



Paramedic Training Program

2019-2020 Cohort

Who: Any student who has successfully completed an EMT training program

When: Class/Lab: January 22, 2019 – July 30, 2020

- Tuesday/Thursday evenings from 6 - 9:30 PM
- Two Saturdays per month 8:30 AM – 4:30 PM

Please see page 7 for proposed schedule

Mandatory Orientation: Tuesday January 8, 2019
6:00 PM – 8:00 PM

Where: Haywood Community College Public Service Training Facility located at 186 Armory Drive, Clyde NC 28721

Pre-Requisite

- High school diploma or equivalent
- Successful completion of Accuplacer placement test :
 - Write Placer NC_DAP
 - NC-DMA 010-030

See pages 5-6 of this booklet for additional information

Co-requisite Approved Anatomy and Physiology course must be completed prior to January 1, 2020.

Instructions:

1. Review the enclosed information.
2. Complete placement testing.
3. Complete the registration form and Essential Functions Attestation form.
4. Contact Bill Faust at 828-565-4103 or wefaust@haywood.edu to schedule an appointment to complete the process. Bring the following:
 - Completed registration form and Essential Functions Attestation form
 - Proof of successful EMT Class completion
 - Placement test scores
 - High school diploma or equivalent

Paramedic Program Anticipated Tuition, Fees, and Materials

To the best of our ability, we have determined that the total cost to participate in this program will be approximately **\$2,262.50**. The following information provides the breakdown of student expenses.

Tuition- Term 1	\$180.00
Tuition- Term 2	\$180.00
Fees	\$559.50
Books/ online support (list price)	\$1,083.00
Materials (approximate cost)	\$260.00
Total cost of program:	\$2,262.50

Explanation of Fees:

Fees Term 1

Description	Fee
Technology	\$5.00
Paramedic Lab	\$100.00
Malpractice Insurance	\$44.00
Accident Insurance	\$1.25
Emergency Service Supply (cards)	\$14.00
Platinum Planner/Testing	\$170.00
Total	\$334.25

Fees Term 2

Description	Fee
Technology	\$5.00
Paramedic Lab	\$100.00
Malpractice Insurance	\$44.00
Accident Insurance	\$1.25
Emergency Service Supply (cards)	\$75.00
Total	\$225.25

Explanation of Materials:

Materials	Approx. Cost
2 Uniform Shirts	\$60.00
2 pair EMS pants- Navy blue or BDU or uniform pants	\$100.00
Castlebranch Background Check, Drug Screen, Compliance Tracker	\$100.00
Total	\$260.00

Explanation of Books/ Card Fees:

Books	Approx. Cost	Card Fee
Paramedic online access/ e-text	\$604.00	\$0.00
Fast and Easy ECGs	\$77.00	\$0.00
ACLS/ PALS Handbook	\$28.00	\$7.00
PALS	\$0.00	\$7.00
AMLS	\$72.00	\$15.00
PHTLS	\$74.00	\$15.00
PEPP	\$85.00	\$0.00
GEMS	\$73.00	\$10.00
Neonatal Resuscitation	\$70.00	\$35.00
Total	\$1,083.00	\$89.00

Scholarship applications are located at the end of this packet. We encourage all students to apply for either or both opportunities!

Book Information Semester 1:

- *Emergency Care in the Streets, Eighth Edition Premier Package*. American Academy of Orthopaedic Surgeons (AAOS)/ Jones and Bartlett Publishers. ISBN: 9781284137217.
 - <http://www.jblearning.com/cart/Default.aspx?bc=13721-7&ref=psg&coupon=25PER18>
 - **Important note: We do not recommend purchasing this access code from anywhere other than the publisher. You may not receive access to the correct program and/or an active access code.**
- *Fast and Easy ECGs*. Bruce Shade. ISBN: 9780073519753
 - <https://www.mheducation.com/highered/product/fast-easy-ecgs-self-paced-learning-program-shade/0073519758.html>
- *AHA Handbook of ECC for HealthCare Provider* AHA. ISBN: 9781616693978

Book Information Semester 2:

- *Advanced Medical Life Support, Second Edition Advantage Access*. NAEMT. ISBN: 9781284040920.
 - <http://www.jblearning.com/cart/Default.aspx?bc=04092-0&ref=psg&coupon=25PER18>
- *Geriatric Education for EMS (GEMS)*. NAEMT/ American Geriatrics Society. ISBN: 9781449641917.
 - <http://www.jblearning.com/cart/Default.aspx?bc=4191-7&ref=psg&coupon=25PER18>
- *Pediatric Education for Prehospital Providers (PEPP), 3rd edition*. American Academy of Pediatrics. ISBN: 9781284133035.
 - <http://www.jblearning.com/cart/Default.aspx?bc=13303-5&ref=psg&coupon=25PER18>
- *Prehospital Trauma Life Support, Ninth Edition*. NAEMT. ISBN: 9781284171471
 - <http://www.jblearning.com/cart/Default.aspx?bc=17147-1&ref=psg&coupon=25PER18>
- *The Textbook of Neonatal Resuscitation, Seventh Edition*. American Academy of Pediatrics. ISBN: 9781610020244.
 - <https://shop.aap.org/textbook-of-neonatal-resuscitation-7th-edition-paperback/>

Test Review

Reviewing for the test may reduce or eliminate the need for multiple levels of developmental coursework, which can save you time and money. Students are strongly encouraged to study before testing. A list of test preparation resources are listed below:

- ◆ A printed study guide for the NC_DAP is available in Student Services.
- ◆ [Download a PDF version of the NC DAP Study Guide](#)
- ◆ The NC DAP web-based study app is now free for all students.
- ◆ YouTube.com (search for Accuplacer)
- ◆ Khan Academy
- ◆ Test Prep
- ◆ Cool Math
- ◆ Algebra Help

Test Day (Photo ID required)

- ◆ Arrive 10-15 minutes early, come rested and prepared to do your best.
- ◆ Please do not bring any supplies such as a calculator, food, beverages, notebooks, textbooks, etc. Cell phones need to be turned off and will be stored in Testing Locker.
- ◆ The only electronic devices allowed during the testing sessions are those that have been approved by the Disability Counselor.

Purpose of Test

The North Carolina Diagnostic Assessment & Placement Test (NC_DAP) is a custom version of the College Board's ACCUPLACER. This test is used to place students into the appropriate English and/or math courses. If the scores place the student into developmental coursework numbered below #100, the student must complete the developmental coursework before enrolling in college level English and/or math courses. There are two major components of the NC_DAP Reading/ English/Writing and Math. Both components are administered on a computer. The test is untimed except for the essay portion with a two hour time limit.

Disability Accommodations

Test accommodations are available for students with documented disabilities. Call (828) 627-4504 to schedule a time to discuss your concerns with the Disability Counselor. Prior to scheduling your testing appointment, you will need to provide documentation to the Disability Counselor for accommodation arrangements.

Schedule Test

The ACCUPLACER NC_DAP is offered Monday-Thursday at 9 am and 3 pm in Student Services. Applicants must make an appointment for the test by calling (828) 627-4607. There is no fee for the test. The average time to complete the entire test is 4-5 ½ hours.

Test Results and Confidentiality

After completion of the test, you will receive a printed score report and a counselor will discuss your scores.

Your test scores will only be available to the College Board, HCC, and NCCCS to meet their requirements.

NC_DAP ACCUPLACER Placement Testing Information



Haywood Community
College 185 Freedlander
Drive
Clyde, North Carolina 28721

Test Appointment (828-627-4607)

Date: _____

Time: _____

Type of Test: _____

Photo ID is required to take the test

The Testing Center is located in Building
1500- Student Center, Student Services

◆ Diagnostic Reading, Revising, & Editing & Write Placer NC_DAP

- ◆ Reading- 30 questions- main idea/summary, supporting detail, vocabulary, organization, inference, point of view, purpose, & tone.
- ◆ Revising and Editing Writing- 20 questions- transitions, sentence combining, revising sentences, topic sentences, grammar, word choice, sentence structure.
- ◆ Write Placer- 6 characteristics– purpose & focus, organization and structure, development and support, sentence variety & style, mechanical conventions, & critical thinking. (300-600 word essay)

Diagnostic Math NC_DAP

Total of 72 questions with 6 subject areas

- ◆ Operations with Integers
- ◆ Fractions & Decimals
- ◆ Proportions, Ratios, Rates & Percentages
- ◆ Expressions, Linear Equations, & Linear Inequalities
- ◆ Graphs & Equations of Lines
- ◆ Polynomials & Quadratic Applications

Test Taking Tips

- ◆ Get plenty of rest and eat before testing
- ◆ Arrive a few minutes early, go to rest-room and gather your thoughts before testing.
- ◆ Take your time, read the directions carefully
- ◆ You must answer each question
- ◆ Stay relaxed
- ◆ A calculator is built into the test for specific questions.

