

BAKER COLLEGE
Waiver Form - Office Copy
Emergency Medical Technician
Paramedic
Certificate

Acknowledgment Form - Limited Enrollment Programs

I have received the Health Sciences Program Information and understand each/all of the following: (Initial each line)

Health Requirements

- ☐ I may be required to provide documented proof of immunization and/or titers, current Tuberculosis (TB) test results, and other screenings pertinent to my chosen career field. I am responsible for all associated cost.
- ☐ Declination of immunization may prevent me from clinical placement.
- ☐ Exposure to latex is high in the healthcare field. I should notify my advisor if I have a documented latex allergy/sensitivity.

Clinical Requirements

- ☐ Clinical or externship experiences are based on site availability and determined by the Program Coordinator/Director/Dean of Health Sciences.
- ☐ Students are required to have reliable transportation to and from the assigned clinical location.
- ☐ Due to the limited number of clinical sites, some students may be required to travel a distance from the College. In some instances, students may need to relocate.
- ☐ Clinical experiences may require students to attend up to 40 hours per week. As a continuation of the student's education, the clinical experience is to be performed without remuneration. In the event a student is offered employment, this should be discussed with the Program Coordinator/Director/Dean of the Health Sciences/Dean of Health Sciences.
- ☐ The College provides professional liability insurance for all students during the clinical affiliation educational portion of his/her program, which covers any incident which might occur during the clinical affiliation experience. It does not cover any incident where the student is attempting to practice outside the scope of his/her education or outside the clinical affiliation site.
- ☐ Students are required to maintain health insurance during all clinical quarters and are responsible for any medical expenses incurred throughout the program.
- ☐ I may be required to submit to a drug screen as part of my clinical affiliation. I am responsible for all associated cost. Failure to comply by given deadline will result in dismissal from the program.
- ☐ I understand that if drugs are reported on my drug screen results, it may impact my ability to complete program requirements, including though not limited to, clinical experience.
- ☐ I may be required to undergo a background check, as an entrance requirement for the health program I've selected or for some clinical affiliations. I am responsible for all associated cost.

- ___ I am required to complete the requirements for my background check by the specified deadline. Failure to do so may result in my being denied entry into the program, at which time my core classes may be dropped without advance notice to me.
- ___ I will immediately report, in writing, any conviction, pending court action, or other recorded event not yet reported, or which subsequently occurs, to my campus program director/Dean of Health Sciences/Dean of Health Sciences.
- ___ A criminal record may prevent clinical placement, licensure or certification, and employment opportunities. Baker College reserves the right to deny entry into or remove from a program, any student whose background check reveals any conviction or recorded event of any nature.
- ___ I may be temporarily or permanently denied financial aid funding if I have been or am subsequently convicted of the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, work-study).
- ___ I may be required to undergo fingerprinting prior to clinical placement.
- ___ I may be required to complete the Central Registry Clearance form prior to placement in certain clinical settings.

Program Reentry

- ___ Eligibility for reapplication to the program is based on previous reasons for dismissal or withdrawal and is at the discretion of the Program Coordinator/Director/Dean of Health Sciences. Readmission is not guaranteed.
- ___ Reentry into some programs may be dependent upon limited program capacity and/or the availability of clinical sites.
- ___ Didactic and competency testing may be required according to accreditation, state, and/or program guidelines. Retesting may involve a fee.

Professionalism

- ___ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field, while in all classroom and clinical settings. This includes personal conduct, professional attitude, appropriate dress, and the confidentiality of student, client, and patient information. Any breach of these standards may result in dismissal from the program.
- ___ I understand that social media is prohibited in the clinical site. I agree to abstain from using personal cell phones, personal electronic devices and computers to access social media at the clinical site.
- ___ I understand clinical site information is not to be discussed on any form of social network or any electronic account outside of those required by the instructor for class participation.
- ___ I agree to abstain from using computers at my clinical site for personal use.
- ___ Professional appearance may require a specified uniform. In all instances students are to refrain from low-cut tops, and clothing that reveals trunk skin when standing or sitting. Closed-toed shoes are required for laboratory and clinical settings. Hair, side-burns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and asepsis. Visible tattoos must be covered. Body piercing jewelry is not allowed.
- ___ I must comply with any changes in program requirements during my course of study.

Student Responsibilities:

- ___ I am responsible to contact my campus Program Coordinator/Director/Dean of Health Sciences/Dean of the School of Nursing with any questions regarding program entry, reentry, retention, or completion.

Essential Functions and Technical Requirements

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance). * Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required by the faculty of all students at graduation. These essential functions and technical requirements are referred to as the "Essential Functions."

