



ST. JOHN'S UNIVERSITY

EMERGENCY MEDICAL SERVICES INSTITUTE

PARAMEDIC ORIGINAL COURSE 29

PRE-ADMISSIONS PACKET

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|--------------------------------|-------------------------------------------------------------------|
| REGISTRATION ENDS: | FEBRUARY 1, 2021 |
| MANDATORY ORIENTATIONS: | MARCH 8, 2021 AND MARCH 10, 2021 |
| CLASSES BEGIN: | APRIL 21, 2021 |
| NYS WRITTEN EXAM: | AFTER 03/02/22 STUDENTS WILL BE NOTIFIED BY NYS DOH EMS BUREAU |

ADMISSION PROCESS

The SJU EMS Institute is committed to training a highly qualified workforce that reflects the diversity of the New York metropolitan region. All applicants will receive consideration without regard to race, color, national origin, sex, age, political affiliation, non-disqualifying physical handicap, sexual orientation, and any other non-merit factor.

Documentation of Program Eligibility to Be Provided At Start of Course

Course registration closes on **Monday, February 1, 2021**.

If you have not previously furnished these materials, you must do so by **Monday, February 1, 2021**.

1. **Paramedic on-line course application.**
2. Payment of \$200 **NON-REFUNDABLE** application fee. Payable via money order or bank check only made out to St. John's University.
3. **EMT Certification:** Provide a copy of your current New York State EMT certification. NYS EMT certification must be maintained throughout Paramedic education program or the student will be dismissed.
4. **High school diploma, certifications of completion, GED, or transcripts, and college transcripts:** provide copies of all applicable documents
5. **Valid Driver's License, State Issued Identification Card or Valid Passport:** Provide copy. If you do not have either of these, other government issued photo IDs will be accepted.

If you have not previously furnished the following materials, you must do so by **Monday, April 12, 2021**. **Students not submitting these documents by this date will not be allowed to enter the program.**

1. **Third Party Background and Drug Panel Screening:** All candidates must pass a background check and drug screening administered by an independent third party. This must be done **AFTER Friday, January 1, 2021**. The cost of this check and screening will be the responsibility of the student. Any positive results on the drug screening will be grounds for denial of admission. Any positive results on the background investigation will be reviewed by the program director. The link to the background check/drug screening is will be provided after the student registers and pays the non-refundable application fee.
2. **Health Insurance:** Students must maintain private health insurance throughout the Program, and furnish proof thereof. Students are responsible for all payment for medical care related to exposure/ injuries/illnesses.
3. **Proof of successful passage of a basic physical examination conducted AFTER Friday, January 1, 2021.** Physical **MUST** be in the same calendar year the course begins not more than 3 months from the start of the course. The SJU Physical Examination Report must be signed by a licensed healthcare provider and specify that you have no physical limitations that would impede your participation in the Program, including eligibility to be mask fit tested.

When applications for a course exceed the number of available seats, each applicant will be ranked in numerical order base of the following criteria:

| EMT Certification | | 911 Ambulance Experience | | Educational Experience | |
|---------------------|----|--------------------------|----|---------------------------|---|
| 0 – 6 months | 0 | 0 – 6 months | 0 | High School Diploma / GED | 1 |
| 6 months – 1 year | 1 | 6 months – 1 year | 1 | College Credits | 2 |
| 1 year – 18 months | 2 | 1 year – 18 months | 2 | Associate Degree | 3 |
| 18 months – 2 years | 3 | 18 months – 2 years | 3 | Bachelor Degree | 4 |
| 2 years – 3 years | 4 | 2 years – 3 years | 4 | Graduate Degree | 5 |
| 3 years – 5 years | 5 | 3 years – 5 years | 5 | | |
| 5 years – 7 years | 6 | 5 years – 7 years | 6 | | |
| 7 years – 9 years | 7 | 7 years – 9 years | 7 | | |
| 9 years – 11 years | 8 | 9 years – 11 years | 8 | | |
| 11 years – 13 years | 9 | 11 years – 13 years | 9 | | |
| 13 years+ | 10 | 13 years+ | 10 | | |

EMT Certification is determined by the date of original EMT certification until the start date of the course without gaps. Any lapses in certification will be deducted for the total experience time.

