Our Mission
The Emergency Medical Services (EMS) Education Program at Collin College provides quality initial and continuing education in Emergency Medicine to the citizens, industries, fire departments and EMS agencies of its service delivery area by evaluating quality of instruction, utilizing employer surveys, student feedback, student examinations and advisory committee input. We are dedicated to the student who desires knowledge in emergency medicine. The Collin College EMS Education Program provides an environment conducive to learning, including state of the art facilities, along with outstanding faculty and skills instructors.

Our Vision
The Collin College EMS Education Program will be the educational institution of choice for the Dallas/ Fort Worth metropolitan area students preparing for, or continuing, careers in Emergency Medical Services.

Collin Core Values
We have a passion for: ● Learning ● Service and Involvement ● Creativity and Innovation ● Academic Excellence ● Dignity and Respect ● Integrity. Contact us at:

Collin College EMS Professions, Central Park Campus
Cary A. Israel Health Science Building, Office H128
2200 West University Drive    McKinney, Texas  75071
Office 972.548.6530    Fax 972.548.6556    www.collin.edu/ems

Accreditation
The Collin County Community College District EMS Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs

Commission on Accreditation of Allied Health Education Programs
1361 Park Street    Clearwater, FL 33756
727.210.2350    www.caahep.org

In addition, the Collin County Community College District EMS Paramedic Program is in compliance with the Texas Department of State Health Services.
**Welcome**

Thank you for your interest in the Collin College Paramedic Program. The program combines state-of-the-art equipment with knowledgeable and streetwise instructors to provide a broad knowledge base for effective Emergency Medical Services. This ensures that students possess the skills and knowledge necessary to perform in a variety of emergency situations once their education is complete. EMS training at the Paramedic level is not for everyone. It requires dedication, discipline and physical and mental fitness. Potential EMS workers should be aware that they will be charged with the responsibility of saving the lives of critically ill or injured patients. Therefore, students in the program are held to very high standards.

**Paramedic Characteristics**

A paramedic must be a confident team leader, accepting both the high degree of responsibility required and the challenge of the position. The paramedic must have excellent clinical judgment and reasoning skills, the ability to prioritize decisions rapidly, a high level of self-control, the ability to develop patient rapport, the ability to interview hostile patients, and the ability to communicate with diverse multi-cultural groups of all ages. Paramedics must be able to function independently at peak levels under stress, while remaining calm and assuming a leadership role. A desire to work with people and the ability to meet the physical, cognitive and affective requirements demanded by the position are critical.

**Functional Position Description**

**Introduction**

The following functional position description for the paramedic is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

**Qualifications**

To qualify for EMS certification or licensure an individual must successfully complete a Texas Department of State Health Services approved course and achieve competency in each of the psychomotor skills. In addition the individual must achieve a passing score on the National Registry of EMT’s examination.

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills require a high school education or equivalent.

EMS personnel must have the:

- ability to communicate verbally via telephone and radio equipment
- ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- ability to interpret written, oral and diagnostic forms of 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

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*Collin County Community College District is an equal opportunity institution and provides education and employment opportunities without discrimination on the basis of race, color, religion, sex, national origin, age, disability or veteran status in accordance with federal law.*
f. ability to function efficiently throughout an entire work shift
g. ability to calculate weight and volume ratios and read small print, both under life 
    threatening time constraints
h. ability to read and understand English language manuals and road maps
i. ability to accurately discern street signs and address numbers
j. ability to interview patient, family members and bystanders
k. ability to document, in writing, all relevant information in prescribed format in light of 
    legal ramifications of such, and
l. ability to converse in English with coworkers and hospital staff as to status of patient.

*EMS personnel should possess good manual dexterity, with the ability to perform all tasks related 
  to highest quality patient care. Ability to bend, stoop and crawl on uneven terrain and ability to 
  withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The 
  ability to work in low light, confined spaces and other dangerous environments is required.*

**Description of Tasks**

1. Receives call from dispatcher, responds appropriately to emergency calls, reads maps, 
   may drive ambulance to emergency site, uses most expeditious route and observes traffic 
   ordinances and regulations
2. 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
3. May use equipment (based on competency level) such as but not limited to, defibrillator, 
   electrocardiograph, performs endotracheal intubation to open airway and ventilate 
   patient, inflates pneumatic anti-shock garment to improve patient’s blood circulation or 
   stabilize injuries
4. Assists in lifting, carrying, and transporting patient to ambulance and on to a medical 
   facility
5. Reassures patients and bystanders, avoids mishandling patient and undue haste, and 
   searches for medical identification emblem to aid in care
6. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques 
   and appliances, radios dispatcher for additional assistance or services, provides light 
   rescue service if required, provides additional emergency care following established 
   protocols
7. Complies with regulations in handling deceased persons, notifies authorities, and 
   arranges for protection of property and evidence at scene
8. Determines appropriate facility to which patient will be transported, reports nature and 
   extent of injuries or illness to the facility, asks for direction from hospital physician or 
   emergency department
9. Observes patient in route and administers care as directed by physician or emergency department or according to published protocol
10. Identifies diagnostic signs that require communication with facility
11. Moves the patient into the emergency facility from the ambulance
12. Reports verbally and in writing concerning observations about the patient, patient care at the scene, patient care in route to facility and provides assistance to emergency department staff as required
13. Maintains familiarity with all specialized equipment, and
14. Replaces supplies, sends 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, gasoline, water in battery and radiator and tire pressure.

