



IVY TECH COMMUNITY COLLEGE
VALPARAISO



PARAMEDIC SCIENCE PROGRAM
INFORMATION AND APPLICATION PACKET

Ivy Tech Community College - VALPARAISO
Paramedic Science Program Information and Application Packet

At Letter of Review stage in Accreditation Process

Thank you for your interest in the Paramedic Science program.

The PARM 102: Basic-EMT Training class will be continuously offered in the spring, summer and fall semesters. I would strongly advise those of you considering the Paramedic Science program who are not currently EMT certified to get your EMT-Basic certification as soon as possible and to enroll in APHY 101: Anatomy & Physiology I.

The space for the Paramedic Science program is limited. We may have more applicants than available space. If so, I will select the top candidates using a selection process in this packet. **You must follow both the College admissions process and Paramedic Sciences application process.**

You can improve your chances of being selected by getting your EMT-Basic certification as soon as possible, joining a department that will provide you with experience, and taking as many of the required general education courses as you can.

If you do not meet the requirements for this class, please **do not** turn in the program application. You may register for classes at Ivy Tech Community College - Valparaiso and designate your intended major as Health Care Support – Paramedic Science Interest (HLCP), but you will only be able to take the PARM 102: EMT-Basic Training course and general education requirements until you are selected for the program.

Please review your application packet. Contact me at (219) 464-8514 ext. 3091 or jlawley1@ivytech.edu with any questions.

Jeff Lawley, BA, NRP, PI
Paramedic Science Program Chair
Ivy Tech Community College – Valparaiso

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INTRODUCTION

The Paramedic is the pinnacle of the pre-hospital care team. They must be able to make quick decisions under moments of extreme pressure. The outcome of the patient is directly related to their ability to think and act appropriately during these emergency situations. The nature of the Emergency Medical Service (EMS) profession is that it is an uncontrolled and sometime dangerous environment. One must be able to recognize and deal with potentially volatile people and situations with the goal of providing quality pre-hospital care.

The Paramedic Science Associate of Applied Science program is designed to meet the Department of Transportation (DOT) Advanced Life Support (ALS) Paramedic provider and Indiana Department of Homeland Security requirements. The Program in addition offers the student an accredited Associate Degree for future career development. Due to the partnership with our current affiliates, the students will be exposed to a variety of clinical settings that will give them the opportunity to gain knowledge and learn skills under the guidance of experienced professionals in a more controlled environment.

Students will learn to perform advanced airway procedures, administer medications and intravenous solutions, interpret cardiac rhythms, and use a defibrillator as well as perform minor surgical interventions. Skills will first be learned in a laboratory setting, and when proficient, skills will be utilized in a clinical setting with supervision. Ultimately, skills will be utilized in a field setting under the supervision of a Paramedic preceptor. Only after completing these steps will the student be placed in a position that will test their ability to make decisions and perform skills in the field with an evaluator present.

PROGRAM GOALS

The Paramedic Science Program is designed to:

- ❑ Prepare the graduate to fill the role of pre-hospital team leader and medical team member in the delivery of quality pre-hospital health care.
- ❑ Prepare the graduate to be a productive, responsible, and upwardly mobile employee in the ever-changing EMS industry.
- ❑ Promote ethical behavior, caring and empathetic patient relations, and professionalism within EMS.
- ❑ Provide a learning environment, which emphasizes quality patient care, professionalism, and a caring attitude by its faculty.

PROGRAM OBJECTIVES

Cognitive Domain

Upon completion of the program, the student will demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as EMT-P practitioners.

Psychomotor Domain

Upon completion of the program, the student will demonstrate the technical proficiency in all skills necessary to fulfill the role as EMT-P practitioners.

Affective Domain

Upon completion of the program, the student will demonstrate personal behaviors consistent with professional and employer expectations for the EMT-P practitioner.

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ESSENTIAL FUNCTIONS REQUIREMENTS

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the Paramedic Science program or at the time of registration for the PARM 102: EMT-Basic Training course and must provide appropriate documentation to Disability Services.

