that this program is administered in a non-discriminatory manner. Disclosure of any or all of the information requested in this section is voluntary.

- American Indian or Alaskan Native
- White, not of Hispanic Origin
- Black, not of Hispanic Origin
- Asian/Pacific Islander
- Hispanic
- Male Female

Virginia Commonwealth University – Paramedic Program

Applicant Reference Form

Applicant's Name _____

To: Applicant Reference

The above named applicant has asked for you to complete the following reference as part of an application for admission to a Virginia Commonwealth University Advance Life Support course that, when successfully completed, will permit eligibility for testing at the Intermediate or Paramedic level of certification.

Applicant - Sign one of the following statements.

I waive my rights to inspect the contents of this reference.

Signature

Date

I do not waive my rights to inspect the contents of this reference.

Signature

Date

The Paramedic Program values your comments on the suitability of this applicant to do function as a Paramedic and will hold your comments in confidence if the applicant has signed the above waiver. How long, and in what capacities, have you known the applicant?

Please assess the applicant in the following areas. In making your assessment, compare the applicant to other individuals you have known who have similar areas of experience and training.

	Excellent	Good	Fair	Poor	N / A
Intellectual/problem solving ability					
Competence in the field					
Self-reliance/initiative					
Motivation					
Self-discipline/reliability					
Works well with others					
Oral/written communication skills					
Patient rapport / interaction					
Patient Care					

Your overall assessment of the applicant's ability to complete the Paramedic Program:

____ Highly recommend

____ Recommend without reservation

____ Recommend with reservation

____ Do not recommend

Signature _____ / _____
Please print name here

Affiliation _____

Title: **Paramedic** _____ **Oper. Med. Dir.** _____ **Work Supervisor** _____
Other _____ Please state your relationship with applicant _____

Email _____ Telephone () _____ - _____

We are very interested in obtaining an accurate profile of the applicant. Please give any additional comments **on the back of this form**. It would help us if you would mention the applicant's characteristics or talents as well as his or her chief liabilities or weaknesses. We are interested in other observations concerning their ability to successfully complete the curriculum.

VCU Paramedic Program, Box 980044, Richmond, VA 23298

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APPLICATION Fall 2009

Contact us: (804) VCU-EMTP (828-3687) or ctcce@vcu.edu

Virginia Commonwealth University – Paramedic Program

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VCU Paramedic Program, Box 980044, Richmond, VA 23298

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APPLICATION Fall 2009

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H. EDUCATIONAL ACCESS

The Board of Visitors, the administration, and the faculty of VCU are committed to a policy of equal opportunity in education and employment without regard to race, color, sex, national origin, political affiliation, age, or disability.

VCU is committed to providing equal access to educational programs, services, and activities for students with disabilities. Should you require an accommodation for the application, interview, or the course itself, please contact the Paramedic Program Director at (804) VCU-EMTP.

I. DISCLOSURE STATEMENT

Virginia Commonwealth University is granted the authority to verify any and all information pertaining to this application.

I affirm that I have never been convicted of a felony involving any sexual crime. I further affirm that I have not been convicted of any other felony under the laws of this State or of the United States within the last five years.

I certify that the information submitted in support of this application is complete and accurate. I understand that inaccurate information may affect my admission and may be grounds for dismissal.

SIGNATURE

DATE

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. (S)he 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 Intermediate or 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-arrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, anti-fungals, anti-inflammatories, 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, are 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 some drugs 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 are 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 Intermediate principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading 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, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, 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.

Estimated Costs

\$ Tuition (see Course Selection form)

The following are NOT part of the course fee:

\$ 150.00 *clinical attire*

\$ 400.00 to 600.00 *Required text, equipment and software applications*

\$ *Students must maintain personal health insurance.*

\$ *If accepted, students will have to have all immunizations current and have a recent physical exam at their expense.*

\$ 30 to 165 *parking permit (per semester - optional)*

Upon successful completion of the program:

\$ 100.00 to 110.00 *National Registry application fee*

\$ 250.00 *Estimated test site fee for National Registry Practical Exam*