Retest Policy

◆ Students who score within the range below may retest after 2 weeks of the initial testing. Students are strongly encouraged to study before retesting. If eligible, students may retest ONCE in the applicable section of the Accuplacer NC_DAP. The HIGHEST test scores will be used for placement.

◆ **NC-DAP test scores will expire after 5 years.** (NCCCS Memo CC-005).

Reading & English NC DAP

Score Range	Course Placement
<103	*CCR (Adult Edu.)
104-116	DRE 096
117-135	DRE 097
136-150	DRE 098
113-150	Eligible to Retest
151	ENG 111

*If “cut score” in reading is below 104, students must complete training in College & Career Readiness department prior to enrolling in diploma or associate program.

Math NC_DAP

Score Range	Course Placement
1	CCR (Adult Edu.)
2-6	DMA 010
1-6	DMA 020
1-6	DMA 030
1-6	DMA 040
1-6	DMA 050
1-6	DMA 060

Average of 5 or higher Eligible to retest on all 6 modules

Remote Testing

◆ If you do not live within a reasonable driving distance to HCC, please contact your local community college to see if they are willing to administer the placement test for HCC. Second, provide the contact information to the HCC Testing Administrator by calling (828) 627-4607.

Test Exemptions

The placement test (or parts of it) can be waived with the following criteria:

1. **Multiple Measures Placement**- NC High School graduate within the last 5 years **with** a un-weighted GPA of 2.6 + GPA **and** completion of 4 math courses (a list of eligible math courses may be obtained by contacting the Enrollment Management Office). Transcripts must be evaluated by HCC to determine Multiple Measures eligibility.

2. **Previous ASSET, COMPASS, or Accuplacer scores** not more than 5 years of enrollment term

3. **SAT/ACT** scores are not more than 5 years of enrollment term.

ACT scores English=18+, Math=22+, Reading=22+

SAT scores

Prior to March 2016: Critical

Reading=500+, Writing=500+, Math=500+

After March 2016: Evidence Based Reading/Writing=480+, Math=530+

PLAN scores Reading=18+, English=15+, Math=19+

PSAT scores Reading=47+, English=45+, Math=47+

4. **Previous College-Level Courses**- successful completion of English and math courses with a grade of “C” or higher from an accredited institution. Transcripts must be evaluated by HCC.

5. **AP Credits**– successful completion of AP English and/or math courses and respective examination with grades of (3) or higher. (collegeboard.org/ap)

Tentative Schedule:

Dates highlighted in yellow are Saturday sessions

Month	Day	Start	End	Course Session	Text Chapter
Term 1					
Jan	22	18:00	21:30	Medical Terminology	7
Jan	24	18:00	21:30	A&P	8
Jan	29	18:00	21:30		
Jan	31	18:00	21:30	Pathophysiology	9
Feb	2	8:30	12:00		
Feb	2	13:00	14:00	EMS Communications	5
Feb	2	14:00	16:30	Documentation	6
Feb	5	18:00	21:30	Patient Assessment	11
Feb	7	18:00	21:30		
Feb	12	18:00	21:30		
Feb	14	18:00	21:30		
Feb	16	8:30	12:00	Airway Management and Ventilation	15
Feb	16	13:00	16:30		
Feb	19	18:00	21:30		
Feb	21	18:00	21:30		
Feb	26	18:00	21:30		
Feb	28	18:00	20:00	EXAM 1	
Feb	28	20:00	21:30	Principles of Pharmacology	13
Mar	2	8:30	12:00		
Mar	2	13:00	16:30		
Mar	5	18:00	21:30	Medication Administration	14
Mar	7	18:00	21:30		
Mar	12	18:00	21:30		
Mar	14	18:00	21:30		
Mar	16	8:30	12:00		
Mar	16	13:00	16:30	Emergency Medications	
Mar	19	18:00	21:30		
Mar	21	18:00	21:30		
Mar	26	18:00	21:30		
Mar	28	18:00	21:30		
Mar	30	8:30	12:00	Respiratory Emergencies	16
Mar	30	13:00	16:30		
Apr	2	18:00	21:30		
Apr	4	18:00	21:30		
Apr	9	18:00	21:30	Respiratory Distress/ Failure Scenarios	
Apr	11	18:00	21:30		
Apr	13	8:30	12:00		
Apr	13	13:00	16:30		
Apr	16	18:00	21:30	EXAM 2	