911 Ambulance Experience is determined by a combination of volunteer or career EMS positions actively responding to 911 calls. Transfer and ambulance time as well as time in any other emergency services (police or fire) do not count towards active 911 ambulance experience.

Educational Experience is determined by the highest level of educational experience completed by the applicant.

In the event of a tie the higher ranking will be determined first by 911 ambulance experience, then by EMT certification and then by educational experience. If there is still a tie after this the ranking will be placed in numerical order based on their New York State EMT certification number in ascending order

Documentation of the following results and immunizations: MUST PROVIDE TITERS/LAB RESULTS

- CBC
 - Urinalysis
 - Vaccination / Immunization Records (to include polio, MMR and varicella)
 - Measles IgG (Rubeola) Antibody, Mumps IgG Antibody, Rubella IgG Antibody, Varicella IgG Antibody. **Blood titer result mandatory**
 - Hepatitis B Surface antibody. **Blood titer result mandatory**
 - Hepatitis C. **Blood titer result mandatory**
 - Tuberculosis: Within last 6 months a QFT TB Gold test or if positive a chest x-ray and results within the last year. **QFT TB Gold test is mandatory**
 - Tetanus vaccine within ten years or titer.
 - Diphtheria (tDAP) vaccine or titer.
 - Influenza vaccine for 2020-2021 strain. *Please note you will be required to receive the vaccine for the 2021-2022 strain when it becomes available.* Proof must be submitted by **Wednesday, September 22, 2021**.
4. **Complete a SJU Meningitis Form:** Form shall be completed by each candidate.
 5. **Professional Liability Insurance:** Students must maintain professional liability insurance for paramedic students throughout the Program, and furnish proof thereof to the clinical rotation sites through the clinical coordinator. Proof of professional liability insurance is due no later than, **Monday, April 12, 2021**.

PARAMEDIC ORIGINAL COURSE UNIFORM REQUIREMENTS

Students are required to be in appropriate St. John's University EMS Institute student uniform while in lecture, lab, exam and field (ambulance) rotations. They must be dressed in a professional business casual manner while they are doing clinical (hospital) rotations. Lab coats MUST be worn at all times while on clinical (hospital) rotations.

All uniform items must be clean, neat and presentable. THE INDIVIDUAL PRECEPTOR HAS THE RIGHT TO SEND THE STUDENT HOME IF HIS/HER APPEARANCE IS NOT PROFESSIONAL AND MEETING ACCEPTABLE STANDARDS.

CLINICAL ROTATIONS – All rotations **except** ambulance rotations.

- Business Casual attire to include:
 - Males: Button-down long or short sleeve shirt tucked in the pants. No ties
 - Women: Appropriate business shirt / blouse with sleeves
 - Both: Dress slacks with appropriate belt. Neat, clean and in good repair. No jeans, BDU or “work” pants.
- No more than the top shirt button shall be open on all shirts.
- Polished, clean shoes with heels not greater than 1 inch and socks must be worn.
- All black or white sneakers may be worn. Must be clean, professional “work type” sneaker. All sneakers must be approved by the clinical coordinator prior to the student wearing them to clinical rotations.
- No sandals, wedges or open toe shoes are permitted.
- Short, white lab coat with current SJU EMS Institute embroidered identification logo.
- SJU ID card on outermost garment at all times along with hospital ID if required.

Prohibited Items

- Any facial hair below the lower lip or which would interfere with N95 mask seal. This is an OSHA and JCAHO requirement. Students must comply and will be fit tested for N95 masks in accordance with OSHA 1910.134 guidelines. ***Students that for health or religious reasons cannot be clean shaven must provide their own PPE that meets the OSHA N95 respiratory standard.***
- Dangling jewelry including necklaces, bracelets or earrings.
- No visible body piercings except appropriate stud earrings.
- No hats worn inside except required religious head coverings.
- Fingernails should be clean and neatly trimmed no greater than ¼ inch so as not to interfere with patient care. Wraps, acrylic and extensions are not permitted. Fingernails must comply with clinical site and/or JCAHO standard.

