Fall 2024 Paramedic Program Application Process

Online (Sprint) Option

Applications must be submitted by Friday June 7th (no later than 4:00 PM). Student acceptance notification will be emailed by mid-July. Please complete the application and scan it along with all required documentation. Email completed applications and documents to Janet Drinkwalter, janet.drinkwalter@msubillings.edu. Applications will only be accepted via email. DO NOT hand deliver them to City College. The application and all other required documents must be sent in one email and must be in PDF format. If the submission process is not followed it may negatively affect your acceptance into the program. Any missing documentation will cause the application to be returned and corrected before resubmission and consideration for acceptance.

The online pathway offers all lecture courses online via the D2L platform. Students are required to attend 3 weeks in person skill laboratory at MSU Billings City College campus throughout the program. Clinicals and the field internship can be completed at remote sites approved by the program's accreditation standards. The online pathway runs concurrently with the on-campus cohort and requires the same prerequisites. Additional immunizations and clinical requirements may be needed based on the remote clinical site and their requirements.

Documents students must submit along with their paramedic online/sprint application:

- *Current NREMT certification*
- *100 hours of EMT experience (Verification of EMT experience form(s))*
- *Previous online course experience*
- *Unofficial transcripts of required prerequisite classes and education attached with application*
- *Official transcript(s) must be sent to MSU Billings City College Admissions Office (if attended other regionally accredited colleges)* ***prior*** *to the application deadline*

Clinical Placement

Billings clinical sites have a max of 18 students a year. With two programs running concurrent placement at Billings sites will be first awarded to in person students. Once in person students are assigned clinical sites online students will be assigned to Billings clinical sites. If the demand for Billings or other City clinical sites is greater than availability a tie breaker will be done to place students. The tie breaker is as follows.

1. Prerequisite GPA
2. Cumulative GPA
3. Took pre-requisite classes through MSUB
4. Previous application to the paramedic program
5. Veteran

If a student is not able to get into a clinical site in Billings or the city they request all efforts will be made to place that student at a clinical site as close as possible to the city of their choice. Exemptions can be made a program director discretion and will be reviewed on a case-by-case bases.

Clinical sites must have active ER, OR, ICU, PEDS, NICU, Respiratory departments. These sites must comply with accreditation standards and have adequate patient volumes for the student to complete all required patient contacts and skills. If a student does not complete the required sign offs in the allotted shifts extra shifts must be done or the student will have to move to a larger clinical site. When looking at clinical sites, the student must take this into account. Traveling farther to a larger facility may be the only option if a closer facility cannot accommodate these patient volumes.

Competitive selection process for applicants

The paramedic program requires clinical and field internships. Our capacity within the online program will be based on clinical availability and instructor load. When more students than can be accepted into the program apply a competitive selection process will be utilized. The Sprint/online program is a pilot project that is receiving additional funds from the state to support it. The sprint initiative with the state and regional employers to try and meet employment needs. Hence, for the sprint online program, **priority will be given to students that have an employer that has committed to assisting with their educational costs**. Then the following points process will be used for the online/sprint selection process.

1. **Prerequisite Grades. Points will be awarded based on the grade point average (GPA) of only the prerequisite** semester courses (or equivalent transfer courses).

Maximum points: 4

2.0 GPA: (2.0 points) 2.7 GPA: (2.7 points) 3.4 GPA: (3.4 points)
2.1 GPA: (2.1 points) 2.8 GPA: (2.8 points) 3.5 GPA: (3.5 points)
2.2 GPA: (2.2 points) 2.9 GPA: (2.9 points) 3.6 GPA: (3.6 points)
2.3 GPA: (2.3 points) 3.0 GPA: (3.0 points) 3.7 GPA: (3.7 points)
2.4 GPA: (2.4 points) 3.1 GPA: (3.1 points) 3.8 GPA: (3.8 points)
2.5 GPA: (2.5 points) 3.2 GPA: (3.2 points) 3.9 GPA: (3.9 points)
2.6 GPA: (2.6 points) 3.3 GPA: (3.3 points) 4.0 GPA: (4.0 points)

Please Note: Students must have a 2.0 Overall GPA and a grade of C or better in all prerequisite classes for program eligibility.