___ I may be required to sign an additional waiver upon entrance to my program.

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

- ___ Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.
- ___ Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- ___ Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.
- ___ Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.
- ___ Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- ___ Ability to effectively communicate in English, both verbally and in writing, using accurate and appropriate terminology with classmates, faculty, and individuals of all ages, races, genders, and socioeconomic, and cultural backgrounds.
- ___ Ability to use computers and related technology.
- ___ Ability to prioritize, organize, and utilize time management skills.
- ___ Ability to identify, recognize, maintain, and disseminate accurate information.
- ___ Ability to correctly interpret, and/or clarify, verbal and written communications.
- ___ Ability to conduct oneself in a professional manner.
- ___ Ability to think critically and demonstrate problem-solving skills.
- ___ Ability to fulfill requirements of productivity and varying workloads.

- ___ Ability to demonstrate appropriate professional and procedural judgment decisions.
- ___ Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures, including but not limited to, if at any time during a student's enrollment at Baker College, a student is charged with a felony, he/she MUST disclose this charge to a Baker College official. Failure to do so will result in immediate expulsion from the College.
- ___ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

*The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

LIMITED ENROLLMENT CRITERIA - PROGRAM APPLICATIONS

There are two sets of Limited Enrollment Criteria requirements. Please see your program advisor for which set applies to you.

LIMITED ENROLLMENT CRITERIA FOR PROGRAM APPLICATIONS:

- ___ Full acceptance into the professional track of some programs is limited due to clinical site availability. Students compete to earn acceptance into these programs. Selection criteria have been developed to choose the most qualified students for limited enrollment programs. Students who have successfully completed the conditional acceptance requirements for their program are eligible to apply for full acceptance into the professional track of the program. Refer to the program information supplement for program specific details on the application process, the criteria used, and the courses used in the GPA calculations.
- ___ Once selected through the limited enrollment criteria, for full acceptance into a program, students must complete program requirements including, but not limited to: program specific orientations, background checks, drug screens, etc. Please contact your campus official for additional information.

CRITERIA I

Weighted Prerequisite GPA of Selected Courses: The program will base the majority of admission points on prerequisite grades of selected courses. Each health science program has designated specific prerequisite courses where a minimum grade requirement must be met. Refer to the program pages for this information and a listing of the identified courses to be used in the calculations below. (GPA is defined as the value on a 4.0 scale corresponding to a letter grade.)

- * Non-Weighted Courses:
 - * required prior to program application and acceptance
 - * hold no weight in the GPA calculation for admittance
 - * must be satisfactorily completed, per program requirements
 - * are not subject to withdrawal and / or repeat policies
- * Single-Weighted Courses:
 - * required prior to program application and acceptance
 - * provide some significant prerequisite knowledge and skills and therefore holds some weight in the GPA calculations for admittance.
 - * subject to withdrawal and / or repeat policies
- * Double-Weighted Courses:
 - * required prior to program application and acceptance

- * provides significant prerequisite knowledge and skills and therefore holds more weight in GPA calculations for admittance.
- * subject to withdrawal and / or repeat
- * Test-Out Courses:
 - * these are not weighted courses

CRITERIA II

Withdrawal and Repeat of Prerequisite Selected Courses: Withdraw and/or repeat of single-weighted and double-weighted prerequisite courses will result in a reduction of admission points. Refer to the program information for a listing of the identified courses to be used in the calculations below.

Withdrawal:

- * does not apply to non-weighted classes
- * first incident of withdrawal of single-weighted and/or double-weighted courses (one or more courses in a given quarter) = forgiveness quarter with no reduction of admission points
- * subsequent withdrawals of single-weighted and/or double-weighted courses = 5 point reduction for each weighted course withdrawn

Repeats:

- * single- and double-weighted courses only
- * does not apply to non-weighted courses
- * repeat courses in which a grade is earned do not receive forgiveness and will result in a 5 point reduction for each attempt
 - * exception is course greater than 60 months old repeated will not result in a loss of points

CRITERIA III

Entrance Exam Score: A program may require applicants to take an assessment test chosen by the College. Students may be allowed to repeat this test to improve his/her performance based upon program guidelines. Admission points will be added based on the score attained. Refer to the program requirements for entrance exam program specific information.

CRITERIA IV

Reapplication students who have applied for entrance into a program's professional track in the past, who had completed all program entrance requirements and prerequisite coursework at or above the minimum grade required, but were not awarded a seat due to their standing and the limited program seat capacity may reapply to the program one more time, for a maximum of two attempts. Students reapplying to the program must complete the program reapplication process. Refer to the program information for program specific information.

- * Reapplication timeframe: Students may only be eligible to reapply within 12 months or the next application period, whichever comes first.