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE
GROSS MOTOR SKILLS	<ul style="list-style-type: none"> • Move comfortably and efficiently within confined spaces • Sit and maintain balance for duration of procedure • Stand and maintain balance for duration of procedure • Reach above shoulders (e.g., IV poles) • Reach below waist (e.g., plug electrical appliance into wall outlets)
FINE MOTOR SKILLS	<ul style="list-style-type: none"> • Pick up and hold objects with hands • Grasp and manipulate small objects with hands (e.g., IV tubing, pencil) • Write legibly with pen or pencil • Key/type with efficiency and accuracy (e.g., use a computer) • Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) • Twist (e.g., turn objects/knobs using hands) • Squeeze with finger (e.g., eye dropper)
PHYSICAL ENDURANCE	<ul style="list-style-type: none"> • Stand (e.g., at patient side during therapeutic procedure and sometimes in adverse weather) • Sustain repetitive movements (e.g., CPR) • Maintain physical tolerance (e.g., work entire shift) • Squat or kneel through procedures
PHYSICAL STRENGTH	<ul style="list-style-type: none"> • Push and pull 25 pounds (e.g., position patients) • Support 25 pounds (e.g., ambulate patient) • Lift 25 pounds (e.g., pick up a child, transfer patient) • Move light object weighing up to 10 pounds (e.g., IV poles) • Move heavy objects (weighing from 11 to 50 pounds) • Protect self against combative patient. • Carry equipment/supplies from place to place as needed for procedures • Use upper body strength effectively (e.g., perform CPR, physically restrain a patient) • Squeeze with hands (e.g., operate fire extinguisher) • Lift patients from ground to stretcher (weighing up to 250 lbs with assistance of 1 or 2 additional persons) • Lift patient on stretcher into ambulance (weighing up to 250 lbs with assistance of 1 or 2 additional persons)
MOBILITY	<ul style="list-style-type: none"> • Twist to accomplish tasks and complete procedures • Bend to accomplish tasks and complete procedures • Stoop/squat to accomplish tasks and complete procedures • Move quickly (e.g., response to an emergency) • Climb (e.g., ladders/stools/stairs) • Walk (sometimes in adverse weather and/or on uneven terrain as needed in rescue situations)
HEARING	<ul style="list-style-type: none"> • Hear typical speaking level sounds (e.g., person-to-person report) • Hear faint voices (e.g., distressed or weakened patient) • Hear faint body sounds (e.g., blood pressure sounds, assess lung sounds) • Hear in situations when not able to see lips (e.g., when masks are used) • Hear auditory alarms (e.g., monitors, fire alarms, call bells)

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FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE
VISUAL	<ul style="list-style-type: none"> • See small objects up to 20 inches away (e.g., information on a computer screen, skin conditions) • See objects up to 20 feet away (e.g., patient in a room) • See object more than 20 feet away (e.g., patient at end of hall) • Use depth perception for effective functioning • Use peripheral vision for effective functioning • Distinguish color (e.g., color codes on supplies, charts, bed) • Distinguish color intensity (e.g., flushed skin, skin paleness)
TACTILE	<ul style="list-style-type: none"> • Feel vibrations (e.g., palpate pulses) • Detect temperature (e.g., skin solutions) • Feel differences in surface characteristics (e.g., skin turgor, rashes) • Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks) • Detect environment temperature (e.g., check for drafts)
SMELL	<ul style="list-style-type: none"> • Detect odors from patient (e.g., foul smelling drainage, alcohol breath, etc.) • Detect smoke that cannot be seen • Detect gases or noxious smells with no visual indicator
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Negotiate interpersonal conflict • Respect differences in patients • Establish rapport with patients • Establish rapport with co-workers • Accept responsibility for actions in delivery of pre-hospital care • Accept correction and redirection in a professional manner and adjust appropriately
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Teach (e.g., patient/family about health care) • Explain procedures • Give oral reports (e.g., report on patient's condition to others) • Interact with others positively and professionally (e.g., health care workers and fellow students) • Speak clearly on the telephone/radio for effective communication • Effectively influence people (e.g., giving safety instructions or leading a team) • Effectively direct activities of others (e.g., leading another through a triage task) Convey information through writing (e.g., progress notes)
ANALYTICAL THINKING	<ul style="list-style-type: none"> • Transfer knowledge from one situation to another • Process information and apply knowledge quickly • Evaluate outcomes and make appropriate recommendations • Problem solve • Prioritize tasks • Use long term memory effectively and efficiently • Use short term memory effectively and efficiently
CRITICAL THINKING	<ul style="list-style-type: none"> • Identify cause-effect relationships • Plan/control activities for others • Synthesize knowledge and skills • Sequence information, events, and activities accurately