2. Education. Points will be awarded for completion of specific education beyond the courses required for the paramedic prerequisite courses.

Maximum points: 4

- Anatomy & Physiology courses, 200 level or above with "C" or higher grade
  - Anatomy & Physiology I (.25 points)
  - Anatomy & Physiology II (.25 points)
- Associate degree from a regionally accredited institution (2 points)
- Bachelor's degree from a regionally accredited institution (4 points)

If there is a tie in the competitive application process for the last spot the following tie breakers will be used in the order listed below:

1. Prerequisite GPA
2. Cumulative GPA
3. Took pre-requisite classes through MSUB
4. Previous application to the paramedic program
5. Veteran

Additional documentation required if selected into the program (DO NOT submit with your application)

Immunization requirements
The following immunizations are required to enter the program and all clinical sites. DO NOT SUBMIT them with your competitive application. If you are accepted into the Paramedic core program classes, you must have all the following immunizations. All these documents will be uploaded into an online software for clinical site usage. Instructions will be given upon entry to the paramedic program.

MMR- Mumps, Measles, and Rubella
Hepatitis B – 3 doses
Varicella or Titer
Diphtheria
Tetanus
TB Skin Test withing last calendar year

Criminal background check
All students are required to pass a criminal background check and urine drug testing to be accepted into clinical settings. The total cost for both is around $130.00. Information will be given on how to do these once you are accepted into the program.

COVID
Most clinical sites are requiring proof of COVID vaccination. Clinical sites have given the option to apply for religious or medical exemption. These requests are received and accepted on a case by case bases. There is not guaranteed if your exemption will be accepted, the student must plan accordingly.

Influenza
Along with COVID clinical sites are requiring proof of an influenza vaccine prior to admittance into the site. Clinical sites also grant the option to apply for a religious or medical exemption, however these are not guaranteed, the student must plan accordingly.

Important Paramedic Career Information

The following is the Paramedic Functional Job Analysis and Technical Standards published by the US Department of Transportation. All applicants should review the material below prior to applying to the program.

Paramedic Characteristics
The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.
Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledge about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsant, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholerginics, cholergenics, muscle relaxants, anti-dysrhythmics, anti-

hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitic, and others.
The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.
The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.
The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena. The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.
The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.
The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.
The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.
The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands
Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

Source: USDOT 1998 National Standard Paramedic Curriculum

Fall 2024 Paramedic Sprint (online)
Associate of Applied Science Degree Application form

APPLICATION DEADLINE: MUST BE RECEIVED NO LATER THAN 4:00 PM ON FRIDAY, JUNE 7, 2024

Applications are to be emailed to Janet Drinkwalter at janet.drinkwalter@msubillings.edu

Questions/clarifications about the application process can be emailed to the Director of the Paramedic Program:

Chad Landon clandon@msubillings.edu
3803 Central Avenue
Billings, MT 59102

TO BE ELIGIBLE FOR CONSIDERATION, YOU MUST BE ADMITTED TO MSU BILLINGS PLEASE CONTACT NEW STUDENT SERVICES AT 406-247-3000

LAST NAME FIRST NAME

MSU BILLING STUDENT ID# E-MAIL ADDRESS

STREET ADDRESS TELEPHONE NUMBER

CITY, STATE, ZIP

ARE YOU CURRENTLY AN NREMT? ☐ Yes ☐ No **(Attach a copy of your certificate or card)**

Do you have criminal charges pending or have you ever plead guilty, forfeited bond, or been convicted of a crime (whether or not sentence was suspended or deferred), or have you pled no contest or had prosecution deferred whether or not an appeal is pending? If yes, attach a detailed explanation and documentation from the source. You must report but may omit documentation for: (1) misdemeanor traffic violations resulting in fines of less than $100; and (2) charges or convictions prior to your 18th birthday unless you were tried as an adult. ☐ Yes ☐ No

Prerequisite GPA (GPA of the prerequisite courses only)
The selective GPA will be utilized in the competitive application process.