Should two or more students obtain the same score and are applying for the last available open seat in the program, then students will be selected based on the highest overall GPA. (This includes required, single- and double-weighted courses.)

Student Responsibilities:

- ____ I am responsible to contact my campus Program Coordinator/Director/Dean of Health Sciences with any questions regarding program entry, reentry, retention, or completion.
- ____ I may be required to sign an additional waiver upon entrance to my program.

Student Name (Print)

Student UIN

Student Signature

Date

Baker College Representative Signature

Date

Printed: 2015/07/14

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CRITERIA I

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- * Test-Out Courses:
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CRITERIA II

Withdrawal and Repeat of Prerequisite Selected Courses: Withdraw and/or repeat of single-weighted and double-weighted prerequisite courses will result in a reduction of admission points. Refer to the program information for a listing of the identified courses to be used in the calculations below.

Withdrawal:

- * does not apply to non-weighted classes
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- * subsequent withdrawals of single-weighted and/or double-weighted courses = 5 point reduction for each weighted course withdrawn

Repeats:

- * single- and double-weighted courses only
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CRITERIA III

Entrance Exam Score: A program may require applicants to take an assessment test chosen by the College. Students may be allowed to repeat this test to improve his/her performance based upon program guidelines. Admission points will be added based on the score attained. Refer to the program requirements for entrance exam program specific information.

CRITERIA IV

Reapplication students who have applied for entrance into a program's professional track in the past, who had completed all program entrance requirements and prerequisite coursework at or above the minimum grade required, but were not awarded a seat due to their standing and the limited program seat capacity may reapply to the program one more time, for a maximum of two attempts. Students reapplying to the program must complete the program reapplication process. Refer to the program information for program specific information.

- * Reapplication timeframe: Students may only be eligible to reapply within 12 months or the next application period, whichever comes first.

Should two or more students obtain the same score and are applying for the last available open seat in the program, then students will be selected based on the highest overall GPA. (This includes required, single- and double-weighted courses.)

Student Responsibilities:

- ___ I am responsible to contact my campus Program Coordinator/Director/Dean of Health Sciences with any questions regarding program entry, reentry, retention, or completion.
- ___ I may be required to sign an additional waiver upon entrance to my program.

Student Name (Print)

Student UIN

Student Signature

Date

Baker College Representative Signature

Date

Printed: 2015/07/14

BAKER COLLEGE
Program Information
**Emergency Medical Technician
Paramedic
Certificate**

Campuses: *Cadillac, Clinton Township, Muskegon.*

Program Description

This program provides a thorough understanding of the role of the paramedic and stresses recognition of abnormal conditions through analysis of diagnostic signs and care for the persons with specific illnesses or injury, at the scene and during transport to a medical facility. In addition, students will acquire knowledge and skills in advanced topics such as advanced airway, intravenous therapy, cardiology, pharmacology, pediatrics, and trauma care. Special considerations, such as response to incidents involving hazardous materials, terrorist incidents, and emergency vehicle operations are explored. Successful completion of the program will make candidates eligible to apply for the National Registry for EMTs written and practical exams which are necessary for licensure in the state of Michigan. A valid EMT License, certificate of completion, or any transcripts of post-secondary EMT basic education must be presented to the College before beginning EMS201E.

Program Status: Open Enrollment

Overview

Paramedic: This program provides a thorough understanding of the role of the Paramedic and stresses recognition of abnormal conditions through analysis of diagnostic signs and care for the persons with specific illnesses or injury, at the scene and during transport to a medical facility. In addition the student will acquire knowledge and skills in advanced topics such as advanced airway, intravenous therapy, cardiology, pharmacology, pediatrics, and trauma care. Special considerations, such as response to incidents involving hazardous materials, terrorist incidents, and emergency vehicle operations are explored. Successful completion of the program will make candidates eligible to apply for the National Registry of EMTs written and practical exams which are necessary for licensure in the state of Michigan.

Accreditation Status

The Emergency Medical Technician - Paramedic Program is approved by The Michigan Department of Community Health, PO Box 30670, 611 West Ottawa, Lansing, MI 48906; phone: (517) 335-0918. (Approved at levels: EMT Basic, and Paramedic.)

Credentials

Licensure is required in the state of Michigan.

Program Status

Open Enrollment

Criminal History/Background Check

Background checks are required for these programs. A criminal history may limit opportunities for clinical placement, licensure, and/or employment.

On April 1, 2006, Section 20173a(1) of the Public Health Code was enacted. This section of the Public Health Code provides guidelines relevant to criminal convictions and individuals that are employed, independently contracted with, or granted clinical privileges and regularly have direct access to or provide direct services to patients or residents of a nursing home, county medical care facility, hospice, hospital that provides swing bed services, home for the aged, or home health agency.