FIELD ROTATIONS – BLS and ALS ambulance rotations only

- SJU EMS Institute embroidered shirt.
- Navy blue pants and black leather belt (EMS/BDU style pants may only be worn in class and on field rotations)
- Polished, clean black boots and socks. NO sneakers or shoes are permitted on field rotations.
- Ambulance rotations require each student to have with them an ANSI II reflective vest.

Optional

- SJU EMS Institute sweatshirt.
- SJU EMS Institute jacket.
- SJU EMS fleece hat or baseball style cap only.
- Navy blue or black turtleneck may be worn **UNDER** EMS Institute shirt.

Outermost garment at all times must identify the individual as a St. John's Paramedic Student

Uniforms must be ordered on first orientation day and paid for by second orientation day.

NO REFUNDS are possible for ordered uniform items since they are ordered individually for each student and embroidered.



Emergency Medical Service Institute
175-05 Horace Harding Expressway Fresh Meadows, New York 11365
(718) 990-8418

Professional Liability Insurance

ST. JOHN'S UNIVERSITY DOES NOT RECOMMEND, ENDORSE OR HAVE ANY AFFILIATION WITH ANY OF THESE COMPANIES, THEIR AGENTS OR THEIR PRODUCTS. PROFESSIONAL LIABILITY INSURANCE IS REQUIRED BY OUR CLINICAL AFFILIATES AS A CONDITION FOR USE OF THEIR FACILITIES FOR CLINICAL AND FIELD ROTATIONS. THE LINK LISTED IS TO JUST ONE COMPANY THAT HAS AGREED TO UNDERWRITE A GROUP POLICY FOR ST. JOHN'S UNIVERSITY COLLEGE OF PHARMACY AND HEALTH SCIENCES BUT YOU ARE UNDER NO OBLIGATION TO USE THIS SPECIFIC COMPANY.

Here is the link to purchase the paramedic malpractice on a direct basis (student pay to the insurance company).

Per the underwriter, students are only able to purchase coverage at limits of \$1M per incident/\$6M aggregate.

<https://access.cmfgroup.com/s/formrouter?producer=0031K00002jJxsW>

You need to purchase the policy for "PARAMEDIC STUDENT"

Here is the guide to help you answer correctly to get the appropriate policy if you choose this company:

Profession: **PARAMEDIC** (first column in alphabetical order. DO NOT select Basic/Intermediate EMT)

Filing State: **NEW YORK**

Application form: **INDIVIDUAL INSURED**

Which Product Would You Like: **Professional Liability Coverage for Allied Health Professionals**

Desired Effective date of Coverage: **April 21, 2021**

Employment Status: **STUDENT**

Name of School Currently Attending: **ST. JOHN'S UNIVERSITY**

Anticipated graduation date: **March 2, 2022**

CM&F

Individual Healthcare Practitioner Application

Student Liability: \$1,000,000 / \$6,000,000

Total Amount
\$30.00

Professional Per Claim Limit: 1,000,000
Professional Aggregate Limit: 6,000,000

Apply Details

Frequently Asked Questions

HYBRID FORMAT

What is the hybrid format?

POC 29 is scheduled to run every Monday and Wednesday from 0900 hours until 1700 hours. Didactic (lectures) presentations will be provided through interactive online synchronous presentations. This means the students are required to be available for online presentations during these hours. Psychomotor and clinical sessions which will include physical labs or clinical/field work will be conducted face-to-face at the Bartilucci Center following appropriate public health and University guidelines for student health and safety and at our various hospital and ambulance sites. Students must have video and audio online capabilities to participate in this hybrid format program. Failure to be present for any class related activity on a scheduled Monday or Wednesday between the hours of 0900 hours and 1700 hours will constitute an absence for an equivalent time. Students are required to be present for online presentations and participate in all classwork assigned during that time. During online presentations, student must have their camera function turned on and be clearly visible for the duration of the presentation. If a student is off camera or is asked a question and does not respond then the student may be marked absent from that presentation. Students that must be off camera for whatever reason, must utilize the chat feature in the online presentation and private message the instructor the reason they will be offline and for what specific time period. Students that exceed that specified time or do not return will be marked absent for that session by the instructor.

