

2024 ALGH/Oakton College Paramedic Program Enrollment Packet

This is a limited enrollment program

Important Dates:

- Fall 2024 Paramedic Program applications open from November 14, 2023-March 4, 2024
Applications due: March 4, 2024 by 4:00pm
- Entrance testing (Computer Exam): **March 2024 date TBD**. Two sessions will be offered on one date: 8am-11am or 12pm-3pm
- Entrance testing (Practical Skills Exam): **April 15, 2024** 9am-5pm (times are approximate and dependent on number of applicants testing)
- Fall 2024 Paramedic Program begins: **August 19, 2024**

- ❖ **Tuition:** \$4,500.00. All students who are not employed by an ALGH EMS System pre-hospital provider are subject to a non-refundable fee of \$500.00 payable to ALGH. This fee is due before the first day of class. Oakton College offers tuition payment plans that can be set up after registration is complete.
- ❖ **This Paramedic Program is not currently eligible for financial aid or tuition assistance.** Military tuition assistance may have limitations due to how our program is billed by Oakton College. Military applicants should visit [Description of Military Benefits \(oakton.edu\)](#), thoroughly research the information, and contact a Oakton Veterans Representative to verify TA acceptance. This should be done before you submit your application to our program. **All applicants should be financially prepared to cover the cost of tuition if you apply to the ALGH Paramedic Program.**

Submit ALGH EMSS Paramedic Program Application

- **These required documents must be submitted with your completed application form:**
 - Copy of Illinois driver's license
 - Copy of valid IDPH EMT license
 - Copy of valid American Heart Association Healthcare Provider CPR card
 - Letter from employer/supervisor verifying experience as an EMT and/or current continuous education hours (IDPH requirement is 60 hours over 4 years).
 - Transcripts (unofficial transcripts may be submitted with application) from highest level of education completed (high school diploma, Associate's, Bachelor's, etc.) * *If selected as a student, a copy of official transcripts will need to be sent from the institution to Oakton as part of the registration process.*
 - Resume, complete with 3 references that are not family.
 - Signed/Dated "Essential Qualification-Paramedic Program" document (pages 3-4 of this packet).
 - **\$50 application fee (payable by Visa, Mastercard, check or money order made out to "ALGH")**
- **Preferred, but not required:**
 - Letters of personal and/or professional recommendation outlining strengths and character (up to 3)
- **Required only upon acceptance into the program and instructions given at that time:**
 - Official transcripts sent directly from institution to Oakton College
 - Immunization Verification with blood titer lab results (Flu vaccine is required)
 - Proof of personal health insurance (copy of card)
 - Background check and drug screen
 - Updated medical physical exam (must be valid for 1 year covering 7/2024 to 7/2025)

- Submit the completed Paramedic Program application form, together with all required documents, to Jenni Kus at the ALGH EMS System Office: 8820 Dempster St, Niles 60714 or jennifer.kus@aah.org by the deadline of **March 4, 2024 by 4:00 p.m.** *Application fee can be paid via credit card by phone to Jenni Kus, dropped off in-person, or mailed with required documents. In-person submissions will be accepted by appointment only. Please email Jenni Kus for an appointment or to make credit card payment of application fee. Jenni will call you when she is in the office to pay the fee by phone.*

Step II-Entrance Computer Exam

- Our scenario-based computer exam will test your EMT knowledge through 120 multiple choice questions. A score of **80% or higher** is considered passing. An exam outline is attached. You will have one chance to pass the exam. There are no retakes.
- **The computer exam will be held in mid-March at the Oakton/Skokie campus. The date is TBD. The session times offered will be 8am-11am or 12pm-3pm.** The computer exam will be offered on one date only. You will receive an email from Jenni Kus to schedule your computer exam.

Step III-Practical Skills Exam

- Only applicants that have **passed** the computer exam with an 80% or better will be permitted to continue through the process and choose a time slot for the Practical Skills exam.
- Our Practical Skills exam is scenario-based and consists of the following 3 stations: Medical Assessment, Cardiac Assessment, and Trauma Assessment. All stations are pass/fail. Each Applicant will get one opportunity to retake one failed station, not each failed station. No other retakes are permitted.
- **The Practical Skills exam will be held on April 15, 2024 at LGH.** If you pass the computer exam in March, you will see Jenni Kus that day to sign-up for your desired time slot for the practical skills exam. You will receive a confirmation email from Jenni Kus containing directions and instructions before the exam.

