

# Welcome to the 2020-21 Vermont Technical College Paramedic Program!

On behalf of the faculty and staff, I would like to congratulate you on taking this step to increase your knowledge and skills, making the communities you serve safer, and increasing your leadership skills. Becoming a paramedic is an incredible journey, we are grateful that you chose to learn with us.

I would like to share some vital information before classes begin, to help you get organized and ready. Our first day face-to-face, 8/27/2020, will be an orientation day. Please bring your Nancy Caroline book and Guy Pharmacology book as well as your laptop.

## 1. Orientation

- a. <https://www.vtc.edu/admissions/accepted-students/fall-2020-orientation/>
- b. The college is offering an online orientation this year to promote social distancing and safety. Please take the time to view the video at the link above.

## 2. Student ID Badge

- a. Please see the information posted here: <https://www.vtc.edu/admissions/accepted-students/id-photos/> to obtain your student ID badge. These are required.

## 3. Laptop computer

- a. Our program requires you to have a laptop computer that is not a chromebook.
- b. It must also have a webcam and a microphone.
- c. The college offers free software to students (including Microsoft Office) here <https://www.vtc.edu/support/>

## 4. Advising

- a. I am your advisor.
- b. My contact information:  
[lluce@vtc.vsc.edu](mailto:lluce@vtc.vsc.edu)  
**(802)477-8326** is my office, I check the voice mail at least once a week, during the summer and while working remotely. Not a great way to reach me if it is urgent.  
**(802) 430-4607** is my cell. Please feel free to call during normal business hours and text any time. Please identify yourself if you text. I will get back to you as soon as I can.  
*Do not use social media to contact me for school related issues. I prefer to keep my work life and social life separate.*

## 5. Financial Aid

- a. Please complete your Financial Aid-Federal Student Aid (FAFSA) even if you do not intend to apply for any loans
- b. Vermont Student Assistance Program- VSAC has additional grants and scholarships that you may qualify for that will cover the cost of books, etc.
- c. The grant through the CARES ACT will be a voucher system from the Vermont EMS Office. It will cover the cost of the paramedic classes. If you need A&P I and II, that will not be covered by the grant. The State EMS Office hopes to have the applications open this week.

## 6. The PORTAL: Your hub for all things Vermont Tech related

- a. Go to [portal.vsc.edu](http://portal.vsc.edu)
- b. Enter your Vermont Tech credentials

- c. This houses your **email access** (upper left), your **student account information** (right), your **advisor information** (right), and your **Canvas access** link (middle)

**7. Learning management system**

- a. We use Canvas to host our course shells. This is accessible through the VSC Portal
  - i. Go to portal.vsc.edu and enter your Vermont Tech login information
  - ii. There is also a Canvas App that I highly recommend for on-the-go check-ins and portability
- b. We use jblearning for the bundled texts
- c. Your math is an online program through FA Davis

**8. Zoom**

- a. We will hold meetings at times over zoom
- b. These are to check in with the Program Director, Medical Director, and Clinical Coordinator
- c. You will need a camera and microphone on your laptop

**9. Classes (didactic).**

- a. You should be registered for the following fall courses:
  - i. EMS 1020: The Art of Paramedicine (Foundations)
  - ii. EMS 1030: Pharmacology and Medication Administration
  - iii. EMS 1040: Airway management
  - iv. EMS 1050: Lab
  - v. EMS 1801: Field/Clinical
  - vi. If you need to take A&P you will also be registered for that. I have asked that you be placed in a fully online A&P course. Please check your section number and information carefully and purchase the book and lab materials that correlate with the course you are registered for. If you have any questions at all, let me know.
- b. Courses will be open on Canvas, JBLearning, and DavisEdge by Sunday 8/23 and technical the first day of "class" is Monday 8/24. Work will be assigned for the week beginning this day.
- c. Your classes (didactic/lecture) are 100% online and asynchronous (there will be no other required days or times for you to listen to live lecture or join class other than in person on our Thursday lab days). This includes Anatomy and Physiology if you need to take it. If you are unsure if you are enrolled in the correct A&P course, do not hesitate to contact me and I will check.
- d. You will have weekly assigned readings and recorded lectures. These must be completed, as well as any homework, prior to the day of class. Most deadlines are midnight on Wednesday for Thursday labs. Be sure you check the calendar on the right side of your Canvas for due dates.

**10. Labs**

- a. Labs are on Thursdays, 0800-1700. You are registered to either attend the Bennington or Williston campus.
  - i. Bennington: 105 Union Street, Bennington. Please park in the large lot in one of the spaces designated for Vermont Tech. Use the back entrance and come up to the 4<sup>th</sup> floor.
  - ii. Williston: 124 Lawrence Place, Williston. Please park in the designated Vermont Tech/student parking. There are other businesses there which we share parking with. We are scheduled to be in room 124. We will let you know if that changes.