				Clinical: IV Team, Respiratory Therapy, OR/LAB	
Apr	18	18:00	21:30	Gynecological Emergencies	22
Apr	23	18:00	21:30	Obstetrics	41
Apr	25	18:00	21:30		
Apr	27	8:30	12:00		
Apr	27	13:00	16:30	Neonatal Care	42
Apr	30	18:00	21:30		
May	2	18:00	21:30		
May	7	18:00	21:30		
May	9	18:00	21:30	Behavioral Emergencies	28
May	11	8:30	12:00	Scenario Evaluations	
May	11	13:00	16:30		
May	14	18:00	21:30		
May	16	18:00	21:30		
May	21	18:00	21:30		
May	23	18:00	21:30	EXAM 3	28
				Clinical: OB/neonatal, Psych	
May	28	18:00	21:30	Dysrhythmias: Intro & Sinus Dysrhythmias	17
May	30	18:00	21:30	Atrial Dysrhythmias	
Jun	4	18:00	21:30	Junctional Dysrhythmias	
Jun	6	18:00	21:30	Ventricular Dysrhythmias	
Jun	8	8:30	12:00	Heart Blocks and Paced Rhythms	
Jun	8	13:00	16:30	Dysrhythmia Review	
Jun	11	18:00	21:30	12-Lead	
Jun	13	18:00	21:30		
Jun	18	18:00	21:30		
Jun	20	18:00	21:30		
Jun	22	8:30	10:30	EXAM 4	
Jun	22	10:30	12:00	Cardiovascular Emergencies	
Jun	22	13:00	16:30		
Jun	25	18:00	21:30		
Jun	27	18:00	21:30		
Jul	2	18:00	21:30	Responding to the Field Code/ ACLS	39
Jul	9	18:00	21:30		ACLS
Jul	11	18:00	21:30		
Jul	16	18:00	21:30		
Jul	18	18:00	21:30		
Jul	20	8:30	12:00		
Jul	20	13:00	16:30	Chest Pain/ Cardiac Emergency Scenarios & ACLS written exam	
Jul	23	18:00	21:30		
Jul	25	18:00	21:30		
Jul	30	18:00	21:30		
Aug	1	18:00	20:00	EXAM 5	18
				Clinical: Cardiac care	

Aug	1	20:00	21:30	Neurology	
Aug	3	8:30	12:00		
Aug	3	13:00	16:30		
Aug	6	18:00	21:30	Abdominal and GI	20
Aug	8	18:00	21:30		
Aug	13	18:00	21:30	Endocrine	23
Aug	15	18:00	21:30		
Aug	17	8:30	12:00		
Aug	17	13:00	16:30	Immunological	25
Aug	20	18:00	21:30		
Aug	22	18:00	21:30		
Aug	27	18:00	21:30	Toxicology	27
Aug	29	18:00	21:30		
Sep	3	18:00	21:30	Med Scenarios: Stroke, Sz, Abdominal, Diabetic, Allergic/Anaphylaxis, OD	
Sep	5	18:00	21:30		
Sep	10	18:00	21:30		
Sep	12	18:00	21:30		
Sep	14	8:30	12:00		
Sep	14	13:00	16:30		
Sep	17	18:00	20:00	EXAM 6	
Sep	17	20:00	21:30	Pediatrics/ PALS w/ exam	43
Sep	19	18:00	21:30		PALS
Sep	24	18:00	21:30		
Sep	26	18:00	21:30		
Sep	28	8:30	12:00		
Sep	28	13:00	16:30		
Oct	1	18:00	21:30		
Oct	3	18:00	21:30		
Oct	8	18:00	21:30	Geriatrics	44
Oct	10	18:00	20:00	EXAM 7	
Oct	10	20:00	21:30		
Oct	12	8:30	12:00	Diseases of the EENT	19
Oct	12	13:00	16:30	Genitourinary and Renal	21
Oct	15	18:00	21:30	Hematologic	24
Oct	17	18:00	21:30	Infectious Diseases	26
Oct	22	18:00	21:30	Pt with Special Challenges	45
Oct	24	18:00	21:30		
Oct	26	8:30	12:00		
Oct	26	13:00	16:30		
Oct	29	18:00	21:30	Scenario Evaluations: Peds, Geri, Special Needs	
Nov	5	18:00	21:30		
Nov	7	18:00	21:30		
Nov	9	8:30	12:00		