FIRST DAY

What is orientation?

Monday, March 8, 2021 from 9am – 5pm is academic orientation. You will be introduced to your core staff and administration. We will be doing NYS and SJU registration paperwork. We will be reviewing academic policies and procedures. We will review the learning management site, JB Learning, with you. We will discuss uniforms, have your ID picture taken and we will answer questions.

Wednesday, March 10, 2021 from 9am – 5pm is your clinical/field orientation. We will go over rotation requirements and skills competencies. Review the clinical guidelines, policies and procedures. Review FSDAP and order uniforms.

Both days of orientation are mandatory if you want to be in the program. If you miss either day you cannot participate in this program.

Wednesday, April 21, 2021 at 9am is your first day of class.

What do I bring to orientation?

1. Bring a pen and number 2 pencil.
2. Bring some paper or a notebook to take notes on.
3. Your uniform order form (will be emailed to you 1 week before academic orientation)
4. The \$1000 non-refundable down payment is due **Monday, March 8, 2021** to begin registration. Must be money order or bank check only.

What do I wear to orientation?

Until uniforms come in you will wear casual business attire. That means **NO** jeans, shorts, t-shirts or sneakers. A button down or polo shirt and slacks and shoes is usually what that means. Google it if you have any questions and don't know what casual business attire is. No dresses, jackets or ties. You just need to be neat, professional and comfortable.

What about tuition payments?

By **Monday, March 8, 2021**, you must have paid a minimum of \$1000 deposit, **which is non-refundable**, and if you are going into the payment plan you must register online. The deadline date for registration in the tuition payment plan will be provided to you at orientation. The payment plan consists of an initial payment + plan fee and then 10 equal monthly payments. The initial \$1000 deposit will be deducted off your total tuition. Tuition payment options include either full payment or enrollment in the payment plan. There is no financial aid or University sponsored scholarships although there are private scholarships that may be available. The St. John's University paramedic program is a continuing education program and is not a credit-bearing matriculated program of St. John's University.

Do we order uniforms at orientation?

YES! We need to order them as soon as possible. There will be select sizes for you to try on. Please review the uniform order form that will be sent to you and bring it to orientation on **Wednesday, March 10, 2021**. Uniform orders are custom embroidered for us. Depending on the size of the order, production usually takes 3-4 weeks so we will start classes by wearing casual business attire until the uniforms come in. Once uniforms arrive, they will be distributed and you will be required to wear them to all lectures, labs, exams and field rotations.

TEXTBOOKS

Do I have to order textbooks in the bundle from the publisher?

The simple answer is no, we cannot require you to order the book bundle. All we can do is offer you the experiences of previous students. Students in POC 26, 27 and 28 bought used books and some books through Amazon. Some of these books did **not** include the key codes for JB Learning Management System which is required. The books also had trouble shipping and the students had to eventually order the publisher's bundle in order to get the required material for the course. This ended up costing them more in the long run.

Are there books that are required and optional books?

Yes, there are required books that you will need either as reference or as reading assignments. You need these before the class because there is an assignment due the first day of class (Online Anatomy & Physiology program). The required books are all available directly from the publisher at a discounted price or as part of a book bundle. There are a host of other books we can recommend if you need additional help with a particular topic. We can recommend books on pharmacology, drug math, respiratory and airway management and EKG just to name a few topics. If you are having difficulty we can recommend other acceptable titles and authors for you. We suggest that you look at getting a good medical dictionary like Taber's Encyclopedic Medical Dictionary or Mosby's Dictionary of Medicine, Nursing and Health Professions. Also, Bates Pocket Guide to Physical Examinations is a book that many students find very helpful. If you want additional titles or ISBN numbers see us at orientation.