- b. We will meet every Thursday, in person, until the week before Thanksgiving. We have Thanksgiving off. The two weeks after Thanksgiving will likely be over zoom. Keep in mind that things are slightly fluid at this point given the unknown course that COVID will take.
  - i. We are altering the structure of the lab content slightly this year to get in as many skills as possible early on.
- c. Please wear your uniform to class. We will provide you with a uniform shirt. You may wear your clean EMS pants from home. We want you to experience the skills, scenarios, and simulations in a realistic manner, including clothing. Bring your stethoscope, a penlight, pen, small pad of paper, trauma shears, etc. Whatever you would wear to work.
  - i. You will be required to also wear a cloth mask and check in prior to entry.
  - ii. Please email me your UNISEX polo (3 button) shirt size. We will issue you two uniform shirts for class and clinical/field. If you would like to purchase additional shirts, a job shirt or any other items, we can provide you with the contact information of our embroiderer.
- d. We will be LOGGING your lab skills weekly in a program called FISDAP. We will purchase the access to this for you. This also will serve as our calendar and scheduler for clinical and field time, and it comes with study tools and practice exams for you.
  - i. PLEASE bring your laptop to class/lab every week.

## 11. Books

- a. Your textbooks are mandatory.
- b. Our books this year were selected specifically for the needs of the student attending during COVID limitations. They include enhanced online learning materials and access.
- c. **Bookstore:** Your books are available through the bookstore using Financial Aid if you have money. [You must have the online flipped classroom access for the Nancy Caroline texts.](#)
  - i. FA Davis
    - 1. Dosage Calc360 (digital math program) online access code
    - 2. **JOIN Class ID: 7EBA4373F2**
    - 3. ISBN-13: 978-0-8036-7713-5
    - 4. *This is available from the FA Davis website as an instant access product for a 20% discount*
  - ii. Jones and Bartlett (jblearning)
    - 1. **Bundle (at a discount) ISBN: 9781284225259 includes the following books:**
      - a. Nancy Caroline's Emergency Care in the Streets (8<sup>th</sup> ed.). *Flipped classroom bundle* ISBN: 9781284180633
      - b. Pharmacology for the Prehospital Professional (2<sup>nd</sup> ed.). ISBN: 9781284041460
      - c. Arrhythmia Recognition, The Art of Interpretation (2<sup>nd</sup> ed.). ISBN: 9781449642334
      - d. 120Lead ECG: The Art of Interpretation. ISBN: 9780763773519
    - 2. *This is available directly from jblearning with this link:*  
<https://checkout.jblearning.com/cart/Default.aspx?bc=22525-9&ref=psg&coupon=vtc20>

## 12. Clinical and Field Information

- a. In order to attend clinical and field experiences, you will need to complete a few steps for clinical clearance. Please pay careful attention to these instructions, as they are specific in nature and there is no "wiggle room" for missing documentation.

i. **Health Screening and Medical Clearance**

1. You must use this form: [https://www.vtc.edu/wp-content/uploads/2020/05/2020-Allied-Health-Form-sbb\\_jvd-edits-nov-20.pdf](https://www.vtc.edu/wp-content/uploads/2020/05/2020-Allied-Health-Form-sbb_jvd-edits-nov-20.pdf)
2. Take the Health Professions Student Health Form to your primary care provider. If you have had a physical exam within the past year, you may not need a new one. Otherwise, schedule an exam and have the form completed. Make certain that the provider name, address, phone, and signature are complete and legible.
3. You will need proof of immunizations, including titers in some cases
4. You will need a TWO STEP PPD. This is TWO PPD tests 2 weeks apart, or a single negative QuantiFERON gold blood test. If you have had a positive PPD in the past, you need a letter from your physician that you have been screened (Chest Xray) and are negative.
5. Upload the completed form into CastleBranch

ii. **CastleBranch.** This is our “clearing house” online secure management system that will provide criminal background checks, FBI fingerprinting, and store all of your documents including copies of your licenses and immunization records.

1. [https://www.castlebranch.com/online\\_submission/package\\_code.php](https://www.castlebranch.com/online_submission/package_code.php)
2. Our code is **VE59** for CastleBranch and **VE59cbwc** for CB Bridges.
  - a. The cost for purchasing this program is included in your lab fees.
3. **You will need to use the CB Bridges to log your temperatures daily BEGINNING AUGUST 10<sup>th</sup>.** You must log your temperature every day, even on weekends (this is a requirement for all students in the Nursing and Health Professions School).
4. There is typically a 24 hour wait period between registering and when you can begin logging.
  - a. Upload copies of your BLS, EMT, and NREMT cards (Front and Back).
  - b. Completed health forms
  - c. FBI Fingerprint results once you have them emailed back to you

iii. **VOSHA Training:** Complete the VDOL VOSHA training on PPE and list Vermont Tech as the employer. Save your certificate as a PDF

1. [https://labor.vermont.gov/sites/labor/files/doc\\_library/Protecting%20the%20Safety%20and%20Health%20of%20Workers%20VOSHA%20COVID\\_FINAL%20%20805.04.2020%29\\_0.pdf](https://labor.vermont.gov/sites/labor/files/doc_library/Protecting%20the%20Safety%20and%20Health%20of%20Workers%20VOSHA%20COVID_FINAL%20%20805.04.2020%29_0.pdf)

iv. Each clinical site has unique paperwork, clinical clearance forms, screening requirements, etc. We will work on these the first day of class. These are also stored in your EMS 1801 Canvas course.