Nov	9	13:00	16:30		
Nov	12	18:00	21:30		
Nov	14	18:00	21:30	EXAM 8	
				Clinical: Peds, Geriatrics	
Nov	19	18:00	21:30	Trauma Systems Mechanism of Injury	29
Nov	21	18:00	21:30	Bleeding	30
Nov	23	8:30	12:00	Soft Tissue Trauma	31
Nov	23	13:00	16:30	Burns	32
Nov	26	18:00	21:30	Face and Neck	33
Dec	3	18:00	21:30	Head and Spine	34
Dec	5	18:00	21:30	Chest Trauma	35
Dec	7	8:30	12:00		
Dec	7	13:00	16:30	Abdominal and Genitoruinary	36
Dec	10	18:00	21:30	Orthopedic	37
Dec	12	18:00	21:30	EXAM 9	
Dec	17	18:00	21:30	Scenarios: Hemmorrhage, Blunt Trauma, Penetrating Trauma, Burns	
Dec	19	18:00	21:30		
Jan '20	2	18:00	21:30		
Jan '20	4	8:30	12:00		
Jan '20	4	13:00	16:30		
Jan '20	7	18:00	21:30		
				Clinical: Burn/ ED	
Jan '20	9	18:00	21:30	Management and Resuscitation of the Critical Patient	40
Jan '20	14	18:00	21:30		
Jan '20	16	18:00	21:30	TERM 1 FINAL EXAM	
				Term 2	
Jan '20	18	8:30	12:00	Environmental	38
Jan '20	18	13:00	16:30	Workforce Safety and Wellness	2
Jan '20	21	18:00	21:30	Critical thinking and critical decision making	12
Jan '20	23	18:00	21:30	Incident Management and MCI	47
Jan '20	28	18:00	21:30		
Jan '20	30	18:00	21:30		
Feb '20	4	18:00	21:30	Vehcile Extrication and Special Rescue	48
Feb '20	6	18:00	21:30		
Feb '20	11	18:00	21:30	HAZMAT	49
Feb '20	13	18:00	21:30	Disaster Response	51
Feb '20	18	18:00	20:00	EXAM 10	
Feb '20	18	20:00	21:30	Crime Scene Awareness	52
Feb '20	20	18:00	21:30		
				Clinical: Truck as 3 rd	
Feb '20	25	18:00	21:30	Scenarios: Environmental, MVC, Disaster, Crime Scene, Shock	
Feb '20	27	18:00	21:30		
Mar '20	3	18:00	21:30		

Mar '20	5	18:00	21:30		
				Capstone Field Time	
Mar '20	10	18:00	21:30	EMS Systems	1
Mar '20	12	18:00	19:30	Public Health	3
Mar '20	12	19:30	21:30	Med Legal Ethical	4
Mar '20	17	18:00	21:30		
Mar '20	19	18:00	21:30		
Mar '20	24	18:00	21:30	Life span development	10
Mar '20	26	18:00	21:30	Transport operations	46
Mar '20	31	18:00	21:30		
Mar '20	2	18:00	20:00		
Apr '20	2	20:00	21:30	Terrorism	50
Apr '20	7	18:00	21:30	EXAM 11	
Apr '20	9	18:00	21:30	AMLS	AMLS
Apr '20	14	18:00	21:30		
Apr '20	16	18:00	21:30		
Apr '20	21	18:00	21:30		
Apr '20	23	18:00	21:30	AMLS Exam (quiz grade)	
Apr '20	28	18:00	21:30	PHTLS	PHTLS
Apr '20	30	18:00	21:30		
May '20	5	18:00	21:30		
May '20	7	18:00	21:30		
May '20	12	18:00	21:30	PHTLS Exam (quiz grade)	
May '20	14	18:00	21:30	PEPP	PEPP
May '20	19	18:00	21:30		
May '20	21	18:00	21:30		
May '20	26	18:00	21:30		
May '20	28	18:00	21:30	PEPP Exam (quiz grade)	
Jun '20	2	18:00	21:30	NRP	NRP
Jun '20	4	18:00	21:30		
Jun '20	9	18:00	21:30	GEMS	GEMS
Jun '20	11	18:00	21:30		
Jun '20	16	18:00	21:30	GEMS Exam (quiz grade)	
Jun '20	18	18:00	20:00	EXAM 12	
Jun '20	18	20:00	21:30	NR Skills	
Jun '20	23	18:00	21:30	NR Skills	
Jun '20	25	18:00	21:30	NR Skills	
Jun '20	30	18:00	21:30	NR Skills	
Jul '20	2	18:00	21:30	NR Skills	
Jul '20	7	18:00	21:30	NR Skills	
Jul '20	9	18:00	21:30	TSOP Practice	
Jul '20	14	18:00	21:30	TSOP Evals	
Jul '20	16	18:00	21:30	TSOP Evals	
Jul '20	21	18:00	21:30	TSOP Evals	

Jul '20	23	18:00	21:30	TSOP Evals	
Jul '20	28	18:00	21:30	Exam Review	
Jul '20	30	18:00	21:30	<i>FINAL EXAM</i>	

EMERGENCY MEDICAL SERVICE CANDIDATE ESSENTIAL FUNCTIONS

(For Emergency Medical Responder, Emergency Medical Technician, Advanced EMT, and Paramedic)

Qualified Emergency Medical Service (EMS) candidates must meet the following essential functions.