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FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE
READING ARITHMETIC COMPETENCE	<ul style="list-style-type: none"> • Read and understand written documents (e.g., policies, protocols) • Read and understand columns of writing (flow sheet, charts) • Read and understand digital displays • Read and accurately interpret graphic printouts (e.g., EKG) • Calibrate equipment accurately • Convert numbers to and/or from the Metric System accurately • Read graphs (e.g., vital sign sheets) • Tell time accurately (in Military time) • Measure time and keep running record (e.g., count duration of contractions, etc.) • Count rates and keep running record (e.g., drips/minute, pulse) • Use measuring tools (e.g., thermometer) • Read and record measurement marks accurately (e.g., measurement tapes, scales, tc.) • Add, subtract, multiply, and/or divide whole numbers accurately • Compute fractions accurately (e.g., medication dosages) • Use a calculator effectively • Write number in records accurately
EMOTIONAL STABILITY	<ul style="list-style-type: none"> • Establish therapeutic boundaries • Provide patient with emotional support • Adapt to changing environment/stress • Deal with the unexpected (e.g., patient going bad, crisis) • Focus attention on task • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (e.g., grief) • Demonstrate sound mental health to safely engage in the practice of pre-hospital care • Avoid demonstrating personal stress or frustration when dealing with others • Demonstrate professional and ethical standards of practice under stressful and ideal conditions

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ADDITIONAL INFORMATION

It is strongly recommended that Paramedic Science Program applicants use appointment manager on-line or contact the Program Chair at (219)464-8514 ext 3091 to make an appointment to meet and review the admissions and selection process.

If you have recently moved or had a name change, a Change of Information form must be completed. Forms are available at the Registrar's Office.

DISABILITY SERVICES INFORMATION

“The Office of Disability Support Services (DSS) provides assistance to students, who qualify for reasonable accommodation under the Americans with Disabilities Act (ADA), and Sections 504 and 508 of the Rehabilitation Act. Reasonable accommodations may be granted, based upon verification with appropriate documentation, for chronic illnesses, neurological conditions, learning disabilities, psychiatric illnesses, mobility impairments, and other conditions or impairments that limit one or more of life's major activities. Please refer to the College's [Documentation Guidelines](#) for specific information on requesting reasonable accommodations.

The mission of DSS is to provide access to College programs, services, activities, and facilities for students with disabilities; to provide student advocacy; to encourage the highest levels of academic and personal achievement; and to advocate for an accessible environment for students, faculty, staff, and visitors.” (www.ivytech.edu/dss)

The Ivy Tech Community College – Disability Services Coordinator is:
Rhonda Craig,
(219) 464-3121
E-mail: rcraig21@ivytech.edu

FOR ALL HEALTH SCIENCES STUDENTS PRIOR TO BEGINNING CLINICALS

(after admission to the program)

1. Completed physical examination and immunity documentation
2. Completed background check and drug testing
3. All mandatory training completed prior to clinical (including but not limited to):
 - a. Standard Precautions
 - b. Clinical and laboratory procedures
 - c. HIPPA and patient confidentiality
 - d. Hospital Orientation and all paperwork

Failure to submit to or pass these requirements will be grounds for exclusion or failure of the program.

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CRIMINAL BACKGROUND CHECKS AND DRUG/ALCOHOL TESTING

In order to participate at the clinical sites, CRIMINAL BACKGROUND CHECKS and DRUG/ALCOHOL TESTING must be performed and the results must be satisfactory to the clinical sites to complete this portion of the coursework. Although personal information will be kept confidential, names and results of background checks, whether positive or negative, may be shared with any affiliating clinical site for the Paramedic Science program in order to determine clinical eligibility. Some clinical sites may require you to show your criminal background check results to them. As per College policy, if clinical site placement of the student is not successful, ***“...the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.”*** Any existing clinical affiliate appeal processes will be shared with the student. The student is then responsible for managing their appeal directly with the clinical affiliate. Forms for both will be given in the first week of class.

