

Paramedic Admission Criteria

This is a selective and competitive admission program. Admission to the college doesn't guarantee admission to the clinical component of the program. Work with your advisor to apply to the clinical/core component of the program.

Minimum Criteria to Apply: See the point system

Advising: You are required to meet with the program director – Bob Stakem

First steps: Apply to the college, submit high school transcripts (or GED), take college placement tests, attend any mandatory orientation/advising sessions, and meet with the program director – Bob Stakem

For appointments: rpstakem@hacc.edu

Application: Attached

Application Deadline: July 1. Based upon availability, applications may be accepted after July 1.

Class Selection Date: August 1

[Click here to refer to the Federal Department of Transportation Paramedic Functional Job Analysis.](#) (pdf)

ADDITIONAL REQUIREMENTS PRIOR TO STARTING THE CLINICAL PORTION OF THE PROGRAM (after acceptance)

Additional information and required forms will be provided to you upon acceptance into clinicals. Failure to provide all the necessary documentation before the established deadline could lead to denial of admission into the clinical program. The following must be completed (at your own expense) after you have been selected for, but prior to starting the clinical portion of the program:

Physical Examination and Required Immunizations

All students accepted into the clinical component of the program must submit a health examination form completed by a physician/nurse practitioner/physician's assistant with immunization history including verification through blood work. No student will be admitted with a disqualifying result or failure to meet the specified deadline.

Background Checks

All students accepted into the clinical component of the program must undergo annual Pennsylvania Child Abuse History Clearance, FBI Check and State Police Criminal Record Check. No student will be admitted with a disqualifying criminal history or child abuse clearance. Students with criminal backgrounds interested in admission into the clinical portion of any health career program at HACC must follow the Prohibitive Offense Procedure for Health Career Programs.

Drug and Alcohol Screens

All students accepted into the clinical component of the program must undergo a drug and alcohol screen annually at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

Any candidate not meeting these criteria will be denied admission into the program.

5/8/08 rev 8/27/12

HACC Paramedic Program Point System – Fall 2019
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Students will be considered for admission into the paramedic program who:

- Have a high school diploma or GED or equivalent foreign education as verified by a HACC-approved credential evaluation service
- Are 18 years of age prior to start of class
- Have current PA EMT Certification with approximately 100 documented emergency calls
- Met with the program director

All paramedic applicants will be ranked on the following criteria:

Your Points	Points	Criterion
	15	BIOL 121
	5 to 15	* Grade in BIOL 121 A = 15, B = 10, C = 5
	5 to 15	* Grade in BIOL 111 or EMS 284 A = 15, B = 10, C = 5
	5 to 15	* Grade in AH 150 A = 15, B = 10, C = 5
<i>*Note: All transferred courses will be assigned the number of points based on the actual grade earned.</i>		
	1 to 3	BLS experience - must be verified in writing on BLS Service letterhead 3 or more years = 3, 1-3 years = 2, 0-1 year = 1,
	1 to 3	BLS experience - must be verified in writing on BLS Service letterhead 200 or more emergency patient contacts = 3 100-200 emergency patient contacts = 2 50-99 emergency patient contacts = 1
	1 to 3	Education (completed at a regionally accredited school) Associates or higher degree-healthcare related = 3 Associates or higher degree not healthcare related = 2 3 or more credits of college-level courses completed (C or better) (no degree) = 1
	3	EMS agency sponsorship (requires supporting documentation from agency)
	2	Resides within Emergency Health Services Federation (EHSF) region (includes Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York counties)
	1	Basic Trauma Life Support (BTLS)/Pre-Hospital Trauma Life Support (PHTLS)
	1	Advanced Life Support (ALS) Assistant
	1	Emergency Vehicle Operations Course (EVOC) / Emergency Vehicle Driver Training (EVDT)
	1	HazMat Operations
	1	National Incident Management System (NIMS)
	1	Advanced Cardiac Life Support (ACLS)
		Total Score (80 Max) In event of a tie, score on the PA DOH EMT-B exam will be used.

The accepted time limit for science courses (HACC or transfer) for use in health career program requirements is 7 years.

9/15/11 CAD/vg

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS PARAMEDIC

[Click here to refer to the Federal Department of Transportation Paramedic Functional Job Analysis.](#)

All individuals, including persons with disabilities, who apply for admission to the paramedic program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the paramedic program at HACC. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or any other type of equipment)
2. Move quickly, freely and safely around the assigned work area and patient care settings
3. Sustain professional activities for up to 8 or more hours
4. Remain standing up to 8 or more hours
5. Remain sitting up to 8 or more hours
6. Reach above shoulder level (to manipulate equipment)
7. Reach below waist level (to manipulate equipment)
8. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
9. Keep hand and arm steady while moving arm or while holding arm and hand in one position
10. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
12. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)

3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.** _____ (Initial)

I have read and understand the program admission criteria as posted on the HACC Health Careers website. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student's expense at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. _____ (Initial)

I have read and understand the Health Careers Code of Ethics as posted on the HACC Health Careers website. _____ (Initial)

I have read and understand the Prohibitive Offense Procedure as posted on the HACC Health Careers website. _____ (Initial)

I understand that some clinical sites do not allow tobacco use and may require testing at the student's expense. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. _____ (Initial)

I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials. _____ (Initial)

I understand that all students accepted into the clinical component of the program must have the following immunizations (at the student's expense): MMR, DPT, Varicella, an annual TB screen, and an annual influenza vaccination. _____ (initial)

I understand that in the event of an incident in the clinic, lab or outside rotation that I am responsible for all related medical expenses. _____ Initial