FUNCTION 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 (eg, IV poles)• Reach below waist (eg, 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 (eg, IV tubing, pencil)• Write legibly with pen or pencil• Key/type with efficiency and accuracy (eg, use a computer)• Pinch/pick or otherwise work with fingers (eg, manipulate a syringe)• Twist (eg, turn objects/knobs using hands)• Squeeze with finger (eg, eye dropper)
PHYSICAL ENDURANCE	<ul style="list-style-type: none">• Stand (eg, at patient side during therapeutic procedure and sometimes in adverse weather)• Sustain repetitive movements (eg, CPR)• Maintain physical tolerance (eg, work entire shift)• Squat or kneel through procedures
PHYSICAL STRENGTH	<ul style="list-style-type: none">• Push and pull 25 pounds (eg, position patients)• Support 25 pounds (eg, ambulate patient)• Lift 25 pounds (eg, pick up child, transfer patient)• Move light object weighing up to 10 pounds (eg, IV poles)• Move heavy objects (weighing from 11-50 pounds)• Protect self against combative patient• Carry equipment/supplies from place to place as needed from procedures• Use upper body strength effectively (eg, perform CPR, physically restrain a patient)• Squeeze with hands (eg, operate fire extinguisher)• Lift patients from ground to stretcher (weighing up to 250 pounds with assistance of one to two additional persons)• Lift patient on stretcher into ambulance (weighing up to 250 pounds with assistance of one to two 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 (eg, response to an emergency)• Climb (eg, 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 (eg, person-to-person report)• Hear faint voices (eg, distressed or weakened patient)• Hear faint body sounds (eg, blood pressure sounds, assess lung sounds)• Hear in situations when not able to see lips (eg, when masks are used)• Hear auditory alarms (eg, monitors, fire alarms, call bells)
VISUAL	<ul style="list-style-type: none">• See small objects up to 20 inches away (eg, information on a computer screen, skin condition)• See objects up to 20 feet away (eg, patient in a room)• See object more than 20 feet away (eg, patient at end of hall)• Use depth perception for effective functioning• Use peripheral vision for effective functioning• Distinguish color (eg, color codes on supplies, charts, bed)• Distinguish color intensity (eg, flushed skin, skin paleness)

FUNCTION CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE
TACTILE	<ul style="list-style-type: none"> • Feel vibrations (eg, palpable pulses) • Detect temperature (eg, skin solutions) • Feel differences in surface characteristics (eg, skin turgor, rashes) • Feel differences in sizes, shapes (eg, palpate vein, identify body landmarks) • Detect environment temperature (eg, check for drafts)
SMELL	<ul style="list-style-type: none"> • Detect odors from patient (eg, foul smelling drainage, breath odor, 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 prehospital care • Accept correction and redirection in a professional manner and adjust appropriately
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Teach (eg, patient/patient family about healthcare) • Explain procedures • Give oral reports (report on patients' condition to others) • Interact with others positively and professionally (eg, healthcare workers, faculty/staff and fellow students) • Speak clearly on the telephone/radio for effective communication • Effectively influence people (eg, giving safety instructions or leading a team) • Effectively direct activities of others (eg, leading another through a triage task) Convey information through writing (eg, progression notes)
ANALYTICAL SKILLS	<ul style="list-style-type: none"> • Transfer knowledge from on 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 psychomotor skills • Sequence information, events, and activities accurately
READING & ARITHMETIC COMPETENCE	<ul style="list-style-type: none"> • Read and understand written documents (eg, policies, protocols) • Read and understand columns of writing (eg, flow sheet, charts) • Read and understand digital displays • Read and accurately interpret graphic printouts (eg, ECG) • Calibrate equipment accurately • Convert numbers to and/or from the Metric System accurately • Read graphics (eg, vital sign sheets) • Tell time accurately in military time • Measure time and keep running record (eg, count durations of contractions, etc.) • Count rates and keep a running record (eg, drips per minute, pulse) • Use measuring tools (eg, thermometer) • Read and record measurement marks accurately (eg, measurement tapes, scales, etc.) • Add, subtract, multiply, and/or divide whole numbers accurately • Compute fractions and decimals accurately (eg, medication dosages) • Use a calculator effectively • Write numbers in records accurately