Students are required to report any new arrests or charges after the initial background check.

ETHICS ELIGIBILITY

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment. If you should have a criminal matter in your past after you have reached age 18, whether it is recent or not, you must contact the following credentialing body for eligibility that pertains to you:

National Registry of Emergency Medical Technicians (NREMT): (614) 888-4484

www.nremt.org/nremt/About/policy_felony.asp

Indiana Department of Homeland Security: (800) 666-7784

RANDOM DRUG TESTING

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. These tests may be at the expense of the student.

******Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.***

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.***

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Admission to the College is separate from admission into the Paramedic Science program

HEALTH SCIENCE PROGRAMS ADMISSION-SELECTION PROCESSES

PROGRAM: Paramedic Science

STEP ONE: Admission to the College

- Contact the Admissions Department for College admission requirements.

STEP TWO: Admission to the Program

- **Advising:** Attend a required program information session and/or meet with a program advisor (contact your advisor for campus-specific advising requirements).
- **Prerequisites:** Complete pre-requisite requirements
 - Current Indiana EMT or NREMT certification
 - Current Healthcare Provider BLS CPR certification
 - Valid State Driver's License
 - Program course pre-requisite: APHY 101
- **Program Application:** Submit a program application prior to the established deadline date. Contact your advisor for campus-specific information on how to obtain an application packet and for campus-specific application deadline date.
- **Selection Policy:** When there are more qualified applicants than seats available, a point system will be utilized to determine who is admitted to the program.
 - Applicants having the highest points will be offered admission to the program according to the number of clinical spots available.
 - **Course Points – maximum 36 points**
 - Points will be assigned for grades earned in the first semester prerequisite courses:
A = 6 points B = 4 points C = 2 points
APHY 101
APHY 102
*ENGL 111
*MATH 1XX Mathematics elective
COMM 101 OR COMM 102
*PSYC 101 OR SOCI 111
*Points awarded for credits received by CLEP or DAN TES test out = 2 points
 - **Work Experience/Certification Points – maximum 25 points**
 - EMT, EMT-Advanced – 5 points/year
 - LPN, RN – 4 points/year
 - ACLS, PHTLS/ITLS, PALS/PEPP, AMLS – 2 points for each current certification
 - ACLS, PHTLS/ITLS, PALS/PEPP, AMLS, PI, BLS – 4 points for each Instructor certification
 - **Tie Breaker**
 - Earliest date/time that application was received.

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Check List

- Application for College Admission Approved
 - High School Transcripts or GED Scores
 - ACCUPLACER Completed or Waived
 - Developmental Courses Completed or Waived
 - APHY 101: Anatomy & Physiology I Successfully Completed or In Progress
 - Paramedic Program Application Completed with Appropriate Paperwork Attached
 - Completed Point Calculation Sheet
 - Completed Education History Sheet
 - Completed Employment History Sheet
 - Signed and Dated Information and Application Acknowledgement Sheet
 - Copy of Current Indiana EMT-Basic/Advanced Certification
 - Copy of Current AHA Healthcare Provider CPR or Professional Rescuer
 - Copy of Valid Operator/Driver's License
 - Copy of Current Advanced Certifications/Licensures/Registries
 - Application Deadlines
 - April 1st for Fall Program Start
 - October 1st for Spring Start
-

SELECTION TO THE PARAMEDIC PROGRAM

All applications will be reviewed for completion when received. Information on application will be checked and verified. All applications will be held up to 30 days prior to semester start before notification of acceptance. If there are more applicants than available spots, applications will be ranked using a selection process that will be available upon request. Applicants will be given 10 days after being notified of acceptance to confirm their intent to enter the program, after which their spot in the class will be offered to the next candidate.