I understand that intentional deceit or falsification on this document will disqualify a student from admission and/or continuation in any health career program at HACC. _____ (Initial)

Have you ever been admitted to another clinical health career program at HACC from which you did not graduate?
 _____ I have not _____ I have (**Good Standing Form to be completed**)

I understand that if I have ever worked at a hospital and am ineligible for re-hire I may not be eligible to be admitted to or continue in the program. I understand that if I am released from my duties, I will immediately notify the program director. _____ (Initial)
 92/3/15

 Applicant Signature

 Date

 Witness

 Program

Print Name

HACCid

Health Career Code of Ethics

In order to promote excellence in patient care, the HACC Health Career student, while in their program, or in their clinical uniform, are to:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety, and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law.
- Not disclose or share information associated with their health career program about or relating to any patient, person, clinical facility, or clinical experience outside of the sanctioned educational context of the classroom or online course environment with oversight of an instructor. This includes communication in any format including verbal, written, and digital (includes but is not limited to text, email, photographs, and social media).
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical, or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate professional behavior that reflects integrity and a positive image of the profession and the college.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students shall be denied admission to a program for breaches in any of the above code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at HACC.

Student Signature

Date

Print Name

HACCid

Health Careers Medical Marijuana Policy

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as [law](#) on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law.

Students entering any Health Careers Program are required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Students using medical marijuana will not be eligible for clinical placement in any HACC clinical program, due to the current discrepancy between state and federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally may find issue with eligibility for federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions. **This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure.**

In order to be transparent with this entire process, we recognize our responsibility to fully inform students of HACC's policy regarding the use of medical marijuana. Due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

Student Signature

Date

12/10/18



Applying for (choose one):

Paramedic — Certificate
 Health Science Paramedic Option
 Prehospital RN

Paramedic Preference:

Part-Time Classroom Harrisburg Campus
 Blended (On-Line) (w/ lab on Hbg Campus)

Admission to the college, submission of high school transcripts (or GED), and college placement testing must be completed prior to applying to the clinical portion of the paramedic program.

A. Personal Data

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Maiden (If Applicable)</i>	<i>HACC ID</i>
<i>Street Address</i>			<i>City, State, Zip Code</i>	<i>Daytime Phone #</i>
<i>PA EMT Certification #</i>	<i>Date of Initial EMT Certification</i>	<i>Expiration Date</i>	<i>Cell Phone #</i>	
<i>Total Years as EMT</i>	<i>Years in EMS</i>	<i>Email</i>		

B. Education

<i>Name of Institution</i>	<i>Dates Attended</i>	<i>Degree / Diploma / Certification</i>
1.		
2.		
3.		

C. EMS Background / Related Experience (include EMS affiliations, volunteer positions, etc.)

<i>Business Name and Address</i>	<i>Supervisor's Name</i>	<i>Your Title</i>
1.	<i>Supervisor's Name</i>	
	<i>Dates of Employment</i> <i>From:</i>	
<i>Phone Number ()</i>	<i>To:</i>	
2.	<i>Supervisor's Name</i>	
	<i>Dates of Employment</i> <i>From:</i>	
<i>Phone Number ()</i>	<i>To:</i>	
3.	<i>Supervisor's Name</i>	
	<i>Dates of Employment</i> <i>From:</i>	
<i>Phone Number ()</i>	<i>To:</i>	

D. Employment History

Business Name and Address		Your Title
1.	<i>Supervisor's Name</i>	
	<i>Dates of Employment From:</i>	
<i>Phone Number ()</i>	<i>To:</i>	
2.	<i>Supervisor's Name</i>	
	<i>Dates of Employment From:</i>	
<i>Phone Number ()</i>	<i>To:</i>	
3.	<i>Supervisor's Name</i>	
	<i>Dates of Employment From:</i>	
<i>Phone Number ()</i>	<i>To:</i>	

E. References (a listing of those providing a letter on your behalf)

Name and Title	Address	Phone Number
1.		()
2.		()
3.		()

This application and supporting documentation must be brought to your advising appointment which must be conducted by January 15 (full-time program) or July 1 (part-time or on-line program) . Contact Bob Stakem rpstakem@hacc.edu to schedule appointment.

Please consult the application instructions and checklist to ensure that your application is complete prior to mailing.

I hereby certify that all of the information I have supplied is true and accurate to the best of my knowledge. I understand that the Paramedic program reserves the right to verify all of the information supplied. I also understand that if any of the information supplied is verified to be false, my application will be immediately invalidated.

Signature

Date

Paramedic Program Clinical Application Process

Admission to the college, submission of high school transcripts (or GED), and college placement testing must be completed prior to applying to the clinical portion of the paramedic program.

The following Information (which is required but not part of the admission point system) should be attached to your application and brought with you to your advising appointment (appointments must be completed before July 1):

- Photocopy of EMT certification
- Letter of reference from the Supervisor (or Chief, Coordinator) from your primary BLS affiliation. This letter should address your length of affiliation and approximate call volume over past year.
- Letters of reference (3) indicating your abilities, attributes, qualities.
- Essay (250 words or less) on a decision-making responsibility – an incident in your life which required you to make a difficult decision.
- Essay (250 words or less) describing your reasons for pursuing the Paramedic program.

Contact Bob Stakem rpstakem@hacc.edu to schedule your appointment.

Paramedic Program Contact Information

- ◆ Bob Stakem, Med, EMT-P, Interim Paramedic Program Director, Harrisburg Campus
e-mail: rpstakem@hacc.edu
- ◆ Steven L. Poffenberger BS, EMT-P, Paramedic Program Coordinator, Harrisburg Campus
e-mail: slpoffen@hacc.edu

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information or any other legally protected classification.