

University of South Alabama Department of EMS Education
New Student Packet

Dear Prospective Student,

Thank you for your interest in the University of South Alabama's Emergency Medical Services certificate and degree programs. At USA EMS Education, most of our courses are offered each semester and we have no waiting list. Our Paramedic Certificate program is designed to be completed in five (5) semesters. The first semester is EMT, the second is Advanced EMT, and the following three are Paramedic courses. We look forward to having you join our program.

Your first step as a prospective student is to complete an application for admission to the University of South Alabama. You will need to request all transcripts from high school or other colleges be sent to USA by following the directions as outlined by the Admissions Department. You may apply online for a fee of \$35.00 by visiting USA's Admissions website at:
<https://www.southalabama.edu/department/admissions/>.

Once you have been accepted to the university, fill out, complete, and return the required documentation and paperwork. The EMS Student Paperwork Packet includes a checklist of entry requirements. **The drug screen and background check are required to be completed prior to registration for certificate program. The remaining documents listed on the checklist are required and must be submitted to our department by the end of week 2 of the Spring and Fall semester and by the end of week one in the Summer semester. Due to this requirement, students will not be allowed to register for EMS certificate courses after classes begin.**

Please see the following additional information:

- 1.

5. Clinical uniform: All students will wear our department's clinical uniform on their scheduled lab days and while representing our department during clinical internship hours. The uniform consists of our department shirt (see details above), navy pants, black socks, and black non-skid shoes.
6. National Registry Exam: At the completion of each semester our students who have successfully passed the courses at their level will schedule and take the National Registry Exam. After passing the exam, students can apply for their state license at the level of completion. National Registry Exams are taken after the EMT, Advanced EMT and Paramedic semesters.

Further questions will be answered in your New/Transfer Student Orientation session **OR** advising appointment. Students who are required to register for an Orientation Session by the university **DO NOT** need to schedule an additional advising as you will meet with advisors at your orientation.

Turn in required documentation for advising and entry into the program to the Admissions Secretary, Marla Snell, at mmsnell@southalabama.edu or fax to 251-461-1823. **As soon as you have turned in all required documents an advising appointment will be scheduled for you.** If you have other questions not addressed in this packet you may call our office at 251-461- 1832.

If you are interested in bachelor's courses, or are an existing Param2(s)10.6 /TT0 (5)-9 (1)T-8.R:(g)12.9 22.6 (e)15S r rue

University of South Alabama Department of EMS Education

New Student Checklist

Drug screen and background check through CastleBranch is required to be complete prior to and advising appointment being scheduled. The remaining items on the list below must be turned in to the Admissions secretary by the end of week 2 for Spring and Fall semesters and by the end of week 1 in the Summer semester. If all entry requirements are not met by the deadline,

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Student Data Sheet

Mark with an x beside appropriate answer or fill in the blanks and fill out completely

Semester: Fall Spring Summer Year: 20__

Name _____ Date of Birth ___/___/___ Male Female

Home Address _____ City _____ State _____ ZIP _____

Campus Address (if applicable) _____ City _____ State _____ ZIP _____

Telephone _____ Email _____

FAX _____ Cell Phone _____ Additional Contact Number _____

White American Asian American African American Hispanic American Native American Other

USA Student Number_J00 _____ Last 4 digits of Social Security Number _____

Highest level of completed education _____ High School Graduate Yes No GED Completed Yes No

ACT Score _____ Current Major _____ Current GPA _____

Degree Seeking Yes No (If yes, what major) _____

Mark courses being taken this semester with an X:

112: EMT

214: Intro to EMS Cardiology

113: EMT Skills Lab

216: PT Assess/MGT

115: EMT Clinical Internship

217: Paramedic Clinical Internship I

140: Advanced EMT

240: EMS Special Pops

141: Advanced EMT Skills Lab

242: Paramedic Emergency Care I

143: Advanced EMT Clinical Internship

244: Paramedic Emergency Care II

200: Human Systems/Pathology

245: Paramedic Skills Lab

210: Medical Terminology

247: Paramedic Clinical Internship II

212: Paramedic Foundations

295: Paramedic Field Internship

297: Comprehensive Review and Exams

Employer Name _____ Position _____

Contact Person _____ Contact Number(s) _____

Emergency Contact and Telephone Number(s) _____

University of South Alabama Department of EMS Education
Essential Function Requirements

1. Physical Demands

- a. Have the physical ability to walk, climb, crawl, bend, push, pull or lift and balance over less than ideal terrain

University of South Alabama Department of EMS Education
Drug and Background Screening Policy

Admission to the EMT, Advanced EMT, or Paramedic courses will be contingent on a satisfactory background check and a negative drug screen. Results of these must be submitted prior to being cleared to register for courses.

The student will incur the cost of both the drug screen and background check. The drug and background screening package requires an initial fee that is subject to change. Additional fees may be required based on residency history.

All background checks and drug screens are required to be submitted through CastleBranch. Information on how to submit this requirement can be found on page 1 of the new student packet.

All records of the background check and drug screen will be maintained by 0.9 (a)-1.611.04 72 487.08 (be)-1.7 (m)7JEM

University of South Alabama Department of EMS Education
Clinical Rotation Site Regulations

Students entering EMS 113 & EMS 115, EMS 141 & 143 and/or EMS 217, 245, 247, 295:

All EMS students on any rotation are required to wear their clinical uniform. Shirts must be neatly tucked; uniform must be clean and neatly pressed when worn. Navy blue pants, black belt, black socks, and black shoes or black boots are required. If you choose to wear black shoes, the soles must be slip resistant. Shoes and boots must be neatly tied. Baseball caps are not allowed to be worn.

- Name and level badge. Your badge must be in plain view at all times while on a clinical site. This is a state regulation.
- Students will keep their hair clean and neatly groomed. Note: Students must keep hair pulled up for safety reasons.
- Facial hair is authorized provided that it is well groomed at all times. If you choose not to wear a mustache or beard, you must be clean shaven whenever at a clinical site.
- Visible body jewelry, earrings and bracelets are prohibited for all students while on rotations; necklaces are allowed but must be worn under clothing and not outside of shirts.
- Students will report on time and be rested and ready to participate in the daily activities; sleeping while on rotation is prohibited.
- Students will participate in all medical training classes when appropriate.
- Students will be respectful and courteous to all preceptors and other staff members.
- Students will not argue, threaten, or refuse to obey the rules of the precepting site and must not

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Verification of Health Insurance

I understand the University of South Alabama and the Department of Emergency Medical Services (EMS) requires that all students have verification of current health/hospitalization/accident insurance while enrolled in EMT classes.

I understand I am responsible for all personal health care expenses including expenses resulting from accident, illness or injury while I am engaged in any course activity required by the Department of EMS. Neither the Department of EMS, nor the clinical agency is responsible for these expenses.

I realize that as a student I am required to maintain health care insurance comparable to the University of South Alabama's Student Accident and Sickness Insurance Plan.

This is to advise the Department that I am currently covered under the following health insurance policy and that the policy will be in effect during my entire clinical course (copy of insurance card provided):

INSURANCE COMPANY: _____

POLICY HOLDER (SUBSCRIBER): _____

If the insurance is not the University of South Alabama's Student Accident and Sickness Insurance Plan, it is my opinion that the above coverage is roughly equivalent to that provided under the University of South Alabama's Student Accident and Sickness Insurance Plan.