- For applicants, who have taken courses multiple times; the most recent verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:

(A)	**=**	**4.0**	**(B-)**	**=**	**2.7**
(A-)	**=**	**3.7**	**(C+)**	**=**	**2.3**
(B+)	**=**	**3.3**	**(C)**	**=**	**2.0**
(B)	**=**	**3.0**			

Applicants must have a "C" or better in the following prerequisite courses and also a minimum 2.0 selective GPA to qualify for admission to the program. Summer prerequisite courses can be in progress to submit this application. Grades will be reviewed upon official transcript prior to the start of the Fall semester.

Course	MSUB Course Title	Approved substitution if taken at another college	Term	Grade	Credits
AHMS 144	Medical Terms				3
BIOH 104	Basic Human Anatomy				3
CAPP 120	Introduction to Computers				3
WRIT 122/121	Intro to Business Writing				3
M 105	Contemporary Math or equivalent course				3
ECP 200	Transition to Paramedic Care	This course will not be used in the prerequisite gpa process.			3

- Any courses that are fulfilled through CLEP, DANTES, AP, or courses that carry a pass in place of a grade on a college transcript,) will not be figured into the selective GPA.

Online Course requirement:
Applicants must have completed **at least 1 online course** to be accepted into the program. If none of the courses listed above were completed in an online format – please list below any course(s) or trainings that you took online:

Course	Course Title	Grade	Term	University or Training association taken through

Attach copies of *all* college transcripts including MSU Billings (can be unofficial). Remember that "Official transcripts" for all regionally accredited colleges must be turned into the Admissions office PRIOR to submitting this application.

List *all* colleges and/or universities attended.

Institution	Location	Dates of Enrollment	Degree earned/Major

EMT Work Experience
Applicants must have a minimum of 100 hours of EMT experience prior to the start of the course in the Fall. Applicants should print out the **Verification of EMT Experience** located at the end of this document, have their service representative sign and then return from in digital form with application. Missing forms will serve as an incomplete application and not be processed.

Proof of Employer Monetary Support
As mentioned above, students who have employers that have committed to financially assisting them through this program will be given priority in the selection process.

Please fill out the information below so we can verify if you fall into this category:

Will your employer be assisting you with some educational costs (tuition/fees/textbooks): Yes ☐ No ☐

If your employer is assisting with costs, Do they distribute the funds at the

☐ beginning of the semester directly to the college or

☐ directly to you at the end of a semester after you submit a transcript with grades?

Please indicate below your employer and name of individual that can discuss funding: (our business office and/or financial aid office may need to contact them)

_____

Employer Employer contact name

_____ _____

Employer contact phone Employer contact email

Clinical Site Options
List three clinical sites you would request to complete your clinical rotations. Clinical sites can be competitive so having multiple sites is required in case the students first choice does not work out. All reasonable efforts will be made to get the student into their first pick.

1.

2.

3.

I understand that enrollment in the Paramedic Program signifies my willingness to conduct myself in accordance with the appropriate standards of personal behavior and to adhere to the academic policies and other regulations stated in the catalog. I grant permission for Paramedic Program to review my updated transcript for the purposes of this application.

_____ _____

Student Signature ***Date***

VERIFICATION OF EMT EXPERIENCE

Applicants to the online (sprint) program must have a minimum of 100 hours of EMT experience prior to the start of the course in the Fall. Applicants should complete this form at the end of this application, have their service representative sign and then return from in digital form (pdf) with application. Missing forms will serve as an incomplete application and not be processed.

_____ was employed /volunteered
(PRINT) Last Name, First, Middle Initial *(please circle)*

from _____ to _____ working an average of _____ hours per week.
(Month/Day/Year) *(Month/Day/Yea)*

Type of Service: ALS with (staffed Paramedics)_____ or BLS: __

JOB TITLE_____

COMMENTS/DESCRIPTION OF
DUTIES:_____

_____

_____

_____

_____

_____ _____
Signature of Employer/Supervisor/HR Representative Date

_____
Name of Employer (Please Print)

_____
Mailing Address (Street Address, P.O Box)

_____
City, State, Zip Code

Applicants may make copies of this form if they have been employed or volunteered at more than ***one site.***