For questions or further information, contact Jeff Lawley
at 219-309-3873 or jlawley1@ivytech.edu

Paramedic Science Program Application

Date: _____

Student ID: _____ Driver's License Number: _____

Last Name: _____ First, MI: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Ivy Tech E-mail Address: _____

Applicant Signature: _____

Emergency Contact

Name: _____ Relationship: _____

Address: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Certifications

(Attach copies)

AHA-CPR Healthcare Provider Card Expiration Date: _____

Indiana EMT Certification Number: _____ Expires: _____

Other Certifications (ACLS; PHTLS/ITLS; PALS/PEPP; AMLS) with Expiration Dates:

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Point Calculation

A = 6 points B = 4 points C = 2 points

If you are currently enrolled in a course, please leave "grade received" and "points" fields blank to be filled out by program

Course Title	Grade Received	Points
IVYT 1XX: Student Success Elective		
*APHY 101: Anatomy & Physiology I		
APHY 102: Anatomy & Physiology II		
MATH 1XX: Quantitative Reasoning Elective		
ENGL 111: English Composition		
COMM 101: Fundamentals of Public Speaking OR COMM 102: Introduction to Interpersonal Communications		
Humanistic & Artistic Ways of Knowing Elective OR Social & Behavioral Ways of Knowing Elective		

****Prerequisites to be completed prior to beginning Paramedic Science program***

EMT, EMT-Advanced – 5 points/year

LPN, RN – 4 points/year

ACLS, PHTLS/ITLS, PALS/PEPP, AMLS – 2 points/each current certification

ACLS, PHTLS/ITLS, PALS/PEPP, AMLS, PI, BLS – 4 points/each Instructor certification

Copies of all current certifications/licensures/registries must be attached to application

Certification/Licensure/Registry	Years/No. of Certs	Points
EMT; EMT-Advanced		
LPN; RN		
ACLS; PHTLS/ITLS; PALS/PEPP; AMLS		
Instructor ACLS; PHTLS/ITLS; PALS/PEPP; AMLS; PI; BLS		

— FOR HEALTH SCIENCES OFFICE USE ONLY —

Total Points: _____

Verified By: _____ **Date:** _____

Education History

High School Attended: _____

City: _____ State: _____

Received (*circle one*): Diploma GED

EMT Course Attended: _____

City: _____ State: _____

Instructor: _____

Date Attended: _____ to _____ Date Certified: _____

Higher Education: _____

City: _____ State: _____

Field of Study: _____ Degree: _____

Additional Education: _____

(You must provide proof of educational background)

Employment History

Most Recent Employer: _____

Street Address: _____ City/State: _____

Supervisor: _____ Phone: _____

From: _____ To: _____ Reason for Leaving: _____

Next Employer: _____

Street Address: _____ City/State: _____

Supervisor: _____ Phone: _____

From: _____ To: _____ Reason for Leaving: _____

Next Employer: _____

Street Address: _____ City/State: _____

Supervisor: _____ Phone: _____

From: _____ To: _____ Reason for Leaving: _____

Next Employer: _____

Street Address: _____ City/State: _____

Supervisor: _____ Phone: _____

From: _____ To: _____ Reason for Leaving: _____

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Information and Application Acknowledgement

PLEASE READ CAREFULLY

I have read and understand the "Paramedic Sciences Application Information Packet" for the Paramedic Science Program at Ivy Tech Community College – Valparaiso.

I understand that I am accountable for the information contained within the packet and agree to contact program faculty with questions that I may have regarding any information contained within the packet. I accept responsibility for the contents therein.

I fully understand that if I do not comply with the guidelines within the packet that my application may be incomplete and I will not be considered for admittance into the program.

I certify that all information given by me on this application is correct and that any misstatement of fact is grounds for non-selection or immediate dismissal from program.

I give permission for Ivy Tech Community College – Valparaiso to take whatever steps are necessary to verify the information I have given them.

I understand that my admission and continuation in the program is contingent on my fulfillment of all program requirements.

I will not hold Ivy Tech Community College – Valparaiso or any of its agents responsible for my failure to provide information or fulfill my obligations for acceptance or completion of this program.

Printed Full, Legal Name

Legal Signature

Date

Ivy Tech Community College - Valparaiso
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Mail your application materials to[†]:

Ivy Tech Community College
PARM Application
3100 Ivy Tech Drive
Valparaiso, IN 46383

Or you may drop it off at the School of Health Sciences Office, D169,
or email to jlawley1@ivytech.edu

APPLICATION DEADLINES:

For Fall Program Start: April 1st

For Spring Program Start: October 1st

[†] *We recommend mailing via Certified Mail, Priority Mail, or a similar service with a delivery confirmation system*