Step IV-Oral Interview

- Applicants that **pass** the Practical Skills testing will be permitted to continue through the process and set an appointment for their Oral Interview. An invitation to set the oral interview appointment will be emailed to you by Jenni Kus. Oral Interviews are held virtually via Microsoft Teams. Interviews will be held in late April 2024.
- The oral interview is conducted by a panel that may consist of ALGH EMSS staff, Oakton Fire Science staff and our EMS System fire department personnel.

The number of students accepted into the ALGH 2024 Paramedic Program is contingent upon the number of openings to complete the in-field evaluation on an ambulance with a Preceptor, meaning we can only accept as many students as we have ambulance ride spots. Notification of acceptance into the program or rejection will be sent via email by Jenni Kus after the oral interview process has ended.

ESSENTIAL QUALIFICATION PARAMEDIC PROGRAM

Please also access/read online the “Paramedic Functional Job Analysis / Technical Standards” via nhtsa.gov or coaemsp.org.

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 ALGH Paramedic Program. **These essential qualifications are standards of admission.** Please sign and date the next page, print this and signature page, then submit with your application.

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 Jenni Kus jennifer.kus@aah.org 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 devices as appropriate.

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.
11. 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 handwriting.
3. Detect and distinguish odors from patients 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 skill. **I understand that if I am no longer able to meet these essential qualifications, I will immediately notify the program director.**

Print Full Name

Signature

Date

2024 ALGH Paramedic Program Application

Name:		Phone:	
Last	First		
Street Address:		City:	State: Zip:
E-mail Address:		Name of EMT School:	
Completion year:		If Oakton EMT Program, give student ID #: B	
Active military?	YES NO	Using GI Bill toward tuition fee?	YES NO
IDPH EMT License # (<u>must</u> have IL license even if you have NREMT licensure):		Expiration date:	
National Registry License #:		Expiration date:	
Date of refresher or EMT to Paramedic Bridge Seminar/Program (if taken):		Location:	
High School attended:		Year HS diploma or GED was received:	
List each college attended below:		Degree earned and year received (if applicable):	
1.			
2.			
Current Employer:		City/State:	
Phone:		Name of Supervisor:	
Job Title:		Length of time at this job:	
Have you ever applied to a paramedic program before?		YES	NO
If yes, program(s): _____		Date: _____	
Reason for not attending the program:			
Have you ever been a paramedic student before?		YES	NO
If yes, program(s): _____		Date: _____	
Reason for not completing the program:			
Have you ever been convicted of a felony?		YES	NO
If yes, what felony? _____		Date: _____	
I hereby affirm and declare that the foregoing statements are true and correct. I understand that false information or statements may be considered as sufficient cause for denial of entry and/or removal from the paramedic program.			
Signature of applicant:		Date:	

2024 Computer Entrance Exam Blueprint

Preparation and Operations (18 questions)

- A. EMS Systems & Research
- B. Safety & Wellness
- C. Documentation
- D. System & Therapeutic Communications
- E. Medical, legal & ethical issues
- F. Multiple & Mass Casualties

2. Pharmacology (9 questions)

- A. Pharmacology Principles
- B. Medication Administration

3. Airway Management, Ventilation and Oxygen Therapy (12 questions)

- A. Airway Management
- B. Physiology of Respiration
- C. Artificial Ventilation

4. Patient Assessment (14 questions)

- A. Scene Size-up
- B. Primary Assessment
- C. History Taking
- D. Secondary Assessment
- E. Reassessment
- F. Monitoring Devices

5. Medical Emergencies (42 questions)

- A. Neurology
- B. Abdominal Disorders
- C. Immunology
- D. Infectious Diseases
- F. Endocrine Disorders
- E. Psychiatric Disorders
- G. Cardiovascular Disorders
- H. Toxicology
- I. Respiratory Emergencies
- J. Hematology
- K. GI/Renal
- L. Gynecology

6. Shock & Resuscitation (5 questions)

Shock & Hemorrhage Management

7. Trauma (33 questions)

- A. Trauma Assessment
- B. Bleeding
- C. Chest Trauma
- D. Abdominal & GU Trauma
- E. Orthopedic Trauma
- F. Injuries to the Head, Neck, Face & Spine
- G. Nervous System Trauma
- H. Environmental Trauma
- I. Multi-System Trauma

8. Special Populations (17 questions)

- A. Pregnancy/Obstetrics
- B. Neonatal Care
- C. Pediatrics
- D. Geriatrics
- E. Special Challenges