**Americans with Disabilities Act**

The Americans with Disabilities Act does not exempt the student from the Functional Position Description requirements. These requirements are viewed as essential to the job. However, whenever possible, reasonable accommodations will be made to students with disabilities. The Collin College EMS Program uses the rules of the Texas Department of State Health Services along with the National Registry of EMTs, as a template with provision for accommodations provided. Students must speak with the instructor within the first class session in order to be considered for accommodation. It is the student’s responsibility to contact the ACCESS office at 972-881-5898 and show legitimate documentation of the disability by the third day of class.

The following is a sample list of accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the *Functional Position Description*. These include, but are not limited to:

1. **Students are not allowed additional time for skills with specific time frames.**
   a. Patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

2. **Students are not allowed unlimited time to complete a written exam.**
   a. This request is not considered unreasonable because a candidate should be able to complete a test within a finite amount of time.
   b. Students will be allowed a maximum of time and one-half to complete written exams.

3. **Students are not allowed to have written exams given by an oral reader.**
   a. The ability to read and understand small English print is an essential function of the profession and written exams are designed, at least in part, to measure that ability.

4. **Students are not provided a written exam with a reading level of less than grade eight.**
   a. The EMS profession requires a reading level of at least grade eight to work safely and efficiently.
5. Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.
   a. Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
   b. Student must be able to understand and converse in medical terms appropriate to the profession.

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<th>NREMT 1st Attempt Written Exam</th>
<th>NREMT Overall Written Exam</th>
<th>NREMT 1st Attempt Practical Exam</th>
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<td>81%</td>
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Spring Semester Start
Accelerated paramedic class begins each January and meets every weekday 8:00 a.m. – 5:00 p.m. with clinical rotations occurring on Fridays-Sundays as needed. Class lasts approximately 7.5 months. This class is designed for career fire fighters and preference will be given first to the Collin County fire department personnel, then other career fire fighters. The remainder of the class up to twenty-four (24) students will be filled with other students.

Fall Semester Start
Paramedic class meets Monday, Tuesday & Thursday evenings 6:00 p.m. – 10:00 p.m. and two (2) Saturdays per month beginning with the fall semester and lasts approximately 14 months.

For both day and night classes, there are three clinical courses that meet on non-class days at area hospitals and other facilities throughout the program and students must complete a minimum of ten (10) shifts every third day on an ambulance near the end of the program.

Clinical Orientation attendance is mandatory, without exception.
Any student not present and on time during the clinical orientation meeting will be dropped from the program.

The Collin College Paramedic Program is limited to 24 students for each cohort; alternates will be selected. The selection process is competitive; therefore, all materials submitted must be complete and accurate. Selection will be determined by completeness of the application packet and personal interview scores. Assessment exam scores will break any tie scores.
Collin College does not provide health/major medical coverage. Students are responsible for any personal medical expenses incurred, including illness and injury.

Paramedic Class Orientation attendance is mandatory, without exception. Any student not present and on time during the class orientation meeting will be dropped from the program.

Financial Aid
For financial aid and veterans’ information at Collin College, please visit the following website: http://www.collin.edu/gettingstarted/financialaid

Paramedic Program Application
Paramedic program applications will be available every March for the fall semester and every August for the spring semester. Applications can be downloaded from www.collin.edu/ems and must be returned in person to the EMS Program Office in room H128 Monday-Friday 8:00a.m.-5:00p.m.

Paramedic Program Eligibility Requirements
Below you can find information on all requirements and prerequisites to be accepted into the Paramedic Program.

To be eligible for the paramedic program you must:
Apply and be accepted as a Collin College student prior to the paramedic application deadline.