FUNCTION CATEGORY

**REPRESENTATIVE
ACTIVITY/ATTRIBUTE**

EMOTIONAL STABILITY

- Establish therapeutic boundaries
- Provide patient with emotional support (eg, compassion)
- Adapt to changing environment/stress
- Deal with the unexpected (eg, patient deteriorating, crisis)
- Focus on attention task (eg, situational awareness)
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (eg, grief)
- Demonstrate sound mental health to safely engage in the practice of prehospital care
- Avoid demonstrate professional and ethical standards of practice under stressful and ideal conditions

Emergency Medical Service Candidate Essential Functions Attestation

Category	Function	Yes	No	If no, please explain
Mobility	1. Have physical stamina to stand and walk for 8+ hours in a clinical or field setting			
	2. Can stand on both legs, move about freely, and maneuver in small spaces. <i>Physical disabilities must not pose a threat to safety of the student, faculty, patients, or other healthcare workers.</i>			
Flexibility	1. Can bend the body downward and forward by bending at the spine and waist.			
	2. Can flex and extend all joints freely			
Strength	1. Can raise objects from a lower to a higher position or move objects horizontally from position to position. <i>This factor requires the substantial use of the upper extremities and back muscles.</i>			
	2. Possess mobility, coordination and strength to push, pull or transfer heavy objects. (Strength to lift 50 lbs. frequently and 125 lbs. or more occasionally).			
Fine Motor Skills and Hand/Eye Coordination	1. Possess manual dexterity, mobility, and stamina to perform CPR			
	2. Can seize, hold, grasp, turn, apply pressure and otherwise work with both hands.			
	3. Can pick, pinch, or otherwise work with fingers			
Auditory Ability	1. Possess sufficient hearing to assess patient's needs, make fine discrimination in sound, follow instructions, and communicate with other healthcare workers. <i>Please comment if corrective devices are required</i>			
Communication	1. Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information, and instructions accurately.			
	2. Able to read, comprehend, and write legibly in the English language			
Interpersonal Skills	1. Able to interact purposefully and effectively with others.			
	2. Able to convey sensitivity, integrity, respect, compassion, and a mentally healthy attitude			
	3. Oriented to reality and not mentally impaired by mind altering substances			
	4. Able to function safely and effectively during high stress periods			

Students requesting accommodations to meet these criteria must inform the Emergency Medical Service (EMS) Training Coordinator upon registration. Student will be referred to the Haywood Community College ADA Counselor for additional assistance.

Students with disabilities must maintain the same responsibility for their education as students who do not have disabilities. This includes maintaining the same academic levels, maintaining appropriate behavior and giving timely notification of any special needs. Utilize accommodations available to you; asking for assistance is not a sign of weakness or dependence. It is our goal to help you achieve your educational pursuits.

Upon reading and reviewing the Essential Functions, I have selected the appropriate boxes above attesting to my ability to perform the indicated function area. I further understand that I may be required by the EMS faculty to be re-evaluated if deemed necessary based on my ability to perform essential functions during the program, for retention, and progression through the program.

Please mark the box that reflects your ability to perform the EMS Candidate Essential Functions and sign below:

I currently have the ability to perform the Essential Functions

I currently am unable to perform the Essential Functions indicated without accommodations.

Signature

Date

Printed name

Please complete both sides of this registration form in its entirety.

Student Information

Last Name		First Name		M. I.	Maiden Name
Mailing Address		City	State	Zip Code	County
Primary Phone		Secondary Phone		Business Phone	
SSN (Public Safety Requirement)		Date of Birth (MM/DD/YYYY)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Are you a full time NC resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		High School Name		Employment Status	
Ethnic Origin <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic Select One or More Races: <input type="checkbox"/> American/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> White		Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Graduation Date _____ GED <input type="checkbox"/> Adult High School <input type="checkbox"/> 1-Year Vocational Diploma <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher		<input type="checkbox"/> Retired (R) <input type="checkbox"/> Unemployed – not seeking (UN) <input type="checkbox"/> Unemployed Seeking (US) <input type="checkbox"/> Employed 1 – 10 Hours (E1) <input type="checkbox"/> Employed 11 – 20 Hours (E2) <input type="checkbox"/> Employed 21 – 39 Hours (E3) <input type="checkbox"/> Employed 40 or more hours per week (E4)	
				E-mail Address	