Student Name (Print)

Jag Number

University of South Alabama Department of EMS Education

Memorandum of Understanding

Departmental Entry Requirements:

- 1. Incoming students must turn in the following documents prior to registering for classes:**
 - a. Background check and drug screen through CastleBranch
- 2. Students must turn in the following documents by the previously stated deadlines:**
 - a. Current State EMS license if applicable
 - b. Current Health Insurance Card
 - c. Photo I.D.
 - d. Current TB Skin Test-must be updated yearly; TB skin tests are given in two parts.
The initial reading is done 48-72 hours after placement.
 - e. Current FLU/H1N1 vaccination, must be updated yearly
 - f. Must have started Hep B series and will complete it within 6 months. Positive Hep B titer

Progression Requirements:

1. I understand that falsification of information on applications or other material of the University and/or the EMS Program shall be grounds for dismissal.
2. I understand that as a student in the EMS Program at the University of South Alabama, I must maintain an 80% average in each EMS class in which I am enrolled. I realize that if my average is below 80% at the completion of any EMS course, I will be required to repeat that course. I understand that I will have only one opportunity to successfully repeat any failed EMT course. Course withdrawals will be recorded as either passing or failing. Any “Withdrawal-Failing” will be considered a course failure for course readmission purposes.
- 3.

11. I understand that

6. I understand that I am required to abide by the rules and regulations of the clinical/field agency in which the clinical component of each course is performed. Failure to do so may result in dismissal from the program and a grade of “F” or “U” for the course assigned.
7. I understand that evaluation materials, i.e. clinical evaluations with instructor notations and counseling forms, will be maintained in my student folder. I also understand that upon my request, I have the right to see any information that is retained in my student folder.
8. I understand that inadequate clinical performances such as falsification of clinical documents, exceeding scope of practice, misconduct on clinical sites, or lack of clinical judgment, constitutes failure of the appropriate EMS level regardless of didactic average. I understand I may be allowed to repeat the clinical requirements one time for successful completion.
9. I understand that due to the nature of the clinical education received in the EMS Program, that there are risks involved in completing clinical internships with clinical affiliates of the EMS Program at the University of South Alabama. I fully understand that I am not required to involve myself in any activity that, in my opinion, would be potentially dangerous. I will not hold the University of South Alabama, any of USA’s employees, any other EMS student, any clinical preceptor, or any EMS Program Clinical Affiliate responsible for any injury incurred as a result of my participation in this educational program.
10. I understand that during my EMS clinical education, I may come in contact with potentially infectious diseases through the handling of blood and bodily fluids. I understand infection control

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Flu Policy

I understand that due to my occupational exposure to sick patients, it is important to my health as well as for my patients' health that I be immunized against flu.

The College of Allied Health Professions requires that all students performing clinical rotations at area hospitals and EMS service agencies to have been immunized against the flu.

University of South Alabama STUDENT HEALTH CENTER
TUBERCULOSIS (TB) SCREENING QUESTIONNAIRE

NAME: _____ DOB: _____ JAG# _____

Please answer the following questions:

- Have you ever had a positive TB skin test? Yes No
- Have you ever had close contact with anyone who was sick with TB? Yes No
- Have you ever been vaccinated with BCG? Yes No
- Were you born in one of the countries listed below and arrived in the U.S. within the past 5 years? * **(If yes, please CIRCLE the country)** Yes No
- Have you ever traveled** to/in one or more of the countries listed below? **(If yes, please CHECK the box next to the country/countries)** Yes No

Afghanistan Algeria Angola Anguilla Azerbaijan Argentina Armenia
 Bahamas Bahrain Bangladesh Belarus Belize Benin Bhutan Bolivia
Bosnia & Herzegovina Botswana Brazil Brunei Darussalam Bulgaria Burkina Faso
Burundi Cambodia Cameroon Cape Verde Central African Rep Chad China
Comoros Congo Congo DR Cote d'Ivoire Croatia Dominican Republic Djibouti
Ecuador Equatorial Guinea Egypt El Salvador Eritrea Ethiopia Estonia Fiji
French Polynesia Gabon Gambia Georgia Ghana Guam Guatemala Guinea
Guinea-Bissau Guyana Haiti Honduras