All Applicants MUST:

1. complete an EMS application for the Paramedic Program
2. complete the Collin College Application at https://apply.collin.edu/AxiomWeb_PROD/Login.aspx?SourceID=4 and provide the college with all the required documents. (After your Collin College application is accepted you will receive an email with a list of required documents for the college.)
   a. make sure you check the box for “AAS” in the Intended Academic Goal section classes on:
      https://apply.collin.edu/AxiomWeb_PROD/Login.aspx?SourceID=4
   b. For Major-Certificate: select “Emergency Medical Services.”
3. be a current NREMT, Texas EMT or higher OR be a current Collin EMT student who will sit for the National EMT Exam prior to their first paramedic clinical. Students who do not obtain EMT certification prior to the start of clinical will be dropped from the program.
   NOTE: Out-of-state EMS providers should allow at least 12 weeks when applying for the Texas EMT reciprocity with the Texas Department of State Health Services, Office of EMS & Trauma Systems.
4. obtain a Current American Heart Association Basic Life Support (BLS) or American Red Cross Health Care Provider CPR card. Note: other CPR cards are NOT accepted.
5. have their skills verified if they have not completed their EMT at Collin College within one year of the application date. You will be given your skills exam date and time when you
submit your completed application.
6. have an acceptable background inquiry, and
7. be in academic good standing with a cumulative GPA of 2.0 or higher.

**Required Documents for the Application Process:**

1. **Signed, Personal Statement** – This statement gives you an opportunity to indicate your unique qualities and professional goals to be a Paramedic. This statement must be created with a word processor, should be no longer than one typed page, must be printed and submitted as a part of the application packet.
2. Two (2) professional letters of recommendations, preferably in a sealed envelope. Letters can be addressed ‘To Whom It May Concern.’ Letters can be from qualified health care providers, EMS instructors, supervisors or persons currently employed in the Fire and EMS professions, or a past employer.
3. Copies of **ALL** College Transcripts. Please submit your High School Diploma (or transcript)/or GED completion if you have not yet attended college.
4. Paramedic applicants must complete the AccuPlacer EMS Math, Reading, and Writing assessments at the Central Park Campus Testing Center. (Minimum scores are 78 for Math, 78 for Reading, and 4 for Writing.)
5. Applicants will also need to register/pay for, and complete the PSB Health Occupations Aptitude Examination. Dates and information about the PSB can be found in the current paramedic application. **Please Note:** These assessments are specifically designed for our programs and are not the same as the college entrance exams. The paramedic program is a limited admissions program and uses the results from these assessments to make program admissions decisions. **You must have the testing center print your exam results for you to attach to your application.**

**Personal Interview (mandatory):**
Applicants who submit a completed application packet will be assigned an interview date and time. This interview is similar to an employment interview. Interviews are conducted in a group setting with a panel of interviewers. Each applicant will answer each question and be scored on the quality of their answer. The top-scoring applicants will be accepted into the program.

**Required EMS Clinical Documentation (including immunizations):**
The Collin College Department of EMS utilizes an online database, CastleBranch, for a required clinical background inquiry as well as tracking health records. Students, upon acceptance into the program, will be required to initiate this background inquiry and upload the following documentation prior to the start of clinical rotations.

1) **Deadline Date.** Your deadline date to initiate your clinical background check and to have all required documents uploaded into the CastleBranch Web site will be given to you at a later date in class.
2) **Required Clinical Documentation:**
   i) **Proof of current Personal Health Insurance Coverage.** Upload a copy of the front and back of the card along with verification telephone number and expiration date. Be sure the card shows your name; if not, contact your insurance company
for a letter of proof of coverage. You must keep your personal health coverage current throughout the clinical period.

i) **CPR Certification.** See “Apply to the EMS Program,” No. 3 (a) on page one.

ii) **Verification of the following Immunizations:**

(a) **Seasonal Flu vaccine.** One of the following is required: documentation of a flu shot administered during the current flu season OR a declination waiver.

(b) **Tetanus/Diphtheria/Pertussis (TdaP)** Upload documentation of a TdaP booster within the past ten years. The renewal date will be set for ten years from the administered date of the booster.

(c) **Measles/Mumps/Rubella (MMR).** One of the following is required: two vaccinations OR positive antibody titer for all three components (lab report required). If series is in process, submit first vaccine and a new alert will be created for you to complete series. If the titer is negative or equivocal, new alerts will be created for you to receive one booster shot and provide a second titer.

(d) **Varicella.** One of the following is required: Two vaccinations OR positive antibody titer (lab report required). If series is in process, submit first vaccine and a new alert will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to receive one booster shot and provide a second titer.

(e) **Complete Hepatitis-B vaccination series.** (One of the following is required: Three vaccinations OR a positive antibody titer (lab report required) OR declaration waiver. If the titer is negative or equivocal, new alerts will be created for you to receive one booster shot and provide a second titer.

(f) **Hepatitis A (recommended, not required)**

(g) **TB Test (PPD)** One of the following is required within the past twelve months: A negative one-step test OR negative T-Spot blood test OR Quantiferon TB Gold Test OR if positive results, submit clear chest X-ray report.