Is there a package for the AHA books?

There is no specific package for the AHA books (CPR, ACLS, PALS). In October 2020 the AHA will change all their material. You will need to order all books that have the new 2020 AHA standards. You need the BLS books for CPR refresher and the ACLS and PALS online course later in the program. Since we are an AHA Training Center we can order these books at a discount so we can take a class order if the students want.

COMPUTER ACCESS

Is there WiFi in the building?

Yes. The WiFi is St. John's restricted meaning there are restrictions set up by SJU IT Dept. in order to get it. It's free and your instructors will advise you how to access it.

Can we use laptops in class?

We have found social media including Facebook, Instagram and Twitter distracting students and those around them during lectures and that is not acceptable. If an instructor sees you on something other than a class related site during lecture you will be sent home. This goes for any electronic device (phone, tablet, etc). You should not be texting or using social media during class or lab or while on rotations. Please pay attention and do not be a distraction to others. We have a strict social and electronic media policy which will be reviewed with you during orientation.

CLINICAL ROTATIONS

Where can I do my clinical rotations?

We have clinical (hospital-based) affiliations set up with the following hospitals to meet various clinical requirements (please note that not all rotations are available at every clinical site, a list will be provided to you prior to selecting rotations).

- New York Presbyterian Queens
- Flushing Hospital Medical Center
- NYU-Winthrop Hospital
- Nassau University Medical Center
- Northwell Health – Southside Hospital
- Northwell Health – J.T. Mather Hospital

Where can I do my field rotations?

We have field (ambulance) affiliations set up with the following agencies to meet your BLS and ALS ambulance requirements. Please note that you cannot do field rotations with an agency where you volunteer or are employed.

- Medi-Sys
 - Jamaica Hospital EMS
 - Flushing Hospital EMS
- Senior Care EMS
 - Brooklyn Hospital
 - Kingsbrook Jewish Hospital EMS (BLS only)
 - Beth Israel Hospital EMS
 - St. Barnabas Hospital EMS
- Empress EMS
 - Montifiore Hospital EMS
 - Westchester Square Medical Center EMS
 - White Plains EMS
 - Mt. Vernon EMS
 - Yonkers EMS
 - New Rochelle EMS

What is FISDAP?

FISDAP is an on-line clinical/field rotation scheduling program. It allows you to select your rotations from the sites we share with other paramedic programs and prevents overbooking and duplication of shifts. FISDAP is included in the price of your JB Learning bundle.

Skills Tracking

We are currently exploring new options and online mobile solutions that will allow you to track your lab, field and clinical skills, competencies and hours on mobile devices (cell phones, tablets). As we get this new technology onboard, you will be provided with additional information.

ATTENDANCE

What do I do if I miss a class?

The Academic policy and procedure addresses this situation and will be reviewed with you during academic orientation. You are allowed 5 days of absences (10 4-hour sessions). There are no excused absences. There are mandatory days where attendance is required to meet the requirements of the program and absence on these days is not allowed under any circumstances.

What do I do if I miss a rotation?

The Academic policy and procedure addresses this situation and will be reviewed with you during clinical orientation. Any missed rotation gets counted towards your cumulative absence total.

ACADEMICS

What do I do if I fail a module exam?

Passing on module exams is 75%. If you get below a 75% on any exam you will be given a chance to review your exam and the opportunity to research the correct answers. You will be allowed to take a retest exam approximately one week later. If you fail that retest exam it is an automatic dismissal from the program.

Do I still have to pay if I drop out or get released for failing academics?

Yes. There is a point where you are entitled to a partial refund if you leave the program voluntarily in good standing. If you are dropped for attendance, academics or clinical reasons then you are not in good standing and are not entitled to any refund. The time limits for partial refund will be gone over with you during orientation. You have to realize that when it comes down to it the University is still running a business and providing you a service. If you go to any college and take a course and end up failing out or getting an F in the course you don't get your money back. All tuition and bills must be paid before you are allowed to take the final exam. Any unpaid tuition bills will be turned over to a collection agency and non-payment can affect your credit rating.