The Department of Community Health, EMS & Trauma Systems Section, has adopted these guidelines into their policies and procedures relevant to individuals with a criminal conviction and either are applying for a license as emergency medical services personnel or are currently licensed. These guidelines are intended to assist the department in making a determination to deny an application for licensure, or to take enforcement action against a current emergency medical services personnel license. Each application or case is reviewed on an individual basis and a determination will not be made until all facts are presented. For more information refer to Section 20173a(1) of the Public Health Code.

Essential Functions/Technical Requirements

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

- * Effectively communicate in English, both verbally and in writing, utilizing accurate and appropriate terminology with patients, families, and members of the healthcare team.
- * Access information from books, reference manuals, computers, and paper and electronic medical records to accurately perform duties.
- * Correctly interpret and/or clarify verbal, written, and electronic health information.
- * Recognize and respond appropriately to distress sounds from patient and alarms/warning signals on patient-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- * Auscultate body sounds, characterizes them, and interprets findings appropriately.
- * Accurately characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids.
- * Accurately assesses equipment, medication, solutions, and other products/supplies to ensure patient safety.
- * Observe/guard patients' response before, during, and after treatment and transport.
- * Accurately obtain measurements and interpret readings on manual and electronic patient monitoring equipment.
- * Evaluate, synthesize and communicate patient information to the attending physician.
- * Safely access, prepare supplies, operate equipment, and utilize appropriate immobilization and positioning aids in a variety of indoor and outdoor settings.
- * Provide safe and effective care within the scope of practice, such as parenteral therapy, requiring fine motor control with corresponding hand-eye coordination for safe and effective client care.
- * Perform or assist with and/or transfer, lift, move, position, and manipulate the patient.
- * Transport heavy, wheeled equipment and patients on stretchers.
- * Identify, recognize, maintain, organize, and disseminate accurate health information.
- * Prioritize, organize, and utilize time-management skills to deliver patient care in a timely and accurate manner.
- * Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. cardiac arrest), emergent demands (i.e. immediate interventions or actions), and a distracting environment (i.e. high noise levels, trauma or accident scene, complex stimuli).

Program Requirements

Students entering the EMS programs (EMT-Basic or EMT-Paramedic) must complete the reading, writing and mathematics sections of COMPASS Testing. If test results indicate a need for developmental coursework the student will be counseled and encouraged to remediate any area of need.

Attendance Policy: This program is approved by the EMS Division of the Michigan Department of Community Health. Therefore, absences are restricted to meet the guidelines for allowable absences in these courses. This program requirement supersedes the attendance policy stated in the Baker College Catalog.

Each EMS course requires a minimum of 78% (C or better) in order to continue on into

subsequent EMS courses.

Upon the successful completion of each level (Basic and Paramedic) students will participate in the National Registry Examination process. Certification/licensure at the Basic level is required to be eligible for application for Paramedic testing.

Participation in the examination is the only way to achieve state licensure. There will be a fee assessed by the state of Michigan and the National Registry for the examinations and licensure.

Health Requirements

Students must submit a Health Information form prior to beginning clinical work. It must provide documentation of current Tuberculosis (TB) status, immunization history and currency (including Hepatitis B). Some clinical sites may require additional testing, including drug testing. Students are responsible for all expenses incurred related to program or clinical completion and conditions of participation.

Students should have health insurance coverage at all times during the program. Neither Baker College nor the clinical sites are responsible for any medical expenses. Students should provide Baker College with proof of medical insurance prior to placement into the clinical components of the program.

Clinical Requirements

Students will be required to participate in clinical experiences during this program. Students are responsible for providing reliable transportation and lodging and all expenses incurred in fulfilling clinical requirements of the program. Clinical site placement is based on site availability and is at the College's discretion.

In addition to classroom hours a minimum of 60 hours of clinical experience is required at the Basic level.

A minimum of 600 hours will be required at the Paramedic level and successful completion of competencies.

Students will ride in the patient compartment of an ambulance and assist in a hospital emergency departments during clinical rotations. Students must attend scheduled assignments which will include varied days and hours.

Students must be aware that carrying equipment and lifting and transporting significant weight (i.e. equipment and patients) are an integral part of the Emergency Medical Services industry. Techniques will be taught to accomplish such tasks, but the physical ability to lift heavy weight is necessary.

It is the student's responsibility to notify the program coordinator/director of any medical condition that may compromise his/her ability to complete the assigned clinical hours.

Re-entry into the Program

Refer to the re-entry policies on the Health Sciences Acknowledgment Form for more information.

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