* Immunity status must be documented, where available, by either serologic immunization (serum titer) showing positive immunity towards the specific diseases listed or proof of immunization. **Proof of immunization records must be from an official medical or government source.**

** All EMS education students are required to have received either the complete Hepatitis-B vaccination series or provide proof of serologic immunization in order to attend hospital clinicals and MICU internships. The vaccination series is a three to four shot series that may take six (6) to twelve (12) months to complete. Immunizations can be administered according to the CDC at zero (0), one (1) and six (6) months OR days zero (0), seven (7) and thirty (30) along with a booster at twelve (12) months. Students are further required to provide proof of completion of the vaccination series on schedule. Individuals unable to receive the HBV must inform the program coordinator. In such cases, the applicant must sign a declination form. **All immunizations must be complete by the deadline date prior to the first clinical visit. Questions
regarding immunizations should be directed to the EMS Education Coordinator at 972-548-6530.

Collin College Admissions Meningitis Vaccination Requirement
Texas State Law requires most new students under the age of 22 entering a higher education institution to show proof of having the vaccine 10 days prior to the start of the term. For more information visit www.collin.edu/meningitis. Note: The meningitis vaccination is required by Collin College as part of admission to the college.

Background and Drug Screen:
A background inquiry report will be made in connection with your acceptance into the EMS Education Program at Collin College. You will be given instructions to access the on-line background Web site after you have begun classes. An unacceptable background report will be cause for dismissal from the program. If you have questions regarding what is or is not an acceptable background, contact these agencies: TDSHS 512-834-6700; NREMT 614-888-4484.

1. A drug screen is required of all EMS Education students. A supervised Substance Abuse Panel-10 drug screen will be performed on students at a time specified by the Instructor, the Clinical Coordinator or the EMS Education Coordinator. Note: Students, upon acceptance into the program, should be prepared to pay online with a credit card for the drug screen. The cost of the screening is approximately Thirty Dollars ($30).

Graduation Requirements
In order to receive a course completion certificate and be eligible for National Registry testing, paramedic students must:

1. have a minimum of 75% on each EMS course Final Exam
2. have a minimum 80% average at the completion of each EMS course along with a Clinical/Internship final grade of a minimum 70%
3. successfully pass the end of program Medication Mastery Exam with a minimum of 75%
4. successfully complete all applicable classroom, clinical and field internship requirements
5. complete and document all applicable patient contact requirements
6. demonstrate and document skills competence as required in the laboratory, clinical, and field settings, Paramedic students must have a complete NREMT-PPCP including graduation report – 100%
7. have entered all shift, patient, skill and lab data in FISDAP
8. demonstrate and document overall cognitive, psychomotor, and affective competence to the satisfaction of the faculty, program Coordinator, Clinical Coordinator, clinical and field internship preceptors, and Medical Director
9. discharge all financial obligations to the EMS Education Program and to the College
10. not be under investigation or subject to disciplinary action for violation of EMS Education Program or College rules, regulations, or policies
11. return any books, equipment, and other materials borrowed from the Department or the College, and
12. fill out and submit an Application for Certificate of Completion to the Admissions and Records Office.

Note: All paramedic program entrance and graduation requirements are subject to change.

**Paramedic Program Estimated Cost**

*Note: Tuition, fees, textbooks, etc. are payable by semester.*

**Tuition (42 credit hours):**

- $1932 In county ($46/hr)
- $3696 Out of County ($88/hr)

*Note: This estimate includes a mandatory $2.00 student fee. Please refer to the following Web site for more detailed information: [https://www.collin.edu/gettingstarted/bursar/tuition.aspx](https://www.collin.edu/gettingstarted/bursar/tuition.aspx)

**Fees and Supplies:**

- $140 FISDAP Fee (one-time fee)
- $30 CastleBranch Immunization and Tracking Fee (self-pay, one-time fee)
- $255 Lab Fees: $24/class
- $30 Drug Screen Fee (self-pay)
- $26 Liability Insurance (required for field internship and clinical rotations)
- $1,000 Textbooks (includes required and recommended textbooks, online workbook and testing program)
- $350 Uniforms (two sets of uniforms are recommended @ $175/each)
- $150 Equipment (blood pressure cuff, stethoscope, etc.) *You will need a high quality stethoscope such as a Littman.*

**$ 1981 Total Fees and Supplies**

$(self-pay) Medical Insurance: All students must purchase their own individual insurance and present proof of insurance. Temporary student insurance is available from various insurance providers of your choice. (self-pay)

**Total Estimated Cost:**

- $3913 In County (does not include personal health/medical insurance)
- $5677 Out of County (does not include personal health/medical insurance)

*Please note that these are rough estimates. Student costs may be less or more, depending on students’ uniform/equipment choices, buying vs. renting textbooks, cost of personal medical insurance, etc.*