Can I go through the entire course and fail on the last day?

The reality is yes you can and yes, students have done it in the past. It is devastating to think that you can pay a large amount of money for this course and invest 12 months of your time only to fail at the very end. We will try very hard to do our best to make sure this does not happen but it is ultimately your responsibility to do the work and demonstrate to us through passing exams, completing rotation hours and skills competencies that you have the minimum basic knowledge required of an entry level paramedic. This includes both skills and knowledge. The required passing academic average to sit for the course final exam is 75%. At some point you may reach a point where it would be mathematically impossible for you to get a 75% final academic average. If you reach that point you will be released from the program. The whole paradigm based on the National EMS Standard Curriculum is that you demonstrate, and maintain, competency throughout the course.

COVID-19

How is the COVID-19 pandemic affecting this program?

Due to public health emergencies certain requirements may be implemented for the health and safety of students, staff and faculty. All students are expected to comply with all rules, regulations and requirements set forth by the University or any jurisdiction having authority to mandate such standards.

As of 08/01/2020 all students are expected to adhere to the following health & safety requirements:

1. All students must complete the COVID survey on the St. John's University Connect app each day BEFORE attending any St. John's University campus and all clinical or field rotations done as part of this program.
2. The student must show the daily survey green pass to Public Safety or any University official when requested.
3. If a student receives a red pass after completing the daily COVID survey they should not report to any St. John's University campus, clinical or field site. They should contact EMS Institute administration for further instructions.
4. Students that are symptomatic for any airborne virus, including COVID-19 should seek appropriate medical attention and not report to any St. John's University campus, clinical or field rotation. They should notify the EMS Institute administration they are symptomatic and follow the directions regarding self-quarantine.
5. Students missing a scheduled class session including any rotation due to illness must seek medical attention and provide documentation from their healthcare provider that they are able to attend classes and provide patient care in a healthcare setting. Students should not attend any class or rotation until the EMS Institute administration received and reviews this documentation with the course Medical Director.
6. All students must wear a mask covering their mouth and nose when entering and for the duration of their time in a St. John's University facility.
7. All students on clinical or field rotations shall wear a mask covering their mouth and nose and comply with any site specific requirements while on rotations.
8. While on St. John's University property all students should be aware to maintain a social distance of at least six feet when possible to another person. While wearing the proper PPE, this distance may be reduced in order to perform required practical skills that are part of the curriculum.
9. All students shall wipe down equipment before and after use utilizing the disinfectant wipes provided for such purpose.
10. Frequent handwashing and use of hand sanitizer is encouraged throughout the day when on St. John's University campuses and is mandatory before meal breaks. On clinical and field rotations this is mandatory between each patient.
11. When making patient contact in the clinical or field setting students will utilize the appropriate level of personal protective equipment warranted by the patient conditions and the likelihood of potentially infectious diseases. This PPE includes but is not limited to N95 respirators, protective glasses/goggles, disposable gloves, drape gowns and hair and shoe coverings. Gloves should be disposed of properly between each patient contact and the student should follow the CDC guidelines and/or site-specific requirements for the service life and disposal of other PPE items.

12. All paramedic students will be fit tested using OSHA 1910.134 qualitative (QLFT) fit testing protocols. Facial hair must be compliant with OSHA guidelines to allow testing and must be maintained like that for the duration of the program.

Due to public health or other emergencies, this course may be paused by order of the University or other authority having jurisdiction. If this occurs students will be advised by EMS Institute administration what actions are being taken including suspension of all face-to-face contact, suspension of all clinical and field rotations and/or the switch to an all online digital format. Additional assignments and requirements may have to be added and academic, clinical and practical skill guidelines modified or suspended to comply with new requirements and to keep students on track while distance learning. These will all be reviewed with the student if such an incident occurs.