Tuition Waiver Information (for affiliated first responders)

Select the box that best identifies your role in a tuition-waived agency: <input type="checkbox"/> Firefighter-Volunteer (CEVFR) <input type="checkbox"/> Firefighter- County/State/Municipal (CEPFR) <input type="checkbox"/> EMS Responder- Volunteer (CEVRS) <input type="checkbox"/> EMS Responder- County/State/Municipal (CEPRS) <input type="checkbox"/> Law Enforcement/ Corrections (CEPLW) <input type="checkbox"/> Public Safety Dispatcher- County/State/Municipal (CEPRS)	
Agency Name: _____	

Course Information

Course Number EMS 4400 (2019-2020)		Course Title Paramedic Term 1		Cost of Class \$180	Fees \$ 334.25
Date 1/22/19	Time 18:00	Location HCC PSTF 9126		Days T/Th/Sat	

Please Flip Over and Complete the Remainder of the Registration on the Back 

SIGNATURE: _____ **DATE:** _____

By signing this form, student agrees the information above is true and accurate and the legal residence given for tuition purposes is as shown. Student agrees to abide by the HCC Policies and Procedures and the Student Code of Conduct. Unprofessional behavior can place student's participation in jeopardy and will be viewed as grounds for dismissal. A complete guide to conduct can be viewed here:

http://www.haywood.edu/policies_and_procedures/policy/6/7 Student agrees to allow HCC to publish photographs, video footage and personal information pertaining to news releases or other publications or media normally considered to be that of a two-year college unless a disclaimer has been filed with the Director of Enrollment Management.

I agree that my signature attests that I am actively affiliated with the public safety agency listed and that I hold the job classification indicated.

Deliver completed registration paperwork to:
HCC Public Services Training Facility, office #9119
186 Armory Drive, Clyde NC 28721

Mail completed registration paperwork to:
HCC EMS Training
185 Freedlander Drive
Clyde, NC 28721

Fax completed registration paperwork to:
828-627-8396

Email completed registration paperwork to:
HCC-EMStraining@haywood.edu



Golden LEAF Scholars Program – Two-Year Colleges 2018-19 Student Application

Instructions: Complete this application and return the completed application to the college’s Financial Aid Office.

Personal Information:

Full Name: _____

Social Security Number: _____

Home Address: _____

City, State, Zip Code: _____

E-Mail Address: _____

Phone Number: _____ Mobile number: _____

NC County of Residence: _____

Length of residence in county: ____ less than 5 years ____ 5 – 10 years ____ more than 10 years
(To be eligible for this scholarship, your permanent residence must be in an approved NC county.)

Educational Information:

College you are attending: _____

____ Occupational Continuing Education Student (must be enrolled in a credentialing program of at least 96 hours.)

Program you are enrolled in: _____

Other Information:

Have members of your immediate family worked for or owned a farming or agricultural related business now or in the past? ____ yes ____ no

Have you or members of your immediate family been employed in traditional industries such as furniture, textiles, or tobacco manufacturing? ____ yes ____ no

Has anyone in your household lost their job in the past two years? ____ yes ____ no

Has anyone in your household transitioned from a full-time job to a part-time job? ____ yes ____ no

Scholarship Application

All questions must be answered for the application to be considered.

Print legibly or type.

GENERAL INFORMATION

Name _____ SSN# xxx – xxx - _____

Mailing Address _____

County of Residence _____ Home/Cell Phone () _____

Email address _____ Do you live with your parents? Yes No

Age _____ Student’s Marital Status Single Married Separated/Divorced

Are other family members in college? Yes No If yes, who and where? _____

List your dependents and their ages _____

EDUCATIONAL AND EMPLOYMENT INFORMATION

Program of study _____

Class start date _____ Completion date _____

Previous education: HS Diploma GED/Adult High School Diploma College graduate

Name of high school _____ Are you a veteran? Yes No

Are you working now? Yes No If yes, how many hours per week? _____

Employer’s name _____ Position _____

INCOME INFORMATION- Complete in full so that we can have an idea of your family’s financial situation. Please provide a copy of your 2017 taxes, if available.

1. Student/spouse’s 2017 Income (include wages, unemployment benefits etc.) _____
2. Student/spouse’s 2017 Non-Taxable Income (child support, Social Security, etc.) _____

